



Health and Safety General Policy

Updated:	Ongoing
Reviewed by:	Allison Christie, Health and Safety Officer
Approved by:	Trustees' Compliance and Health & Safety Committee, December 2021
Next review date:	Ongoing

OVERVIEW

Our health and safety management system provides us with the means to manage health and safety in an efficient and effective way. The system is contained in two folders:

- Health and Safety General Policy (made available for employees to read)
- Fire Safety Policy and Procedures (a copy is given to all new employees during induction training and is also made available for employees to read)

These documents contain our plans, policies, organisation, arrangements and risk management tools.

General Policy, General Arrangements and Implementation of Policy

In this section we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

Arrangements

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

We have records for our fire precaution checks and training and other master and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

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GENERAL POLICY STATEMENT

Concord College places great importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its students, employees, visitors and the general public.

To this end the College will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

It is our policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with our operations. In particular, we have a responsibility:-

- to provide and maintain safe and healthy working conditions, taking account of any statutory requirements;
- to provide training and instruction to enable all employees to perform their work safely and efficiently;
- to make available all necessary safety devices and protective equipment and to supervise their use;
- to maintain a constant and continuing interest in health and safety matters applicable to our activities, in particular, by consulting and involving employees or representatives wherever possible.

Employees have a duty to co-operate in the operation of this policy:-

- by working safely and efficiently;
- by using the protective equipment provided and by meeting statutory obligations;
- by reporting incidents that have led or may lead to injury to people or damage to property or equipment;
- by adhering to our procedures for securing a safe workplace;
- by assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

In support of this statement, our General Policy provides details of responsibilities within the organisation, arrangements for health and safety in the workplace, area specific guidance, training and monitoring procedures. The general policy is included in our staff handbook and is provided to all employees, who are notified of any changes as they are implemented.

Copies of this statement are displayed on notice boards for the attention of employees, students and visitors.

The general policy will be kept under constant review and amended or added to as required and this statement will be reviewed on an annual basis.

Signed: M R Truss
Dr M R Truss, Principal

Date: 1st September 2021

GENERAL ARRANGEMENTS

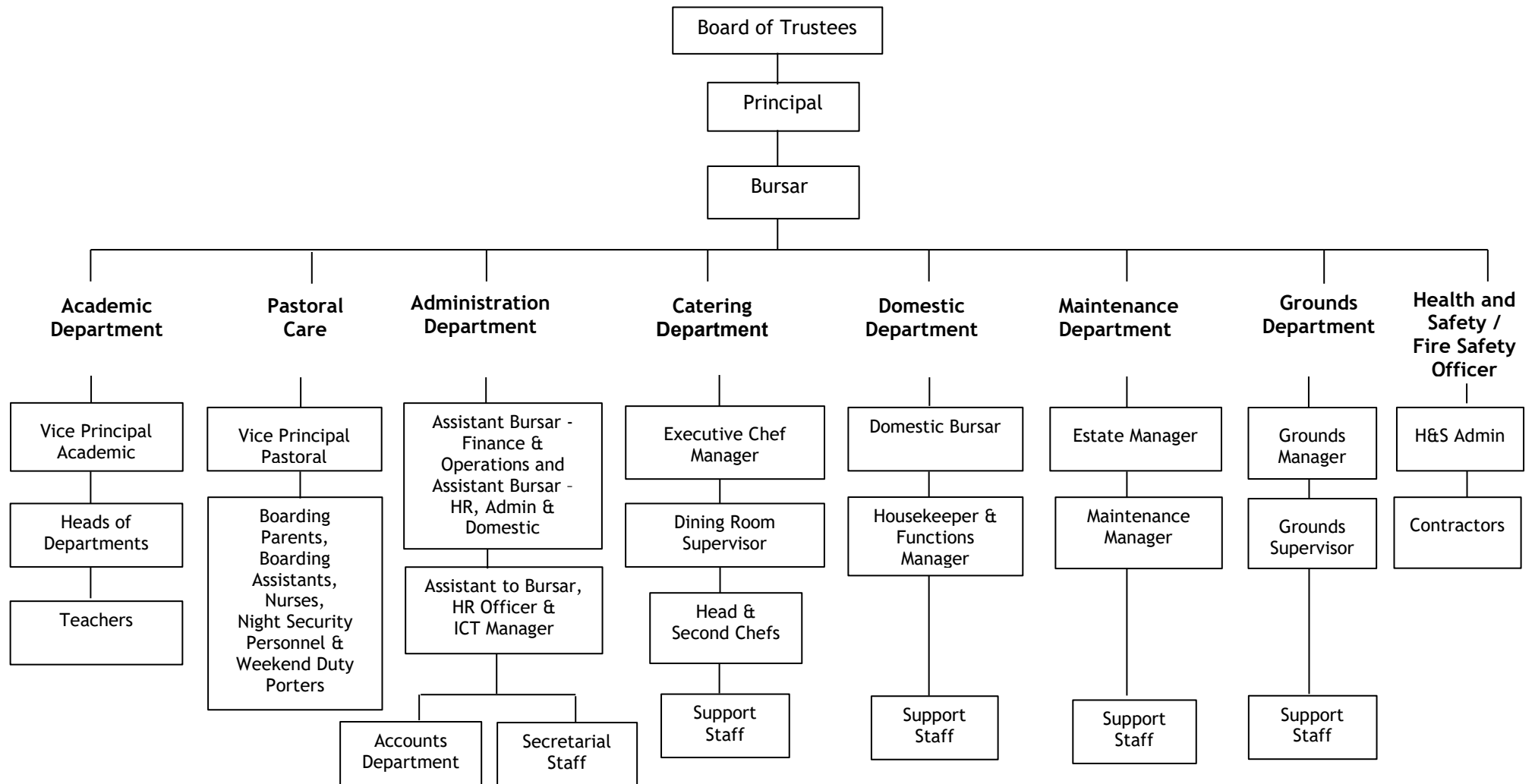
1. What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises. (See Fire Safety arrangements and Fire and Emergency Evacuation Procedures pages 33-34).
2. You must report **ALL INCIDENTS** including 'near misses'. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence. (See Incident Reporting Procedure page 27).
3. **FIRST AID**. The location of first aid boxes and the names of first aiders are displayed on notice boards.
4. Managers/Heads of Departments are responsible for the **INSTRUCTION** of employees in safe working methods and for ensuring that these methods are used. They are also responsible for initiating any steps necessary to improve unsafe conditions.
5. We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.
6. **GOOD HOUSEKEEPING** is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. There are arrangements for:-
 - the proper storage of clothing, materials and waste and for the removal of waste;
 - the provision of adequate space for equipment and working materials;
 - maintaining clean work areas, offices, washing, toilet and first aid facilities.
7. We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.
8. Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable (refer to pages 35-37 Fire Inspection and Maintenance Procedures and to page 68 Monitoring Procedures). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.
9. Where a risk assessment identifies that you need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure your health and/or safety, we will provide suitable equipment. Wherever possible you will be consulted when equipment is being selected.
10. Safety procedures and rules for **CONTRACTORS** are outlined on pages 20.
11. **RISK ASSESSMENTS** will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

IMPLEMENTATION OF POLICY

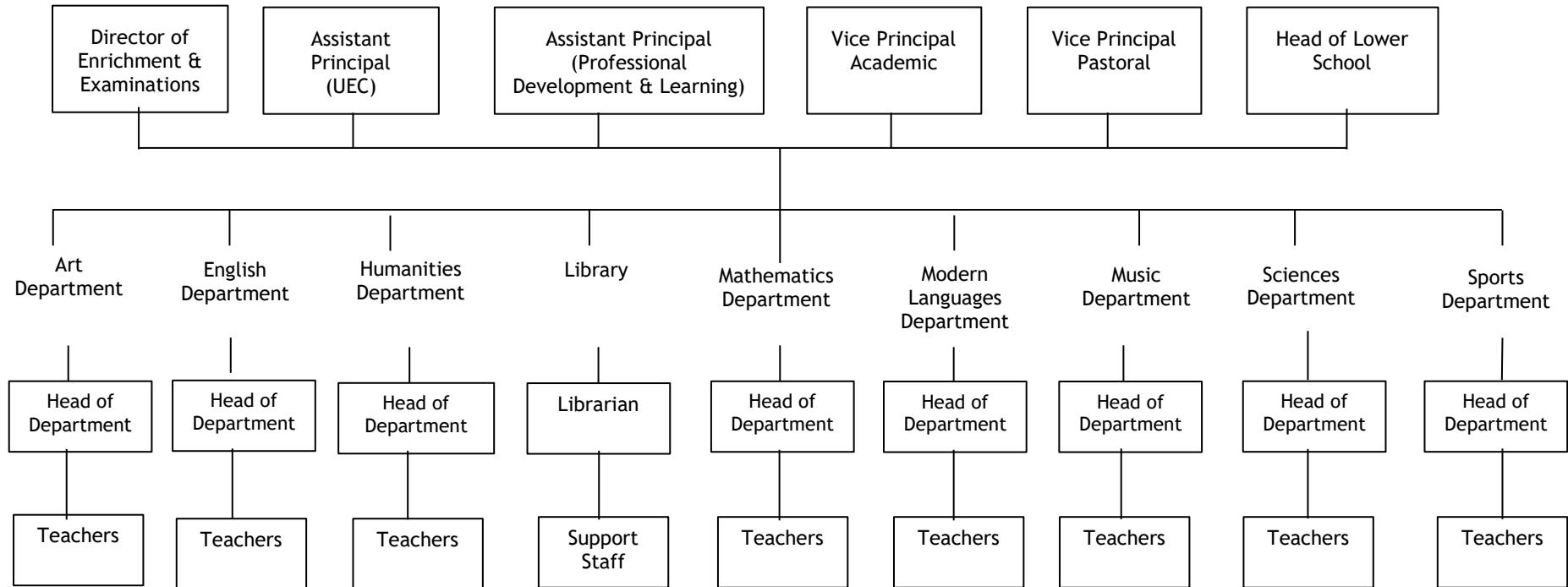
Our policies will be implemented by:

- taking health and safety into account when planning all business activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;
- ensuring that the responsibilities of employees and subcontractors with regard to health and safety are specified clearly in writing.

HEALTH AND SAFETY MANAGEMENT STRUCTURE



HEALTH AND SAFETY MANAGEMENT STRUCTURE

ACADEMIC DEPARTMENT

INDIVIDUAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

We take seriously the health, safety and welfare of all our employees and anyone that could be affected by our work activities. We have set high standards for the College, which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all employees.

Employees who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. In addition to any specific responsibilities, you should regularly carry out safety inspections of the working environment under your control in order to maintain standards

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate vehicles, plant and equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell your Manager / Head of Department.

We would remind you that employees have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable him to comply with his statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

TRUSTEES

Responsibilities include:-

- collective responsibility for providing a safe and healthy environment for all employees, students, parents and visitors;
- appointing the Chairman of an appropriate committee, with responsibility for overseeing health and safety;
- approving sufficient resources each year for the maintenance of the fabric of the College, together with plant and equipment and to provide safe systems of work;
- regularly reviewing the College's policies and procedures;
- monitoring that the College is meeting its obligations by checking that policies and procedures are implemented;
- receiving and approving an annual report on health and safety from the Bursar, to include details of staff training undertaken, risk assessments (including fire risk assessments) and their review, changes to any areas of policy, data on accidents and incidents, fire alarm incidents, monitoring procedures, reports from external inspection agencies and details of any audits undertaken.

PRINCIPAL

Responsibilities include:-

- initiating our Policy for the prevention of injury, damage and wastage;
- administering the Safety Policy, or appointing a senior member of staff to do so;
- ensuring that the appropriate insurance cover, which embraces both statutory and general requirements, is met and maintained and that adequate copies of the insurance certificate are conspicuously displayed;
- arranging funds and facilities to meet requirements of the Policy;
- ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- ensuring that all levels of staff receive adequate and appropriate training;
- insisting that sound working practices are observed;
- recommending to the Board any changes to improve our safety performance;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- carrying out an annual review of the Policy;
- setting a personal example.

BURSAR

Responsibilities include:-

- understanding and implementing our Safety Policy;
- ensuring co-operation between all parties in fulfilling the aims of the Safety Policy;
- ensuring that the appropriate insurance cover, which embraces both statutory and general requirements, is met and maintained and that adequate copies of the insurance certificate are conspicuously displayed;
- arranging funds and facilities to meet requirements of the Policy;
- directing Managers / Heads of Departments that our Safety Policy is to be implemented at all times;
- insisting that sound working practices are observed;
- recommending to the Board any changes to improve our safety performance;
- appointing, in writing, competent persons to assist the organisation to fulfil their obligations under the Safety Policy;
- ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- carrying out an annual review of the Policy;
- setting a personal example.

VICE PRINCIPALS, ASSISTANT PRINCIPALS, HEAD OF LOWER SCHOOL AND HEADS OF DEPARTMENTS

Responsibilities include:-

- familiarising yourself with our Health and Safety Policy;
- ensuring co-operation between all parties in fulfilling the aims of the Safety Policy;
- ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- carrying out risk assessments in those areas under your control to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- stipulating safe systems of work, so that all work both on or off the premises is carried out in accordance with statutory requirements, codes of practice and our rules;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- ensuring that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- completing accident reports for all accidents involving injury, damage or lost time; reports to be completed as soon as possible after the incident;
- maintaining good housekeeping standards;
- setting a personal example.

HEALTH AND SAFETY / FIRE SAFETY OFFICER

Responsibilities include:-

- familiarising yourself with our Health and Safety Policy;
- understanding the requirements of the Act and supporting Regulations and ensuring that these are observed;
- ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- carrying out risk assessments in those areas under your control to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- stipulating safe systems of work, so that all work both on or off the premises is carried out in accordance with statutory requirements, codes of practice and our rules;
- ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
- seeking to develop safe practices and encourage suggestions from employees;
- ensuring that all safety devices are fitted, properly adjusted and maintained;
- ensuring that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent;
- completing accident reports for all accidents involving injury, damage or lost time; reports to be completed as soon as possible after the incident;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- maintaining good housekeeping standards;
- making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so;

- establishing prior to commencement of sub-contract work, that the sub-contractor is aware of the need for his operations to be carried out in a safe manner and that the sub-contractor subsequently complies with this requirement;
- reporting any outstanding concerns regarding the health and safety policy, availability of resources or implementation of practices and procedures to the Bursar, Principal and Board of Trustees;
- setting a personal example.

EXECUTIVE CHEF MANAGER

Responsibilities include:-

- familiarising yourself with our Health and Safety Policy;
- bringing the Health and Safety and Food Safety Policies to the attention of all staff and ensuring that these are displayed in prominent locations;
- ensuring that the objectives outlined within the Health and Safety and Food Safety Policies and regular monitoring procedures are fully understood and observed by persons under your control;
- ensuring that changes in the Health, Safety and Food Safety Policies are brought to the attention of all persons under your control;
- ensuring that safe and hygienic systems of work are implemented and monitored;
- ensuring that all relevant registers, notices and documents are maintained and available for inspection;
- ensuring that matters concerning Health, Safety and Food Safety raised by staff are thoroughly investigated and where necessary, effective action taken;
- ensuring that persons under your control are given adequate information, instruction and training to enable them to carry out their duties in a safe manner;
- ensuring that all accidents, near miss incidents and cases of ill health are adequately reported, recorded and investigated as detailed in the Accident and Incident Reporting Procedure;
- ensuring that all incidents of food contamination, all cases of illness of food handlers and all incidents of food related illness are adequately reported, recorded and investigated as detailed in the relevant reporting procedure;
- monitoring the Health, Safety and Food Safety activities at the recommended intervals;
- ensuring that adequate welfare facilities are provided and maintained to the required standard;
- carrying out risk assessments in those areas under your control to identify all hazardous activities and the risks associated with such activities;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes.
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes;

- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- ensuring that good housekeeping standards are maintained;
- setting a personal example.

ALL EMPLOYEES

Responsibilities include:-

- being familiar with the Health and Safety Policy and implementing it at all times;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in plant or equipment. Ensuring that plant and equipment is in a safe and secure state when unattended;
- obeying our safety rules including the use of PPE provided;
- complying with any risk assessments which have been undertaken;
- setting a personal example.

SUMMARY OF RESPONSIBILITIES

OVERALL RESPONSIBILITY

The Principal has overall and final responsibility for health and safety within our operations. He will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility

Name

Training including Induction, Inset and instruction in Safe Working Practices

Managers / Head of Departments (HODs) / HR / Health & Safety Officer

Health and Safety Inspections
Office Safety Inspections

Managers / HODs / Health & Safety Officer
Health & Safety Officer / Estate Manager/
Assistant Manager

Equipment Maintenance

- In House
- Outside Services

Managers / HODs
Estate Manager/Assistant Manager / Health & Safety Officer

College Vehicles including Fork Lift Trucks & Minibuses

Estate Manager/Assistant Manager / Health & Safety Officer

Grounds Vehicles including Tractors

Grounds Manager

First Aid provision

College Nurse / Health & Safety Officer

Drugs and Medicines

College Nurse

Clinical Waste

College Nurse / Domestic Bursar

Fire

- Equipment
- Evacuations

Estate Manager/Assistant Manager
Senior Management, Managers, HODs,
Teachers, Boarding Parents, Health & Safety
Officer, Night Security Personnel

Computer Equipment

ICT Manager

Housekeeping

Domestic Services Manager

Catering, Food and Beverages

Executive Chef Manager

On-site Events & Functions

Events Co-ordinator / Housekeeper & Functions
Manager / Health & Safety Officer

Collection/Delivery Procedures

Managers / HODs / Health & Safety Officer

Accident Reporting & Recording

Health & Safety Officer

Accident Investigation

Health & Safety Officer / Bursar

Visitors (including Contractors)

Managers, HODs, Health & Safety Officer

Risk Assessments

Managers, HODs, Health & Safety Officer

Services (including Permits to Work)

Estate Manager/Assistant Manager

- Gas/LPG/Oil
- Electricity
- Water Supply
- General Waste

Construction & Development Projects

Bursar / Estate Manager

RESPONSIBILITIES OF CONTRACTORS

The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- fire safety and evacuation procedures;
- no smoking policy (including the use of electronic cigarettes and vaping);
- first aid arrangements;
- accident or near miss reporting procedures;
- welfare arrangements;
- the requirements of any Risk Assessments and Method Statements or Safe Systems of Work they are required to comply with;
- site security;
- areas where personal protective equipment (PPE) must be used;
- permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Staff engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with Risk Assessments and Method Statements or Safe Systems of Work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

Staff engaging contractors are responsible for informing the HR Department in advance, so that the appropriate safeguarding checks can be carried out prior to the contractors arriving and working on site. Staff must also obtain contractors' Risk Assessments and Safe Systems of Work plus evidence of valid Public Liability Insurance prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30mS.

Contractors will be required to provide a current test certificate for all portable electrical appliances brought onto our premises.

We reserve the right to order off site any contractor not complying with the Safety Policy and/or safe systems of work.

IDENTITY CARDS FOR STAFF, TRUSTEES, PATRONS, CONTRACTORS AND VISITORS

INTRODUCTION AND SCOPE

The College recognises that allowing individuals on site without clear identification creates uncertainty and vulnerability in the control of security. The aim of this policy is to ensure that the College's intention of providing a secure environment is enhanced through the control of visitors by providing clear identification of students, staff, trustees, patrons, contractors and visitors. Compliance with the guidance and procedures set out below will enable clear indication of any person's authorised right to be on site and will enable clear identification between individuals.

POLICY

This policy and the following procedures apply to every individual present in any area of Concord College, whether on site or in the village of Acton Burnell and include:

- all staff employed by the College;
- all trustees and patrons of the College;
- all contractors working at the College;
- all visiting teachers and sports coaches working at the College;
- all visitors to the College.

GENERAL PROCEDURES

- All College employees, trustees, patrons, visiting teachers and sports coaches will be issued with an identity (ID) card.
- All visitors to the College and contractors working at the College will be issued with a temporary ID card on arrival by Reception staff. These temporary ID cards should be handed back to Reception when the visitor/contractor leaves the campus.
- Everyone issued with an ID card must wear it at all times. Resident staff must wear ID cards when undertaking College duties and when using the College facilities and services.
- ID cards must be visible at all times. The only exceptions to this rule are when the holders of ID cards presented on a lanyard undertake work which involves the use of machinery or equipment or any activity where such could result in a health and safety risk if the lanyard became entangled. In such instances the ID card should be kept elsewhere on the individual (eg in a pocket rather than around the neck).
- The information on all ID cards will be kept secure in accordance with data protection regulations. It may be made available to the Police if requested and if supported by legal advice.

ISSUING ID CARDS TO VISITORS

- When a visitor arrives on site they must report to Reception. They must sign the visitors' book and will be issued with a temporary ID card either by a receptionist or a member of the security staff.
- The card will be issued only to that visitor and must not be given to anyone else.

ISSUING ID CARDS TO CONTRACTORS

- When a contractor arrives on site they must report to the Estates Office. They must sign in and will be issued with a temporary ID card and lanyard. Refer to Rules for Visitors, policy 13.7 for further instructions on contractors.

MANAGING VISITORS OR CONTRACTORS WHO ARE NOT WEARING AN ID CARD

- If a visitor or contractor is found not to be wearing their ID card they must be asked to do so immediately.
- If they do not have an ID card, they should immediately be taken to Reception where they will be asked to identify themselves as a visitor or contractor. They will then be asked to sign the visitors' book and will be given a temporary ID card.

STAFF, TRUSTEES, PATRONS, VISITING TEACHERS AND SPORTS COACHES

- As an employee, trustee or patron of the College you will be issued with an ID card.
- You will be given your card on your first day of employment/appointment.
- Your card is for you only and cannot be transferred to anyone else.

STAFF, TRUSTEES AND PATRONS WHO DO NOT WEAR THEIR ID CARDS

- If you do not wear your ID card you will be asked to do so.
- If you cannot produce your ID card when asked you should report to Reception for a temporary card.
- If you lose or damage your ID card you must report this to the HR Department who will arrange for a replacement to be issued.

RESPONSIBILITIES OF STAFF, TRUSTEES AND PATRONS

- You are expected to support these procedures and wear your ID card at all times whilst on site, on duty or using the College's facilities or services. The only exception will be as previously stated under General Procedures – if wearing a lanyard would pose a health and safety risk.
- You are required to request any individual not wearing an ID card to do so and to do this in a respectful way.
- You are required to report and accompany anybody who cannot produce an ID card to Reception.

You are required to report to your supervisor, to Senior Management or to the Children's Safeguards Manager any suspicious activity as per the College's Safeguarding Policy and Procedures.

RULES FOR VISITORS

INTRODUCTION

The following rules are designed to control all visitors to our premises, including contractors, agency workers and consultants engaged to work on the premises. For health, safety and the security of our students and staff, visitors are not permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any person receiving a visitor(s) should ensure that:-

1. On arrival at the College, visitors must report immediately to Reception or the Staff Room (if it is outside the usual opening hours of Reception).
2. The visitor(s) must enter their details in the 'Visitors' Book' and provide original identification to the person in control of the Visitors' Book at that time (e.g. Reception staff, duty staff or night security officers etc). A record must be made of the type of identification provided, together with the name and signature of the person who has undertaken the identification check. If no identification is provided by the visitor(s) the person hosting the visitor(s) must be informed. The visit should then be re-arranged unless within the last 6 months (a) the visitor has previously provided identification and this can be evidenced from the records kept or (b) the visitor is personally known to the host and host signs the Visitors' Book confirming that this is the case.
3. After completing the Visitors' Book, the visitor(s) must be provided with a visitors' badge. It should be explained to the visitor(s) that the badge must be worn at all times whilst on College premises and that prior to leaving the College, the badge must be returned to Reception/the Staff Room (as appropriate) and the visitor(s) must sign out.
4. The Receptionist (or duty staff or night security officers) must contact the host to notify him/her that their visitor(s) has arrived and needs to be collected from their waiting point.
5. Visitors must remain in the Reception/Staff Room (as appropriate) or in another specified area, such as Main Hall, until collected by their host or the host's nominee.
6. Any host (or their nominee) receiving a visitor(s) should check that the visitor(s) has reported to Reception/Staff Room (as appropriate) and that the visitor(s) has obtained and is displaying a visitors' badge.
7. A member of staff who notices an unaccompanied visitor(s) should approach the visitor(s) and politely enquire as to who they are and their business on the College premises. This applies whether or not the visitor(s) is wearing a visitors' badge. The visitor(s) should then be accompanied back to the Reception/Staff Room and the procedure at points 1 to 5 above should be followed. If the visitor(s) refuse(s) to accompany you to Reception/Staff Room and becomes abusive or threatening then they should be asked to leave the College premises immediately and informed that the police will be called if they fail to comply with the request. Any such incident involving visitor(s) must be reported to a member of the Senior Management Team without delay.
8. In the event of a visitor(s) suffering an injury whilst on College premises, a First Aider or College Nurse should be summoned. The incident should be recorded on an official Accident Report Form. The completed form should be passed to the Health and Safety/Fire

Safety Officer without delay. Any injury/incident involving a visitor(s) must also be reported to a member of the Senior Management Team without delay.

9. All visitors must comply with the College's policies and procedures.

It is the responsibility of all staff to ensure that prior to the engagement of any contractors, agency staff or consultants that the appropriate safeguarding checks are carried out by the HR department.

Any member of staff receiving a contractor should ensure that:-

1. The appropriate safeguarding checks have been conducted by the HR department and authorisation approved.
2. On arrival at the College, contractors must report to the Estates/Maintenance Office where they must provide original identification (driving licence photo card or passport) to the Estates/Maintenance Office staff. A record must be made of the type of identification provided, together with the name and signature of the person who has undertaken the identification check.
3. Contractors are asked to sign in and will be issued with a contractors' badge. The contractors' badge should be handed back to the Estates/Maintenance Office when the contractor signs out on leaving the premises.
4. Contractors complete the appropriate 'Authorisation for Contractors to Work at Concord College' form and provide the Maintenance Manager with the appropriate health and safety documentation before commencing work on the premises.
5. Any incident involving a contractor is reported to the Maintenance Manager/Bursar without delay. Injuries should be recorded on an official Accident Report Form and this should be passed to the Health and Safety/Fire Safety Officer.
6. Contractors must comply with the College's policies and procedures.

VISITORS

We extend a warm welcome to all our visitors.

Please use the Visitors Book provided and read these rules. By entering your details in the Visitors Book you are indicating that you understand your obligations. Please sign out on departure and return your visitor badge.

PARKING

- Users of the car park do so at their own risk. The college accepts no responsibility for any damage, accidents or losses to visitor's property.
- You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

RECEPTION AREA

- Please remain in the reception area until you are collected by your host or their nominee.
- You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

SECURITY

- Please wear your visitor badge at all times.
- For your information CCTV is in operation on the premises.
- You must not remove anything from the premises without permission.

HEALTH AND SAFETY

- When visiting controlled areas, where indicated by your host (or their nominee) or by the signs displayed, please use the protective clothing and equipment provided.
- Do not enter any area until you have received the permission of an authorised representative.
- You must report any accident, injury or dangerous occurrence to your host (or their nominee) immediately. In the event of an injury whilst on college premises, a First Aider or College Nurse should be summoned. Incidents must be recorded on an official Accident Report Form and this must be passed to the Health and Safety / Fire Safety Officer without delay.

FIRE

- If the Fire Alarm should sound please leave the building by the nearest safe exit and proceed to the Assembly Point. Do not re-enter the building until you are told it is safe to do so.
- Contractors who are unaccompanied, please familiarise yourself with the locations of the fire exits and call points.

SMOKING

- The college is a non-smoking campus you are not permitted to smoke or use electronic cigarettes (e-cigarettes or vaping) on-site.

INCIDENT REPORTING PROCEDURE

We accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

1. INCIDENT RECORDING

Any person injured during the course of their work should record the incident and injury on one of our official Accident Report Forms which are available on the intranet or from your Manager/Head of Department. This should be passed to the Health and Safety/Fire Safety Officer, who is responsible for ensuring that completed reports are kept secure. The injured person may retain a copy of the form if they so wish. 'Near miss' incidents should also be reported to Health and Safety/Fire Safety Officer.

2. INCIDENT INVESTIGATION

The Bursar and Health and Safety/Fire Safety Officer are responsible for investigating all incidents including 'near misses'. All measures identified as necessary to prevent recurrence will be implemented.

3. REPORTS TO THE ENFORCING AUTHORITY

The Health and Safety/Fire Safety Officer is responsible for reporting to the Health and Safety Executive (HSE) and Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. Reports are submitted online directly to the RIDDOR database (www.riddor.gov.uk). A telephone service is provided by the ICC for reporting fatal/specified and major incidents only (Monday-Friday 8.30 am to 5.00 pm).

4. INCIDENT CONTACT CENTRE

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0345 300 9923
www.riddor.gov.uk

Environmental Health
Shropshire Council
Shirehall
Abbey Foregate
Shropshire
SY2 6ND

Tel: 0345 678 9000
www.shropshire.gov.uk/environmental-health

Health and Safety Executive
Hornbeam House
Electra Way
Crewe
CW1 6GJ

Tel: 01782 602 300
www.hse.gov.uk

It is our policy that verbal communication with third parties regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Bursar in writing; the Bursar will make our official response. This statement relates to both reportable and non-reportable accidents/incidents.

CIVIL CLAIMS

We acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities, have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and provide evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:-

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy as soon after the incident as possible or within the 10 day legislation requirement;
- any person receiving a letter from a solicitor must forward this immediately to the Bursar;
- the Bursar will, unless she instructs someone else to act on her behalf, forward the solicitor's letter to our insurer along with any evidence in our defence;
- direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence;
- all correspondence relating to the claim must be forwarded to the Bursar immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore, the Bursar and Health and Safety / Fire Safety Officer are responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:-

- entry in the Accident Book;
- statements from the injured person(s), witnesses, Managers and first aider. These should be signed and dated and contain only statements of fact not supposition;
- copy of the accident/incident investigation report, with any photographs and diagrams;
- pre and post-accident risk assessments;
- a copy of any written safety instructions given to the injured person(s);
- a record of any personal protective equipment issued to the injured person(s);
- copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident;

- any disciplinary evidence relating to the occurrence;
- copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A);
- copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the Bursar.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

CONSULTATION WITH EMPLOYEES

We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult you on health and safety matters, particularly with regard to:

- any measures that may substantially affect your health and safety;
- our arrangements for obtaining the assistance of a competent person to help us manage health and safety;
- information about risks to your health and safety and preventative measures;
- the planning and organisation of any health and safety training that you will need in order to work safely;
- the health and safety consequences of the introduction of new technologies into the workplace.

We will be consulting you directly.

You will be provided with such information as is necessary to enable you to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of your line manager.

DISPLAY SCREEN EQUIPMENT (DSE)

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

We accept that we have a duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The Health & Safety Officer will be responsible for evaluating the Self-Assessment Questionnaires.

Any employee that works with DSE for more than two hours per day, when averaged over a four week period, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to you, you should contact your Manager / Head of Department.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of your Manager / Head of Department / Health & Safety Officer.

We have access to guidance on setting up workstations and to blank copies of the Self-Assessment Questionnaire.

ELECTRICAL SAFETY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the Maintenance Manager. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regulations.

LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.

Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Portable Electrical Appliances

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All persons using hand held electrical appliances are responsible for inspecting plugs and leads before use.

Any person finding an item of damaged equipment should bring this to the attention of their Manager / Head of Department immediately.

Portable electrical appliances will be inspected and tested annually.

Employees must obtain authorisation from their Manager / Head of Department / Health & Safety Officer prior to bringing to work to use any personal electrical appliances. Following authorisation and before use, all personal electrical appliances must be safety checked by the college electrician.

FIRE SAFETY

We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters and others outside. We are committed to doing all that it is reasonably practicable to prevent fire. Suitable fire precautions will be provided and maintained and employees will be instructed in fire procedures, including the actions to be taken in the event of fire. A separate Policy and Procedures are in place.

We will:-

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that all visitors sign the visitors book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide means of detection and give warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, fire fighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train and instruct staff in fire safety, including the carrying out of fire drills;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- identify and control high fire risk activities, e.g. welding, use of highly flammable liquids;
- appoint and train duty fire officers;
- train staff in the use of fire fighting equipment;
- assess all functions or special events for increased fire risk;
- display the fire procedures in prominent positions;
- designate fire assembly points;
- meet at intervals and liaise with the local Fire Service.

FIRE AND EMERGENCY EVACUATION PROCEDURE

A separate copy of the Fire Safety Policy and Procedures is given to all employees during induction training including campus maps indicating the location of the fire assembly points. The staff handbook is also accessible via intranet and a hard copy available in the staff room.

ON DISCOVERING A FIRE

1. Raise the alarm using the nearest break-glass point.
2. Ensure nearest fire doors are shut.
3. Call the Fire Brigade dialling 9 999.
4. When connected to the Fire Service state:

This is: Concord College

Address: Acton Burnell Hall
 Acton Burnell
 Shrewsbury
 SY5 7PF

Telephone Number: 01694 731 631 and state **"We have a fire"**.

5. Do not replace the receiver until this information has been correctly acknowledged.

ON HEARING THE ALARM

6. Evacuate the building by the nearest available exit and proceed to the fire assembly point.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If it is safe to do so, the Receptionist will collect the Visitors Book on the way out and hand it to the person taking the roll call.
10. Notify the Duty Fire Officer that you have called the Fire Service.
11. DO NOT re-enter the building until told it is safe to do so by the Senior Fire Officer.

WALK - DO NOT RUN
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT TAKE RISKS

FIRE INSPECTION AND MAINTENANCE PROCEDURES

We recognise that if employees do not know what to do in the event of a fire and/or if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

INDUCTION

The Health and Safety / Fire Safety Officer / Manager / Head of Department will:

- ensure that all employees have been made aware of the fire procedure, including how to raise the alarm, escape routes and fire exits, and the location of the fire assembly points.

DAILY

The Health and Safety / Fire Safety Officer will:-

- check that the fault indicator is not showing or sounder operating on the Fire Alarm Control Panel;
- immediately notify any faults on the fire alarm system to the Maintenance Manager.

WEEKLY

The Maintenance Department will:-

- each week choose a different call point in every college building and operate the fire alarm using the key provided;
- check that the sounders operate and that the appropriate zone is indicated on the Control Panel;
- check that the magnetic door locks release and where they are fitted that the automatic final exit doors release and open;
- immediately notify any faults to the fire alarm system contractor and inform the Health and Safety / Fire Safety Officer.

MONTHLY

The Maintenance Department will:-

- check that fire exits open easily without the use of a key;
- check that all internal fire escape routes are not obstructed;
- check that fire extinguishers are present, mounted appropriately and not obstructed.

The Grounds Department will:-

- check all external fire escape routes are not obstructed, clear of foliage and clean. Any damage noted to external fire escape routes is reported to the Maintenance Manager.

The Lead Boarding Parent / Manager will:-

- conduct a fire precautions safety check in their residence / department.

QUARTERLY

The Maintenance Department will:-

- remove mains supply to the Fire Alarm Control Panel and check that the battery is capable of supplying the alarm sounders;

TWICE YEARLY

The Maintenance Department will:-

- test emergency lighting by switching off electrical power. All emergency lights should come on.

TERMLY

The Health and Safety / Fire Safety Officer will:-

- conduct an unannounced practice Fire Drill by setting off the alarm;
- check and record the time taken for all persons present to reach the fire assembly points (this should be less than 3 minutes);
- note any difficulties and inform the Bursar;
- when necessary, after the drill, hold briefing sessions with employees to discuss issues arising from the drill;

The Leading Boarding Parent will:

- conduct an unannounced night time boarding residence practice Fire Drill by setting off the alarm;
- check and record the time taken for all students present to reach the fire assembly points (this should be less than 3 minutes);
- when necessary, after the drill, speak to the students to discuss issues arising from the drill;
- note any difficulties and inform the VP Pastoral and Health and Safety / Fire Safety Officer; all fire drills are recorded appropriately by the Health and Safety / Fire Safety Officer.

ANNUALLY

The Maintenance Department will:-

- ensure the service of the fire alarm system, fire curtain, disabled refuge point systems and fire extinguishers by external contractors;

- clean all the detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning detectors);
- carry out emergency lighting and fire alarm battery discharge tests;
- ensure the fire hydrant is inspected;
- organise that all chimneys are swept;
- ensure the service of all boilers;
- organise the service and test load of the generator.

The Maintenance Department will record all inspections and tests accordingly.

FIRST AID

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

The Health and Safety / Fire Safety Officer is responsible for assessing our first aid requirements and for informing the Bursar of her findings. The Bursar is responsible for ensuring that we employ sufficient trained First Aiders.

Notices stating the names of the First Aiders will be displayed. The First Aiders together with the Nurses are responsible for ensuring that the contents of first aid boxes are checked regularly and replenished as required.

Advice for First Aiders on blood-borne viruses (BBV)

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the blood stream of the recipient. BBVs are transmitted from one person to another via unprotected sexual intercourse, blood-to-blood contact (e.g. injecting drug use), mother-to-baby transmission. BBVs are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBVs. They cause liver disease. Symptoms range from flu-like in mild cases through to severe liver damage.

BBVs can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound. The use by first aiders of the simple precautions listed below eliminates the risk of transmission.

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing;
- When giving first aid wear disposable sterile surgical gloves;
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels;
- Do not use teeth when putting on/removing gloves;
- Pull off gloves so that they are inside out;

- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier;
- Hands must be washed with soap before and after applying dressings;
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves;
- When spillages of blood or other bodily fluids (with the exception of urine) occur these must be cleaned up immediately using paper towels using a solution of one part bleach to ten parts water. NB. **DO NOT** use bleach on urine spillages. Use soap and water;
- If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

OBTAINING FIRST AID

In the event of an injury you should seek medical attention.

For current list of First Aiders please refer to lists posted on staff notice boards.

There are **First Aid Kits** in each of the following locations:

In each boarding residence (the first aid boxes can be opened using 606 key)

Staff room (Main House)

Staff room (Lower School)

Science department (there is a first aid box and eye wash station in each laboratory)

Science department prep rooms

Sports hall

Art department

Theatre foyer

Main kitchen

Estates & Maintenance office

Maintenance workshop

Laundry

Swimming pool

Grounds office

Each college minibus

College cars (used to transport students)

The First Aid Room (Medical Room) Location:

Ground floor, Main House, adjacent to exit to Jubilee Building.

GAS SAFETY

Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular we will ensure that:-

- any person engaged to work on our gas installation is registered with the Gas Safety Register and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- all gas appliances on our premises will be serviced and tested annually by an approved fitter registered on the Gas Safety Register.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is registered on the Gas Safety Register and that individual gas fitters are carrying the appropriate identification card or working under the direct supervision of a person carrying the appropriate card.

ACTION IN THE EVENT OF AN EMERGENCY

If you think you smell gas:

- **DON'T turn electric appliances or switches on or off.**
- **DON'T smoke.**
- **DON'T use naked flames.**
- **DO turn off the gas supply to the meter.**
- **DO open doors and windows to get rid of the gas.**
- **CALL the emergency number 0800 111 999 (National Grid Gas)**

IF IN DOUBT, EVACUATE

HAZARDOUS SUBSTANCES

A hazardous substance is any substance, natural or man-made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will:-

- maintain an up-to-date inventory of substances purchased for use by employees;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- identify activities where hazardous substances are used or produced;
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e. record COSHH assessments);
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly;
- provide suitable precautions to eliminate or reduce the risks to exposed persons;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely.

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

You are responsible for using the controls identified in the COSHH assessments for substances you use or are exposed to. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health you should inform your Manager / Head of Department / Health and Safety Officer immediately.

LONE WORKING

We will ensure, so far as is reasonably practicable, that you and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

The person responsible for the implementation of this Policy is the Bursar, and the co-operation of management and employees is essential to its success.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:-

- the remoteness or isolation of workplaces;
- any problems with communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

INFORMATION AND TRAINING

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. You will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. You are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

SAFE SYSTEMS OF WORK

Rules and instructions will be developed, if necessary in writing, to cover the following:-

Required ability of employees, e.g.:-

- professional training;
- qualifications and experience;
- medical fitness.

Suitability of equipment, for example:

- quality of hand tools;
- level of personal protective equipment supplied by us;
- insulation of portable lighting and other electrical appliances.

Means of communication, for example:

- two-way radio;
- telephone;
- remote manual or automatic alarm system;
- regular visits by competent person.

Provision for treatment of injuries, for example:

- portable first aid kit;
- availability of first-aider.

Emergency and accident procedures, for example:

- means of summoning help;
- means of raising alarm;
- rescue plans and equipment;
- fire fighting equipment.

Training, for example:

- for safe use of specialised equipment and processes, etc.

Supervision, for example:

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

DEFINED WORKING LIMITS

We will establish clear procedures to set limits of what can and what cannot be done while working alone.

PERMITS TO WORK

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place. Copies of permits will normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest Manager and the relevant manager.

MANUAL HANDLING

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

You are responsible for using equipment provided to reduce risks from manual handling tasks. You will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their Manager / Head of Department / Health and Safety Officer.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or lost.

Areas where PPE must be used will be identified with the appropriate warning sign.

You are responsible for using PPE as directed.

Manager / Head of Department / Health and Safety Officer are responsible for enforcing the use of PPE in areas under their control.

If you experience problems using PPE you should bring this to the attention of your Manager / Head of Department / Health and Safety Officer immediately.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

Contractors are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

Name: _____

[illegible]

Signed _____ Date _____

RISK ASSESSMENT

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Our aim is to:-

- identify significant hazards to health and safety;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, action further controls;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- record an individual risk assessment for each young person (16 -18 years of age) employed;
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed as the pregnancy progresses and any period while she is breast feeding after return to work.

Areas and activities for which risk assessments are required include:

- Premises;
- Fire;
- First Aid;
- COSHH;
- Manual handling;
- Estates & Maintenance activities;
- Grounds activities;
- Kitchen & Dining Room activities;
- Food safety;
- Housekeeping, functions and events;
- School trips and activities;
- Sporting & swimming pool activities;
- Ropes course and climbing wall;
- College vehicles (including fork lift trucks, college minibuses, tractors)
- Display screen equipment;
- Working at height.

The above list is not exhaustive.

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. Managers / Heads of Department / Health and Safety Officer are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

SUBSTANCE ABUSE

We wish to promote health and safety at work and acknowledge that we have a legal responsibility to safeguard the health, safety and welfare of all our employees and other persons who may be affected by alcohol and drug abuse.

The Principal and the Bursar will be responsible for identifying and controlling risks at their level of responsibility. The Principal and the Bursar will have overall responsibility for the effective implementation of this Policy.

CONFIDENTIALITY

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The Principal or the Bursar can be contacted during working hours and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

ASSISTANCE

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. If you seek assistance/advice in relation to a drinking or drug problem you will not be discriminated against in any way.

1. ALCOHOL

“Effects on the Individual”

The Governments guidance on sensible drinking lists the following examples of specific situations when the best advice is not to drink at all:

- before or during driving
- before using machinery, electrical equipment or ladders
- before working or in the workplace when appropriate functioning would be adversely affected by alcohol.

Blood alcohol concentration levels lower than the drink/drive limit can still reduce physical co-ordination and reaction speeds. It also affects thinking, judgement and mood. People may feel more relaxed and less inhibited after a couple of drinks but getting drunk can lead to arguments, mood swings, and even violence.

The effects of heavy drinking the previous night can last into the next day. After getting drunk, alcohol should be avoided for 48 hours to give body tissue time to recover. However, this is a short-term measure and people whose pattern of drinking places them at significant risk should seek professional advice.

People who drink heavily may develop psychological and emotional problems, including depression. Drinking alcohol raises the drinker's blood pressure. This can increase the risk of coronary heart disease and some kinds of stroke. Regular heavy drinking can also increase the risk of liver damage, cirrhosis of the liver, and cancers of the mouth and throat.

HOW MUCH?

The following benchmarks are for guidance only:

Men

Between 3 and 4 units a day or less.

BUT if you consistently drink 4 or more units a day, there is an increasing risk to your health.

Women

Between 2 and 3 units a day or less.

BUT if you consistently drink 3 or more units a day, there is an increasing risk to your health.

One unit of alcohol is equivalent to 8gm or 10ml of pure alcohol.

The following all contain one unit of alcohol:-

- ½ pint ordinary strength beer, lager or cider
- a single 25ml measure of spirits
- a small glass of wine

Please note, these benchmarks do not apply to young people who have not reached physical maturity.

RULES AND REGULATIONS

We require you to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and is grounds for summary termination of employment.

Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment. The only exception to this will be on the occasion of formal functions at the discretion of management.

We reserve the right to initiate disciplinary action and arrange for alcohol testing on you in the following specific circumstances:-

- After an accident or incident, where there is suspicion of drinking that contravenes our regulations.
- Anyone suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of anyone at increased risk.

2. DRUG MISUSE

'Drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drug misuse can harm the user both physically and mentally and, through the user's actions, other people and the environment.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration.

Drug misuse can also bring about the neglect of general health and wellbeing. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

The current edition of the Misuse of Drugs Act makes the production, supply and possession of controlled drugs unlawful except in certain specified circumstances, e.g. prescribed by a doctor.

There are certain classes of controlled drugs namely Class A, Class B, Class C.

The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs, which, in turn, are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

RULES AND REGULATIONS

We require you to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

We reserve the right to initiate disciplinary action and refer you for drug testing in the following specific circumstances:

- If help is refused and/or impaired performance continues.
- After an accident/incident, where there is suspicion of drug misuse.
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B.

Possession/dealing in drugs will be reported immediately to the Police.

TRAINING

We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

Our arrangements for the selection and recruitment of employees are described in the staff handbook.

All new starters will receive Induction on their first day. This will be provided by the Health and Safety / Fire Safety Officer and will cover, but will not be limited to, the following:-

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- arrangements for consulting employees on health and safety;
- arrangements for raising health and safety concerns;
- reporting accidents, incidents and near misses;
- our Health and Safety rules.

Following induction, you will receive instruction about the tasks that you will be required to perform.

Special training is provided for:

- manual handling;
- first aid;
- food hygiene and safety;
- fork lift truck, MEWP or mobile tower scaffold operations;
- portable appliance testing;
- swimming pool plant operation;
- COSHH.

Managers / Heads of Departments are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to the attention of the Managers / Heads of Departments so that suitable training can be arranged.

Managers / Heads of Departments are responsible for ensuring that suitable training records are kept.

WORKING AT HEIGHT

All reasonable steps shall be taken by us to provide a safe working environment for employees required to carry out their trade or professional skills at height.

We shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

You and any other person involved in the work activity shall co-operate in the implementation of this Policy.

The responsibility for the implementation of this Policy lies with the Health and Safety / Fire Safety Officer.

We will, in consultation with employees and their representatives:-

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary equipment to allow safe access to and egress from the place of work;
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace;
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue;
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible;
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so;
- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height;

We will prepare a safety method statement, incorporating the results of any risk assessments made, for work at height, to be followed by all involved in such work.

Where it is not possible to follow the safety method statement:-

- no further work should be undertaken;
- a responsible person should be informed;
- alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

We shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

We shall ensure that the Maintenance Department responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

PROFESSIONAL ADVICE

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:-

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

Reference will be made to publications from specialist external agencies/government departments and professional bodies will be consulted to assist in the preparation of safe systems of work.

EMPLOYEE RULES FOOD PRODUCTION

1. PERSONAL HEALTH

It is important that we are notified immediately when you become ill with:

- diarrhoea, sickness (vomiting) and other stomach disorders;
- any discharge from the eyes, ears or nose or a sore throat;
- any septic skin condition such as sores, boils, septic cuts, etc.
- minor illnesses such as coughs and colds (take care not to sneeze or cough on food. Use a clean disposable tissue);
- any other infection.

These illnesses can cause a rapid increase in the number of bacteria present in the body. The spread of bacteria may be general throughout the body or, in the case of boils and the like, localised. In such cases, bacteria can easily be transferred to food being handled and hence be spread to those people who will eventually consume the product. To minimise the spread of infection, it is essential that if you are ill you either:

- stay away from work until such times as your GP pronounces you fit to return (ensuring he/she is made fully aware of the nature of your work);
- transfer to a task that will not involve you coming into contact with food, if we have such work available.

The following diseases are known as notifiable and must be reported immediately to the Local Authority (Environmental Health Department):

- Acute encephalitis
- Acute infection hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps

- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

You must:-

- report any medical condition which could affect your safety or the safety of others to the Executive Chef Manager;
- co-operate with us in the implementation of medical and occupational health provisions.

2. HAND WASHING

Most food poisoning bacteria accumulate in the bowel and are excreted in the faeces. Consequently, when absorbent toilet paper is used bacteria can be transferred to the hands and, if hand-washing is poor, from there to any food handled. Other bacteria are found all around us and, whilst these may not cause food poisoning, if transferred to food they can speed up the rate of spoilage and so reduce the useable life of the food. Therefore, anyone engaged in the preparation and handling of food must take care to wash their hands thoroughly.

You must wash your hands:-

- when arriving at work;
- before handling food, cutlery or crockery;
- after visiting the toilet;
- on commencing work at the start of the day and after breaks;
- after handling raw meat, fish and vegetables;
- after handling refuse or other soiled materials;
- after coughing, sneezing, touching the face or hair;
- as necessary throughout the day.

To enable regular hand washing to take place, the law requires us to provide hand-wash basins at conveniently accessible places. Basins must be equipped with hot and cold water, soap (a liquid non-perfumed soap is recommended) and paper towels. Hand-wash basins must be kept clean and must not be used for any purpose other than washing hands. You must use hand washing facilities appropriately and must not abuse them.

Separate sinks are provided for washing food and for cleaning equipment.

3. FIRST AID DRESSING

Skin infections contain large numbers of bacteria, all of which can readily pass through an ordinary dressing. To eliminate the chances of this happening, you must use a waterproof dressing to cover all boils, open or septic cuts, etc.

4. SMOKING

Smoking (including e-cigarettes and vaping) is not allowed on the premises.

5. SPITTING

Spitting is forbidden. You must not spit anywhere on the premises.

6. JEWELLERY

When working in the catering department you must not wear a watch, bracelets, false eyelashes or nails or any other personal adornments. (Such items may get lost in food, resulting in a 'foreign body' complaint, or alternatively causing contamination via dirt which may be lodged in intricate items).

You must not wear jewellery in areas where contact with moving parts of a machine is possible.

7. FINGERNAILS

Dirt and bacteria under the fingernails can contaminate food, as can a broken fingernail or a piece of nail varnish. You must keep fingernails short and nail varnish must not be worn.

8. HAIR

Wear your hat or a hair net. The possibility of a hair falling into food during preparation must be avoided.

Keep your hair clean and neat.

Do not touch your hair when handling food.

If you have long hair, tie it back neatly.

9. PROTECTIVE EQUIPMENT

You must wear the protective equipment provided and ensure that your hair is covered. Hairs in food are objectionable; they also carry bacteria that can cause contamination. The wearing of headwear will discourage you from touching your hair and thus reduce the risk of bacteria being transferred to any food you handle.

10. PERFUMES

You must not use heavily scented perfumes and deodorants, as they can impart smells to food, thereby causing contamination.

11. FOOD PREPARATION AND FOOD STORAGE

You must:-

- prepare food in the proper manner;
- follow the prescribed rules for food preparation and food hygiene;
- ensure that all utensils and food preparation areas are clean and disinfected;
- ensure that food is stored in the prescribed manner;
- report any pest infestation to the Executive Chef Manager;
- ensure that correct storage temperatures are maintained and recorded.

12. FOOD PREPARATION SAFETY NOTICES

Knives

Always use the correct knife for the job. Always carry knives point down. Never leave knives in sinks. Clean them and put them away after use. Never attempt to catch a falling knife.

Steam

Keep clear of steamer doors and always release pressure prior to opening a steamer.

Ovens

Do not stand directly in front of an oven door when opening it. Where possible, stand to one side.

Beware of the initial outrush of hot air fumes when first opening the oven door.

Fat - Hot Oil

Extra care must be taken when dealing with a deep fat fryer.

Never allow water to come in to contact with hot fat or oil.

Electricity

Always ensure that hands are dry when handling electrical appliances. Make sure that the power is switched off before plugging in or removing any plug. Special care must be taken when using microwave ovens and these should always be serviced and maintained in accordance with the manufacturers' instructions.

Height

Always use steps to reach anything at a height. Do not balance on chairs, boxes, etc.

Glass

Dispose of any chipped or cracked glassware immediately, making sure that any defective or

broken glass is wrapped in paper and placed in a refuse bin. Do not leave broken glass where it may be handled.

Emergency

Find out where the locations of the mains supplies of water, electricity and gas are so that they can be turned off in the case of an emergency.

If you can do so without putting yourself at risk and if you know which type of extinguisher to use and have been trained to use it, you can tackle a small fire. However, you must raise the alarm and follow fire safety policy procedures.

Movement

Do not run. Always walk.

Lifting

Make sure you use the correct lifting technique.

Glasses

Wash glasses separately. If one breaks, carefully remove and wrap the pieces. Make sure that there are no fragments left in the sink or dishwasher, as these could injure someone else later.

Using Pans and Saucepans

Never leave pan handles over the heat.

Never let pans overhang the edge of the hob - these could get knocked off.

Never place pans containing hot food or liquid at height.

Always use a dry cloth when handling hot containers or pans - a wet cloth will cause you to scald your hands and you may drop hot food or liquid over you or someone else.

Where possible, do not carry heavy or hot containers. Use a trolley to move hot pans around the kitchen. Watch out for other people.

Washing Up

Rinse all items in hot water at 82° for two minutes to remove any detergent and kill bacteria.

In a dishwasher, the final rinse temperature should be 82° C (180° F). Make sure that this temperature is reached by the machine. If the dishwasher is faulty, report it.

Bacteria will thrive on food left in the machine, so clean it thoroughly.

If breakages occur in the machine, remove the pieces immediately and wrap carefully.

Cables and Wires

Check that cables or wires do not run across gangways or corridors.

Ensure that cables or wires do not run through water or over a wet surface. It may kill you.

Remember to report any hazard immediately.

Kitchen Equipment

You should never operate equipment unless you have been trained to do so.

The following machinery can be dangerous:-

- Potato rumbler
- Miners
- Automatic choppers
- Deep fat fryer
- Microwave
- Slicer
- Food mixers
- Waste disposal units
- Floor scrubber
- Dishwasher

Slicing Machine

When using slicing machines, remember, never:

- remove the safety guards or try to sharpen the blades without switching off and unplugging the machine first;
- leave the machine unattended with the motor running;
- use a slicing machine unless you have been trained to do so;
- put your hand beneath the blade - always catch slices on a plate or tray.

EMPLOYEE RULES GENERAL

1. WORKING PRACTICES

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of chemical waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must:-

- comply with the emergency procedures;
- report any use of fire fighting equipment to the Health and Safety / Fire Safety Officer.

You must not:-

- obstruct any fire escape route, fire fighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

5. VEHICLES

You must not:-

- drive or operate any vehicle for which you do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke (including e-cigarettes or vaping) in our vehicles;
- use a mobile phone while driving.

6. ACCIDENTS/INCIDENTS

You must:

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident to your Manager / Head of Department / Health and Safety Officer;
- report all incidents as soon as it is practicable to your Manager / Head of Department / Health and Safety Officer;
- notify any incident in which damage is caused to property or equipment to your Manager / Head of Department / Health and Safety Officer.

7. DRUGS AND MEDICINES

You must not misuse any drugs or medicines.

8. PERSONAL HEALTH

You must:-

- report any medical condition that could affect the safety of yourself or others to your Manager / Head of Department / Health and Safety Officer.
- co-operate with us in the implementation of medical and occupational health provisions.

9. PERSONAL HYGIENE

Your general appearance and manner of dress must conform to our standards.

You must:-

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

10. FIRST AID DRESSING

Cover all cuts and sores with a waterproof plaster or dressing.

11. SMOKING

Smoking (including e-cigarettes and vaping) is not allowed on the premises.

12. SPITTING

Spitting is forbidden, you must not spit anywhere on the premises.

13. JEWELLERY

You must not wear jewellery in areas where contact with moving parts of a machine is possible.

14. SHOES

Care should be taken to wear appropriate footwear, which will give protection and support to the feet.

15. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment (ladders, stepladders etc.).

16. WORK AREAS

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

17. RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of

health and safety or welfare at work;

- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking (including e-cigarettes and vaping) on the premises other than in a designated area, if such is provided;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- seriously overloading any item of lifting equipment;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

**HEALTH AND SAFETY
EMPLOYEE RECOGNITION**

We accept our responsibilities to ensure your health and safety. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy and Fire Safety Policy and Procedures.

As an employee of Concord College, I have read the policies and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this handbook may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

Date.....

PLEASE RETURN THIS SIGNED FORM TO THE HEALTH AND SAFETY / FIRE SAFETY OFFICER

MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Health and Safety/Fire Safety Officer	All areas and activities	Annually
Domestic Bursar	Housekeeping Department	Annually
Estate Manager and Assistant Manager	Estates/Maintenance Department	Annually
Executive Chef Manager	All catering areas and activities	Monthly
Grounds Manager	Grounds Department	Annually
Head of Science	Science Department	Annually
Boarding Parents	Boarding Residences	Monthly
ICT Manager	ICT Department	Annually
Sports Hall Manager	Sports Department	Annually
Other Heads of Departments	Department	Annually

MONITORING - YEAR PLANNER


	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Fire Extinguishers Serviced
 Fire Drills
 Fire Alarm Tests
 Emergency Lighting Tests
 Fire Alarm and Emergency Lighting Battery Tests
 Annual Review of Safety Policy
 Review Risk Assessments
 Portable Appliance Testing

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Gas Appliances Servicing
 Statutory Examinations of Lifting Equipment
 Statutory Examinations of Air Receivers etc
 Racking Inspections
 Monitoring Inspections (as per H & S General Policy)
 Review of Training Needs and Records
 Employer's Liability Insurance

MONTHLY HYGIENE CHECKLIST		 CONCORD COLLEGE
Carried out by:		
Premises:		
Date check carried out:		
Date of previous check:		

1. HYGIENE OF PREMISES

No.	ITEM	YES/NO	COMMENT	ACTION
1.1	Are the floors and wall areas in good condition - (do they need painting, repairing or cleaning)?			
1.2	Are all light fittings clean and in working order?			
1.3	Are ventilation canopies and grease filters clean?			
1.4	Are First Aid facilities on view?			
1.5	Are there enough facilities for coats and shoes?			
1.6	Are there signs of pest infestation?			
1.7	Are all food rooms adequately lit and ventilated?			

2. DRY FOOD STORES

No.	ITEM	YES/NO	COMMENT	ACTION
2.1	Is the room well ventilated, lit and dry?			
2.2	Is shelving adequate and impervious?			
2.3	Is good practice food stored above ground level maintained?			

3. STORAGE - REFRIGERATORS

No.	ITEM	YES/NO	COMMENT	ACTION
3.1	Is a thermostat fitted?			
3.2	Is capacity sufficient?			
3.3	Is condition satisfactory?			
3.4	Is the temperature 5°C?			
3.5	Is regular cleaning and defrosting carried out?			
3.6	Is food stored in correct containers?			

4. STORAGE - DEEP FREEZERS

No.	ITEM	YES/NO	COMMENT	ACTION
4.1	Is a thermostat fitted?			
4.2	Is capacity sufficient?			
4.3	Is condition satisfactory?			
4.4	Temperature -18°C?			
4.5	Is cleanliness satisfactory?			
4.6	Does deep freeze need defrosting?			
4.7	Is food sealed in containers and correctly labelled and dated?			
4.8	Is the room clean, tidy and free from pest infestation?			

5. EQUIPMENT

No.	ITEM	YES/NO	COMMENT	ACTION
5.1	Are thermostats in good order?			
5.2	Are the safety cut-outs on all gas, electric and ventilation sources of power identifiable and easily accessible?			
5.3	Is equipment easily accessible for cleaning?			
5.4	Are guards used and effective?			
5.5	Are doors sealed, hinges free and handles secure?			

5.6	Are baskets, oven shelves, and grill plates in good condition?			
5.7	Is there a periodical contract for deep cleaning?			
5.8	Are non-toxic polythene colour coded chopping boards used?			
5.9	Is the wash-hand basin clean with soap and towel available?			
5.10	Are the following signs displayed? <ul style="list-style-type: none"> • No Smoking • Now wash your hands • Fire Notice & Procedures • Food Hygiene Regulations • Health & Safety Policy & Notices • Insurance Certificate 			
5.11	Is daily and monthly cleaning of all major equipment completed? (include slicers, mixers, cookers, water boilers, steamers, fryers, grills and food disposal units, food lifts plus any other equipment).			
5.12	Check all small equipment for signs of wear, poor hygiene, and safety problems.			

6. DISHWASHER

No.	ITEM	YES/NO	COMMENT	ACTION
6.1	Is the wash temperature 60°C/140°F			
6.2	Is the rinse temperature 82°C/180°F			
6.3	Are all items cleaned successfully?			
6.4	Is sink water temperature regularly checked and above 60°C(140°F)			

7. SAFETY

No.	ITEM	YES/NO	COMMENT	ACTION
7.1	Are all visitors advised of dangers and supervised whilst in the department?			
7.2	Are entrances and exits free of obstruction and allow easy access?			
7.3	Is the fire drill procedure known and understood and are fire drills carried out on a regular basis?			
7.4	Is fire fighting equipment available in the department?			
7.5	Are floors slip-resistant and in good repair?			
7.6	Is equipment sited in 'safe' locations, allowing easy access and door opening space?			
7.7	Are all thermometers in good working order?			
7.8	Is storage of detergents and cleaning materials adequate?			

7.9	Is protective clothing available i.e. rubber gloves?			
7.10	Is machinery checked over on an annual maintenance contract?			
7.11	Are there any obvious defects in electrical wiring?			

8. SPECIAL CHECKS

No.	ITEM	YES/NO	COMMENT	ACTION
8.1	Are knives, serving spoons, potato scoop, can opener, strainers, sieves, cracked/chipped items, plate rings checked regularly?			
8.2	Is the cutlery clean and in good order?			
8.3	Is a cleaning rota in use?			
8.4	Are all staff aware of personal hygiene and practice?			
8.5	Are all staff aware of the correct procedure for reporting illness or stomach upsets?			

9. DETAILS OF ANY ADDITIONAL ACTION REQUIRED

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Signed:		Dated:	
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CONCORD COLLEGE DAILY HACCP RECORDS

Month	Day	Date	Year		
CCP 1 - OPENING AND CLOSING CHECKS					
OPENING CHECKS	Y/N	INITIALS	CLOSING CHECKS	Y/N	INITIALS
Hand wash basins and sinks have hot & cold water, soap and paper towels.			All foods are put away, covered/placed in lidded containers or wrapped and labelled.		
All kitchen and front of house appliances (e.g. ovens, hot plates, fridges, freezers & dish washers) are working properly.			All hot cupboards, air conditioning units, fans and extractors are turned off. Dishwashers are clean and switched off at the wall with the doors open for ventilation.		
Correct cleaning materials are available e.g. detergent, disinfectant, buckets, mops and brooms.			Foods past use by/best before date are thrown away.		
All areas checked for signs of pest activity e.g. droppings, gnawed packaging, entry holes, smear marks etc.			Floor is clean, grease free, dry and free of obstruction and damage.		
All work surfaces and dining room tables are cleaned and disinfected, damage free and ready to use.			Light equipment, crockery and utensils are cleaned, disinfected and damage free.		
All temperatures on fridges and freezers have been checked & recorded.			Food waste and waste oil have been disposed of & bins cleaned & re-bagged.		
Early morning deliveries are checked and stored away.			All work surfaces and dining room tables are cleaned and disinfected, damage free and ready to use.		
Staff are fit for work and wearing clean and correct uniform.			All gas and electrical appliances are turned off safely, where applicable.		
Wet floor signs and hazard warning signage are available.			All lights are switched off and fridges & freezers, dry stores and COSHH cupboard are locked (where applicable).		
All hot cupboards and bars are switched on ready for breakfast service.			All exit doors and windows are closed and secure.		
Any issues found MUST be listed in the 'Corrective Actions' box.					
CCP 2 - FOOD DELIVERY RECORD					

CHILLED FOODS: + 5 °C or colder/REJECT: If warmer than + 8 °C. FROZEN FOODS: -18 °C to -23 °C/REJECT: If warmer than -15 °C. Any issues found MUST be listed in the 'Corrective Actions' box.

CCP3 - FOOD STORAGE: REFRIGERATORS (+5 °C MAX) FREEZERS (-18 °C TO -23 °C) (INCLUDING WALK IN AND CABINET)

EQUIP. NO	1 Fridge		2 Fridge		3 Fridge		4 Fridge		5 Fridge		6 Fridge		7 Fridge	
TIME	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
TEMP (°C)														
INITIALS														
EQUIP. NO	8 Fridge		9 Fridge		10 Fridge		1 Freezer		2 Freezer		3 Freezer			
TIME	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
TEMP (°C)														
INITIALS														
Any issues found MUST be listed in the 'Corrective Actions' box.														

CORRECTIVE ACTIONS & SIGNATURE														

CCP4 - COOKING (+75°C min). CCP5 - COOLING (Blast Chilled or Refrigerated within 90 minutes). CCP6 - REHEATING (+75°C min).

[illegible]

CCP7 - FOOD DISPLAY: HOT FOOD (+63 °C min) TAKE THE CORE TEMPERATURE OF HIGH RISK FOOD ITEMS EVERY 90 MINS

FOOD ITEM	1st CHECK			2nd CHECK			3rd CHECK		
	TEMP (°C)	TIME	INITIALS	TEMP (°C)	TIME	INITIALS	TEMP (°C)	TIME	INITIALS
BREAKFAST SERVICE									
LUNCH SERVICE									
SUPPER SERVICE									
Any issues found MUST be listed in the 'Corrective Actions' box.									

FAULTY EQUIPMENT LOG

FOOD ITEM	1st CHECK			2nd CHECK			3rd CHECK		
	TEMP (°C)	TIME	INITIALS	TEMP (°C)	TIME	INITIALS	TEMP (°C)	TIME	INITIALS
BREAKFAST SERVICE									
LUNCH SERVICE									
SUPPER SERVICE									
Any issues found MUST be listed in the 'Corrective Actions' box.									

[illegible]

All sections applicable to your area must be completed by trained staff. For any sections not applicable, please cross through with N/A. All entries in this food safety document may be used as evidence and therefore must be completed accurately and authentically. Any falsification found may result in disciplinary action.

HEALTH & SAFETY
MONITORING CHECKLIST

AREA: DOMESTIC DEPARTMENT



GENERAL	YES/NO	ACTION
1. Are all statutory notices displayed?		
2. Are in-house rules and procedures obeyed?		
3. Do you conduct new employee Health & Safety induction and record this appropriately?		
4. Is a good standard of housekeeping being maintained?		
5. Are all floors, corridors & stairs maintained in a good condition and clear of obstruction?		
6. Is there adequate space between desks, work benches, tables, sinks, equipment, etc, to allow safe passage?		
7. Is there a thermometer placed in a suitable position?		
8. Is the temperature reasonable?		
9. Has adequate provision been made for ventilation?		
10. Is suitable lighting provided?		
11. Are all handrails secure?		
12. Are there any trailing cables which could cause a person to trip/fall?		
13. Are written safe systems of work in place?		
14. Are safe systems of work adhered to?		
15. Where appropriate, are employees issued with personal protective equipment and records kept?		
16. Are employees given training on how to wear, use and store PPE correctly?		
17. Is PPE replaced when damaged?		
ASSESSMENTS	YES/NO	ACTION
1. Are all risk assessments current?		
2. Have all employees read the risk assessments relevant to their role and signed to acknowledge they have read, understood & will comply with the risk assessments?		
3. Has suitable and sufficient training been undertaken as per risk assessments?		
4. Has this training been recorded appropriately & the Health & Safety Officer informed?		

5. Are there any hazards which are not controlled?		
6. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?		
7. Have all substances & materials been assessed?		
8. Is the COSHH Register up-to-date?		
9. Are 'Material Safety Data Sheets' for all substances available with the COSHH Register?		
10. Are the procedures for dealing with spillages written down and have employees been instructed in their application?		
11. Are there any changes which need to be considered as part of the assessments?		
INSPECTION - PLANT AND MACHINERY	YES/NO	ACTION
1. Are all statutory inspections of plant and machinery being carried out at the specified intervals?		
2. Are regular tests of emergency stops/telescopic guards made, are they operating correctly?		
3. Are all extraction systems considered under the COSHH Regulations as LEV being inspected every 14 months?		
4. Are all the mechanical and electrical safety devices and interlocks effective and operational?		
5. Are all machine guards in place?		
6. Are all emergency stops/isolation switches clear from obstruction?		
7. Are the extraction points operating effectively?		
8. Are the extraction points positioned to gain maximum effectiveness?		
9. Is the use of machinery restricted to trained staff only?		
10. Is machinery lighting adequate?		
11. Is there adequate area around the machine to allow the operator to work safely?		
12. Woodworking Machines:		
a. Do any of the cutters require sharpening or replacing?		
b. Are all machinists adequately trained and authorised in writing?		
c. Are push sticks, jigs, holders and other protective devices provided and being used?		

d. Are all moving guards properly adjusted?		
e. Are all moving parts adequately guarded?		
f. Are ear defenders worn at all times?		
g. Is eye protection worn where necessary?		
h. Are training records for instruction on the use of woodworking machines up to date?		
INSPECTIONS - ELECTRICS	YES/NO	ACTION
1. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?		
2. Have all portable electrical appliances been inspected and are the records up-to-date?		
3. Are all defective equipment and appliances taken out of service until repaired?		
4. Are all leads and cables in good condition?		
5. Have you visually inspected the plugs and cables?		
6. Are plugs fitted correctly with the outer cable within the cord grips?		
STORES	YES/NO	ACTION
1. Are all storage racks securely fixed to the floor or walls?		
2. Are free standing racks tied together where necessary to ensure stability?		
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?		
4. Are articles and equipment stored so as to prevent damage or deterioration?		
5. Are all materials and substances stored in accordance with statutory requirements and in-house rules?		
6. Are suitable stepladders provided for access to high level racking?		
7. Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?		
8. Is all material handling equipment in safe working condition?		
9. Are employees using the protective equipment and clothing provided?		
10. Are guard rails, loading cramps, etc, secure?		
11. Are hazardous substances stored in accordance with the COSHH assessments?		
12. Have all employees been instructed on correct manual handling techniques?		
FIRST AID	YES/NO	ACTION
1. Is the first aid box adequately stocked and readily available?		

2.	Does all your staff know who are the First Aiders in the department and where the nearest first aid point is located?		
3.	Have all incidents & near misses been recorded and passed to the Health & Safety Officer?		
4.	Have you investigated any incident within your control and are you satisfied that controls are adequate to prevent a recurrence?		
5.	Does any of your staff suffer from medical conditions or allergies which the College Nurse and First Aiders should be aware of (i.e. Asthmatic, Diabetic, Epileptic or allergic to penicillin, aspirin, paracetamol etc).		
FIRE		YES/NO	ACTION
1.	Has a fire risk assessment been completed?		
2.	Are there any changes or alterations to the premises which require modifications to the fire alarm, procedures or equipment?		
3.	Is all fire fighting equipment maintained and serviced by a competent person?		
4.	Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?		
FIRE ALARMS		YES/NO	ACTION
1.	Can you/everyone clearly hear the fire alarm in your building?		
2.	Are all alarm points clearly marked and free from obstruction?		
FIRE APPLIANCES		YES/NO	ACTION
1.	Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.		
FIRE DOORS		YES/NO	ACTION
1.	Are all external doors easily opened and free from obstruction?		
2.	Are fire exit signs clearly displayed?		
MEANS OF ESCAPE		YES/NO	ACTION
1.	Are all fire exits and access ways to a means of escape clearly marked?		
2.	Is adequate lighting provided to the exits?		
3.	Is the outside fire passage (to the assembly point) kept clear of rubbish?		
4.	Is the assembly point clearly marked?		
WELFARE		YES/NO	ACTION
1.	Are the welfare facilities suitable and sufficiently maintained?		
2.	Are suitable arrangements available for employees' outdoor clothing?		

3. Are all walls, windows, lights, etc, in a good condition and are they kept clean?		
4. Is drinking water available to all employees?		
5. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?		
6. Are barrier creams/soaps/hand drying facilities readily available?		
CONTRACTORS	YES/NO	ACTION
1. Do you request from contractors and receive copies of health & safety documentation; risk assessments & method statements related to the work being carried out and a copy of their public liability insurance?		
2. Do you keep the Maintenance Department informed when you invite contractors on-site?		
3. Do you ensure all contractors sign in & out in the Estates Office?		
4. Do you inform contractors of the college 'visitor rules'?		
5. Is there any information which you need to provide to the contractor?		
6. Do you inspect the equipment used by contractors and do you satisfy yourself as to the condition of that equipment?		
TRAINING	YES/NO	ACTION
1. Have all employees received suitable training covering their duties?		
2. Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?		
3. Have all employees been made aware of their legal responsibilities to: a. carry out their duties in a safe and proper manner b. make full and proper use of safety equipment provided c. report immediately any unsafe conditions/equipment, etc?		
4. Is all staff training recorded appropriately and the Health & Safety Officer updated?		
LADDER INSPECTION - GENERAL	YES/NO	ACTION
1. Is your ladder register up-to-date?		
2. Is each ladder clearly identifiable?		
3. Is your ladder log up-to-date?		
4. Are there any loose or missing steps or rungs?		
5. Are there any loose nails, screws, bolts or other metal parts?		
6. Are there any cracked, split, worn or broken stiles, steps or rungs?		
7. Are stiles twisted or distorted?		
LADDER INSPECTION - STEPLADDERS	YES/NO	ACTION

1. Are there any bent or loose hinge spreaders?		
2. Are stops on hinge spreaders broken?		
3. Are there any broken, split, or worn steps?		
4. Are there any loose hinges?		
5. Are there any worn, broken or missing cords?		
LADDER INSPECTION - EXTENSION LADDERS	YES/NO	ACTION
1. Are there any loose, broken or missing extension locks?		
2. Are there any defective locks that do not seat properly when ladder is extended?		
3. Are there any rusted or corroded metal parts?		
4. Are there any worn, broken or badly deteriorated cords?		
Additional comments:		
Name/Signature:	Date:	
Authorised by:	Date:	

HEALTH & SAFETY

MONITORING CHECKLIST

AREA: GROUNDS DEPARTMENT



GENERAL	YES/NO	ACTION
1. Are all statutory notices displayed?		
2. Are in-house rules and procedures obeyed?		
3. Do you conduct new employee Health & Safety induction and record this appropriately?		
4. Are all accidents investigated and recorded with any notification requirements complied with?		
5. Are written safe systems of work in place & adhered to?		
6. Where appropriate, are employees issued with personal protective equipment and records kept?		
7. Are employees given training on how to wear, use and store PPE correctly?		
8. Are the employees making use of the protective clothing/equipment provided?		
9. Is PPE replaced when damaged?		
ASSESSMENTS	YES/NO	ACTION
1. Are all risk assessments current?		
2. Have all employees read the risk assessments relevant to their role and signed to acknowledge they have read, understood & will comply with the risk assessments?		
3. Has suitable and sufficient training been undertaken as per risk assessments?		
4. Has this training been recorded appropriately & the Health & Safety Officer informed?		
5. Are there any hazards which are not controlled?		
6. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?		
7. Have all substances & materials been assessed?		
8. Is the COSHH Register up-to-date?		
9. Are 'Material Safety Data Sheets' for all substances available with the COSHH Register?		
10. Are the procedures for dealing with spillages written down and have employees been instructed in their application?		

11. Are there any changes which need to be considered as part of the assessments?		
GROUND'S ACCESS	YES/NO	ACTION
1. Is the area around plant, machinery and storage areas firm and even?		
2. Are there any obstructions, which could cause a person to trip and fall?		
3. Are there secure steps at the entrance to the greenhouse and or storage areas?		
INSPECTION - PLANT AND MACHINERY	YES/NO	ACTION
1. Are all statutory inspections of plant and machinery being carried out at the specified intervals?		
2. Are regular tests of emergency stops/telescopic guards made, are they operating correctly?		
3. Are all extraction systems considered under the COSHH Regulations as LEV being inspected every 14 months?		
4. Are all the mechanical and electrical safety devices and interlocks effective and operational?		
5. Are all machine guards in place?		
6. Are all emergency stops/isolation switches clear from obstruction?		
7. Are the extraction points operating effectively?		
8. Are the extraction points positioned to gain maximum effectiveness?		
9. Is the use of machinery restricted to trained staff only?		
10. Is machinery lighting adequate?		
11. Is there adequate area around the machine to allow the operator to work safely?		
12. Woodworking Machines:		
a. Do any of the cutters require sharpening or replacing?		
b. Are all machinists adequately trained and authorised in writing?		
c. Are push sticks, jigs, holders and other protective devices provided and being used?		
d. Are all moving guards properly adjusted?		
e. Are all moving parts adequately guarded?		
f. Are ear defenders worn at all times?		
g. Is eye protection worn where necessary?		
h. Are training records for instruction on the use of woodworking machines up to date?		

INSPECTIONS - VEHICLES	YES/NO	ACTION
1. Are all annual inspections/services/MOT of vehicles carried out & recorded.		
2. Are all daily vehicle checks conducted & recorded?		
INSPECTIONS - ELECTRICS	YES/NO	ACTION
3. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?		
4. Have all portable electrical appliances been inspected and are the records up-to-date?		
5. Are all defective equipment and appliances taken out of service until repaired?		
6. Are all leads and cables in good condition?		
7. Have you visually inspected the plugs and cables?		
8. Are plugs fitted correctly with the outer cable within the cord grips?		
STORES	YES/NO	ACTION
1. Are all storage racks securely fixed to the floor or walls?		
2. Are free standing racks tied together where necessary to ensure stability?		
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?		
4. Are articles and equipment stored so as to prevent damage or deterioration?		
5. Are all materials and substances stored in accordance with statutory requirements and in-house rules?		
6. Are suitable stepladders provided for access to high level racking?		
7. Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?		
8. Is all material handling equipment in safe working condition?		
9. Are employees using the protective equipment and clothing provided?		
10. Are guard rails, loading cramps, etc, secure?		
11. Are hazardous substances stored in accordance with the COSHH assessments?		
12. Have all employees been instructed on correct manual handling techniques?		
SECURITY	YES/NO	ACTION
1. At the end of work, is the site left in a secure condition?		
2. Are all vehicles parked in a safe position and locked?		
3. Are tools and equipment locked away or in a safe position when not in use?		

FIRST AID	YES/NO	ACTION
1. Is the first aid box adequately stocked and readily available?		
2. Does all your staff know who are the First Aiders in the department and where the nearest first aid point is located?		
3. Have all incidents & near misses been recorded and passed to the Health & Safety Officer?		
4. Have you investigated any incident within your control and are you satisfied that controls are adequate to prevent a recurrence?		
5. Does any of your staff suffer from medical conditions or allergies which the College Nurse and First Aiders should be aware of (i.e. Asthmatic, Diabetic, Epileptic or allergic to penicillin, aspirin, paracetamol etc).		
FIRE	YES/NO	ACTION
1. Has a fire risk assessment been completed?		
2. Are there any changes or alterations to the premises which require modifications to the fire alarm, procedures or equipment?		
3. Is all fire fighting equipment maintained and serviced by a competent person?		
4. Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?		
FIRE ALARMS	YES/NO	ACTION
1. Can you/everyone clearly hear the fire alarm in your building?		
2. Are all alarm points clearly marked and free from obstruction?		
FIRE APPLIANCES	YES/NO	ACTION
1. Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.		
FIRE DOORS	YES/NO	ACTION
1. Are all external doors easily opened and free from obstruction?		
2. Are fire exit signs clearly displayed?		
MEANS OF ESCAPE	YES/NO	ACTION
1. Are all fire exits and access ways to a means of escape clearly marked?		
2. Is adequate lighting provided to the exits?		
3. Is the outside fire passage (to the assembly point) kept clear of rubbish?		
4. Is the assembly point clearly marked?		

WELFARE	YES/NO	ACTION
1. Are adequate washing and toilet facilities provided on site or readily accessible including barrier creams/soaps/hand drying facilities?		
2. Is there adequate provision on site for employees to take shelter and eat meals?		
3. Is there adequate provision on site for employees to deposit clothing not worn during working hours?		
4. Are all Health and Welfare facilities maintained in a clean condition?		
5. Is drinking water available to all employees?		
CONTRACTORS	YES/NO	ACTION
1. Do you request from contractors and receive copies of health & safety documentation; risk assessments & method statements related to the work being carried out and a copy of their public liability insurance?		
2. Do you keep the Maintenance Department informed when you invite contractors on-site?		
3. Do you ensure all contractors sign in & out in the Reception?		
4. Do you inform contractors of the college 'visitor rules'?		
5. Is there any information which you need to provide to the contractor?		
6. Do you inspect the equipment used by contractors and do you satisfy yourself as to the condition of that equipment?		
TRAINING	YES/NO	ACTION
1. Have all employees received suitable training covering their duties?		
2. Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?		
3. Have all employees been made aware of their legal responsibilities to: a. carry out their duties in a safe and proper manner b. make full and proper use of safety equipment provided c. report immediately any unsafe conditions/equipment, etc?		
4. Is all staff training recorded appropriately and the Health & Safety Officer updated?		
LADDER INSPECTION - GENERAL	YES/NO	ACTION
1. Is your ladder register up-to-date?		
2. Is each ladder clearly identifiable?		
3. Is your ladder log up-to-date?		
4. Are there any loose or missing steps or rungs?		

5. Are there any loose nails, screws, bolts or other metal parts?		
6. Are there any cracked, split, worn or broken stiles, steps or rungs?		
7. Are stiles twisted or distorted?		
LADDER INSPECTION - STEPLADDERS	YES/NO	ACTION
1. Are there any bent or loose hinge spreaders?		
2. Are stops on hinge spreaders broken?		
3. Are there any broken, split, or worn steps?		
4. Are there any loose hinges?		
5. Are there any worn, broken or missing cords?		
LADDER INSPECTION - EXTENSION LADDERS	YES/NO	ACTION
1. Are there any loose, broken or missing extension locks?		
2. Are there any defective locks that do not seat properly when ladder is extended?		
3. Are there any rusted or corroded metal parts?		
4. Are there any worn, broken or badly deteriorated cords?		
Additional comments:		
Name/Signature:		Date:
Authorised by:		Date:

HEALTH & SAFETY
MONITORING CHECKLIST

AREA: ESTATES/MAINTENANCE DEPT



GENERAL	YES/NO	ACTION
1. Are all statutory notices displayed?		
2. Are in-house rules and procedures obeyed?		
3. Do you conduct new employee Health & Safety induction and record this appropriately?		
4. Is a good standard of housekeeping being maintained?		
5. Are all floors, corridors & stairs maintained in a good condition and clear of obstruction?		
6. Is there adequate space between desks, work benches, tables, sinks, equipment, etc, to allow safe passage?		
7. Is there a thermometer placed in a suitable position?		
8. Is the temperature reasonable?		
9. Has adequate provision been made for ventilation?		
10. Is suitable lighting provided?		
11. Are all handrails secure?		
12. Are there any trailing cables which could cause a person to trip/fall?		
13. Are written safe systems of work in place?		
14. Are safe systems of work adhered to?		
15. Where appropriate, are employees issued with personal protective equipment and records kept?		
16. Are employees given training on how to wear, use and store PPE correctly?		
17. Is PPE replaced when damaged?		
ASSESSMENTS	YES/NO	ACTION
1. Are all risk assessments current?		
2. Are there any hazards which are not controlled?		
3. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?		
4. Have all employees read the risk assessments relevant to their role and signed to		

acknowledge they have read, understood & will comply with the risk assessments?		
5. Has suitable and sufficient training been undertaken as per risk assessments?		
6. Has this training been recorded appropriately & the Health & Safety Officer informed?		
7. Have all substances & materials been assessed?		
8. Is the COSHH Register up-to-date?		
9. Are 'Material Safety Data Sheets' for all substances available with the COSHH Register?		
10. Are the procedures for dealing with spillages written down and have employees been instructed in their application?		
11. Are there any changes which need to be considered as part of the assessments?		
INSPECTION - LIFTING EQUIPMENT	YES/NO	ACTION
1. Has all lifting tackle been inspected at the appropriate intervals by a competent person?		
2. Is lifting equipment and lifting tackle stored correctly?		
3. Are safe working loads clearly displayed?		
INSPECTION - PLANT AND MACHINERY	YES/NO	ACTION
1. Are all statutory inspections of plant and machinery being carried out at the specified intervals?		
2. Are regular tests of emergency stops/telescopic guards made, are they operating correctly?		
3. Are all extraction systems considered under the COSHH Regulations as LEV being inspected every 14 months?		
4. Are all the mechanical and electrical safety devices and interlocks effective and operational?		
5. Are all machine guards in place?		
6. Are all emergency stops/isolation switches clear from obstruction?		
7. Are the extraction points operating effectively?		
8. Are the extraction points positioned to gain maximum effectiveness?		
9. Is the use of machinery restricted to trained staff only?		
10. Is machinery lighting adequate?		
11. Is there adequate area around the machine to allow the operator to work safely?		

12. Woodworking Machines:		
a. Do any of the cutters require sharpening or replacing?		
b. Are all machinists adequately trained and authorised in writing?		
c. Are push sticks, jigs, holders and other protective devices provided and being used?		
d. Are all moving guards properly adjusted?		
e. Are all moving parts adequately guarded?		
f. Are ear defenders worn at all times?		
g. Is eye protection worn where necessary?		
h. Are training records for instruction on the use of woodworking machines up to date?		
INSPECTIONS - ELECTRICS	YES/NO	ACTION
1. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?		
2. Have all portable electrical appliances been inspected and are the records up-to-date?		
3. Are all defective equipment and appliances taken out of service until repaired?		
4. Are all leads and cables in good condition?		
5. Have you visually inspected the plugs and cables?		
6. Are plugs fitted correctly with the outer cable within the cord grips?		
INSPECTIONS - VEHICLES	YES/NO	ACTION
1. Are all annual inspections/services/MOT of vehicles carried out & recorded.		
2. Are all daily vehicle checks conducted & recorded?		
STORES	YES/NO	ACTION
1. Are all storage racks securely fixed to the floor or walls?		
2. Are free standing racks tied together where necessary to ensure stability?		
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?		
4. Are articles and equipment stored so as to prevent damage or deterioration?		
5. Are all materials and substances stored in accordance with statutory requirements and in-house rules?		
6. Are suitable stepladders provided for access to high level racking?		

7. Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?		
8. Is all material handling equipment in safe working condition?		
9. Are employees using the protective equipment and clothing provided?		
10. Are guard rails, loading cramps, etc, secure?		
11. Are hazardous substances stored in accordance with the COSHH assessments?		
12. Have all employees been instructed on correct manual handling techniques?		
SECURITY	YES/NO	ACTION
1. At the end of work, is the site left in a secure condition?		
2. Are vehicles parked in a safe position and locked?		
3. Are tools and equipment locked away or in a safe position when not in use?		
EXCAVATIONS	YES/NO	ACTION
1. Have secure barriers been provided around the exposed edges of any excavations?		
2. Are warning signs displayed which are clearly visible to drivers of vehicles?		
FIRST AID	YES/NO	ACTION
1. Is the first aid box adequately stocked and readily available?		
2. Does all your staff know who are the First Aiders in the department and where the nearest first aid point is located?		
3. Have all incidents & near misses been recorded and passed to the Health & Safety Officer?		
4. Have you investigated any incident within your control and are you satisfied that controls are adequate to prevent a recurrence?		
5. Does any of your staff suffer from medical conditions or allergies which the College Nurse and First Aiders should be aware of (i.e. Asthmatic, Diabetic, Epileptic or allergic to penicillin, aspirin, paracetamol etc).		
FIRE	YES/NO	ACTION
1. Has a fire risk assessment been completed?		
2. Are there any changes or alterations to the premises which require modifications to the fire alarm, procedures or equipment?		
3. Is all fire fighting equipment maintained and serviced by a competent person?		
4. Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?		

FIRE ALARMS	YES/NO	ACTION
1. Can you/everyone clearly hear the fire alarm in your building?		
2. Are all alarm points clearly marked and free from obstruction?		
FIRE APPLIANCES	YES/NO	ACTION
1. Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.		
FIRE DOORS	YES/NO	ACTION
1. Are all external doors easily opened and free from obstruction?		
2. Are fire exit signs clearly displayed?		
MEANS OF ESCAPE	YES/NO	ACTION
1. Are all fire exits and access ways to a means of escape clearly marked?		
2. Is adequate lighting provided to the exits?		
3. Is the outside fire passage (to the assembly point) kept clear of rubbish?		
4. Is the assembly point clearly marked?		
WELFARE	YES/NO	ACTION
1. Are the welfare facilities suitable and sufficiently maintained?		
2. Are suitable arrangements available for employees' outdoor clothing?		
3. Are all walls, windows, lights, etc, in a good condition and are they kept clean?		
4. Is drinking water available to all employees?		
5. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?		
6. Are barrier creams/soaps/hand drying facilities readily available?		
CONTRACTORS	YES/NO	ACTION
1. Do you request from contractors and receive copies of health & safety documentation; risk assessments & method statements related to the work being carried out and a copy of their public liability insurance?		
2. Do you keep the Maintenance Department informed when you invite contractors on-site?		
3. Do you ensure all contractors sign in & out in the Reception?		
4. Do you inform contractors of the college 'visitor rules'?		
5. Is there any information which you need to provide to the contractor?		
6. Do you inspect the equipment used by contractors and do you satisfy yourself as to the condition of that equipment?		

TRAINING	YES/NO	ACTION
1. Have all employees received suitable training covering their duties?		
2. Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?		
3. Have all employees been made aware of their legal responsibilities to: <ul style="list-style-type: none"> a. carry out their duties in a safe and proper manner b. make full and proper use of safety equipment provided c. report immediately any unsafe conditions/equipment, etc? 		
4. Is all staff training recorded appropriately and the Health & Safety Officer updated?		
LADDER INSPECTION - GENERAL	YES/NO	ACTION
1. Is your ladder register up-to-date?		
2. Is each ladder clearly identifiable?		
3. Is your ladder log up-to-date?		
4. Are there any loose or missing steps or rungs?		
5. Are there any loose nails, screws, bolts or other metal parts?		
6. Are there any cracked, split, worn or broken stiles, steps or rungs?		
7. Are stiles twisted or distorted?		
LADDER INSPECTION - STEPLADDERS	YES/NO	ACTION
1. Are there any bent or loose hinge spreaders?		
2. Are stops on hinge spreaders broken?		
3. Are there any broken, split, or worn steps?		
4. Are there any loose hinges?		
5. Are there any worn, broken or missing cords?		
LADDER INSPECTION - EXTENSION LADDERS	YES/NO	ACTION
1. Are there any loose, broken or missing extension locks?		
2. Are there any defective locks that do not seat properly when ladder is extended?		
3. Are there any rusted or corroded metal parts?		
4. Are there any worn, broken or badly deteriorated cords?		

Additional comments (use additional sheet of paper if necessary):

Name/Signature:

Date:

Authorised by:

Date:

**HEALTH & SAFETY
MONITORING CHECKLIST**

AREA: SCIENCE DEPARTMENT



GENERAL	YES/NO	ACTION
1. Are all statutory notices displayed?		
2. Are in-house rules and procedures obeyed?		
3. Do you conduct new employee Health & Safety induction and record this appropriately?		
4. Is a good standard of housekeeping being maintained?		
5. Are all floors, corridors & stairs maintained in a good condition and clear of obstruction?		
6. Is there adequate space between desks, work benches, tables, sinks, equipment, etc, to allow safe passage?		
7. Is there a thermometer placed in a suitable position?		
8. Is the temperature reasonable?		
9. Has adequate provision been made for ventilation?		
10. Is suitable lighting provided?		
11. Are all handrails secure?		
12. Are there any trailing cables which could cause a person to trip/fall?		
13. Are written safe systems of work in place?		
14. Are safe systems of work adhered to?		
15. Where appropriate, are employees issued with personal protective equipment and records kept?		
16. Are employees given training on how to wear, use and store PPE correctly?		
17. Is PPE replaced when damaged?		
ASSESSMENTS	YES/NO	ACTION
1. Are all risk assessments current?		
2. Have all employees read the risk assessments relevant to their role and signed to acknowledge they have read, understood & will comply with the risk assessments?		
3. Has suitable and sufficient training been undertaken as per risk assessments?		

4.	Has this training been recorded appropriately & the Health & Safety Officer informed?		
5.	Are there any hazards which are not controlled?		
6.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?		
7.	Have all substances & materials been assessed?		
8.	Is the COSHH Register up-to-date?		
9.	Are 'Material Safety Data Sheets' for all substances available with the COSHH Register?		
10.	Are the procedures for dealing with spillages written down and have employees been instructed in their application?		
11.	Are there any changes which need to be considered as part of the assessments?		
INSPECTION - PLANT AND MACHINERY		YES/NO	ACTION
1.	Are all statutory inspections of plant and machinery being carried out at the specified intervals?		
2.	Are regular tests of emergency stops/telescopic guards made, are they operating correctly?		
3.	Are all extraction systems considered under the COSHH Regulations as LEV being inspected every 14 months?		
4.	Are all the mechanical and electrical safety devices and interlocks effective and operational?		
5.	Are all machine guards in place?		
6.	Are all emergency stops/isolation switches clear from obstruction?		
7.	Are the extraction points operating effectively?		
8.	Are the extraction points positioned to gain maximum effectiveness?		
9.	Is the use of machinery restricted to trained staff only?		
10.	Is machinery lighting adequate?		
11.	Is there adequate area around the machine to allow the operator to work safely?		
12.	Woodworking Machines:		
	a. Do any of the cutters require sharpening or replacing?		
	b. Are all machinists adequately trained and authorised in writing?		
	c. Are push sticks, jigs, holders and other protective devices provided and being used?		

d. Are all moving guards properly adjusted?		
e. Are all moving parts adequately guarded?		
f. Are ear defenders worn at all times?		
g. Is eye protection worn where necessary?		
h. Are training records for instruction on the use of woodworking machines up to date?		
INSPECTIONS - ELECTRICS	YES/NO	ACTION
1. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?		
2. Have all portable electrical appliances been inspected and are the records up-to-date?		
3. Are all defective equipment and appliances taken out of service until repaired?		
4. Are all leads and cables in good condition?		
5. Have you visually inspected the plugs and cables?		
6. Are plugs fitted correctly with the outer cable within the cord grips?		
STORES	YES/NO	ACTION
1. Are all storage racks securely fixed to the floor or walls?		
2. Are free standing racks tied together where necessary to ensure stability?		
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?		
4. Are articles and equipment stored so as to prevent damage or deterioration?		
5. Are all materials and substances stored in accordance with statutory requirements and in-house rules?		
6. Are suitable stepladders provided for access to high level racking?		
7. Are there sufficient and suitable safety instructions and information available for the materials, substances and equipment stored?		
8. Is all material handling equipment in safe working condition?		
9. Are employees using the protective equipment and clothing provided?		
10. Are guard rails, loading cramps, etc, secure?		
11. Are hazardous substances stored in accordance with the COSHH assessments?		
12. Have all employees been instructed on correct manual handling techniques?		

FIRST AID	YES/NO	ACTION
1. Is the first aid box adequately stocked and readily available?		
2. Does all your staff know who are the First Aiders in the department and where the nearest first aid point is located?		
3. Have all incidents & near misses been recorded and passed to the Health & Safety Officer?		
4. Have you investigated any incident within your control and are you satisfied that controls are adequate to prevent a recurrence?		
5. Does any of your staff suffer from medical conditions or allergies which the College Nurse and First Aiders should be aware of (i.e. Asthmatic, Diabetic, Epileptic or allergic to penicillin, aspirin, paracetamol etc).		
FIRE	YES/NO	ACTION
1. Has a fire risk assessment been completed?		
2. Are there any changes or alterations to the premises which require modifications to the fire alarm, procedures or equipment?		
3. Is all fire fighting equipment maintained and serviced by a competent person?		
4. Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?		
FIRE ALARMS	YES/NO	ACTION
1. Can you/everyone clearly hear the fire alarm in your building?		
2. Are all alarm points clearly marked and free from obstruction?		
FIRE APPLIANCES	YES/NO	ACTION
1. Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.		
FIRE DOORS	YES/NO	ACTION
1. Are all external doors easily opened and free from obstruction?		
2. Are fire exit signs clearly displayed?		
MEANS OF ESCAPE	YES/NO	ACTION
1. Are all fire exits and access ways to a means of escape clearly marked?		
2. Is adequate lighting provided to the exits?		
3. Is the outside fire passage (to the assembly point) kept clear of rubbish?		
4. Is the assembly point clearly marked?		
WELFARE	YES/NO	ACTION
1. Are the welfare facilities suitable and sufficiently maintained?		
2. Are suitable arrangements available for employees' outdoor clothing?		

3. Are all walls, windows, lights, etc, in a good condition and are they kept clean?		
4. Is drinking water available to all employees?		
5. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?		
6. Are barrier creams/soaps/hand drying facilities readily available?		
CONTRACTORS	YES/NO	ACTION
1. Do you request from contractors and receive copies of health & safety documentation; risk assessments & method statements related to the work being carried out and a copy of their public liability insurance?		
2. Do you keep the Maintenance Department informed when you invite contractors on-site?		
3. Do you ensure all contractors sign in & out in the Reception?		
4. Do you inform contractors of the college 'visitor rules'?		
5. Is there any information which you need to provide to the contractor?		
6. Do you inspect the equipment used by contractors and do you satisfy yourself as to the condition of that equipment?		
TRAINING	YES/NO	ACTION
1. Have all employees received suitable training covering their duties?		
2. Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?		
3. Have all employees been made aware of their legal responsibilities to: a. carry out their duties in a safe and proper manner b. make full and proper use of safety equipment provided c. report immediately any unsafe conditions/equipment, etc?		
4. Is all staff training recorded appropriately and the Health & Safety Officer updated?		
LADDER INSPECTION - GENERAL	YES/NO	ACTION
1. Is your ladder register up-to-date?		
2. Is each ladder clearly identifiable?		
3. Is your ladder log up-to-date?		
4. Are there any loose or missing steps or rungs?		
5. Are there any loose nails, screws, bolts or other metal parts?		
6. Are there any cracked, split, worn or broken stiles, steps or rungs?		
7. Are stiles twisted or distorted?		
LADDER INSPECTION - STEPLADDERS	YES/NO	ACTION

1. Are there any bent or loose hinge spreaders?		
2. Are stops on hinge spreaders broken?		
3. Are there any broken, split, or worn steps?		
4. Are there any loose hinges?		
5. Are there any worn, broken or missing cords?		
LADDER INSPECTION - EXTENSION LADDERS	YES/NO	ACTION
1. Are there any loose, broken or missing extension locks?		
2. Are there any defective locks that do not seat properly when ladder is extended?		
3. Are there any rusted or corroded metal parts?		
4. Are there any worn, broken or badly deteriorated cords?		
Additional comments:		
Name/Signature:		Date:
Authorised by:		Date:

HEALTH & SAFETY
MONITORING CHECKLIST

AREA: SPORTS DEPARTMENT



GENERAL		YES/NO	ACTION
1.	Are all statutory notices displayed?		
2.	Are in-house rules and procedures obeyed?		
3.	Do you conduct new employee Health & Safety induction and record this appropriately?		
4.	Is a good standard of housekeeping being maintained?		
5.	Are all floors, corridors & stairs maintained in a good condition and clear of obstruction?		
6.	Is there adequate space between desks, work benches, tables, sinks, equipment, etc, to allow safe passage?		
7.	Is the temperature reasonable?		
8.	Has adequate provision been made for ventilation?		
9.	Is suitable lighting provided?		
10.	Are all handrails secure?		
11.	Are there any trailing cables which could cause a person to trip/fall?		
12.	Are written safe systems of work in place?		
13.	Are safe systems of work adhered to?		
14.	Where appropriate, are employees issued with personal protective equipment and records kept?		
15.	Are employees given training on how to wear, use and store PPE correctly?		
16.	Is PPE replaced when damaged?		
ASSESSMENTS		YES/NO	ACTION
1.	Are all risk assessments current?		
2.	Have all employees read the risk assessments relevant to their role and signed to acknowledge they have read, understood & will comply with the risk assessments?		
3.	Has suitable and sufficient training been undertaken as per risk assessments?		
4.	Has this training been recorded appropriately & the Health & Safety Officer informed?		

5. Are there any hazards which are not controlled?		
6. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?		
7. Are there any changes which need to be considered as part of the assessments?		
INSPECTION - SPORTS EQUIPMENT	YES/NO	ACTION
1. Is equipment maintained regularly and in accordance with manufacturers' instructions?		
2. Is a safety check of all equipment carried out regularly & recorded?		
3. Is equipment withdrawn from use if it is not operating safely?		
4. Are all emergency stops/isolation switches clear from obstruction?		
5. Is equipment lighting adequate?		
6. Is there adequate area around the equipment to allow the operator to use it safely?		
INSPECTIONS - ELECTRICS	YES/NO	ACTION
1. Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?		
2. Have all portable electrical appliances been inspected and are the records up-to-date?		
3. Are all defective equipment and appliances taken out of service until repaired?		
4. Are all leads and cables in good condition?		
5. Have you visually inspected the plugs and cables?		
6. Are plugs fitted correctly with the outer cable within the cord grips?		
STORES	YES/NO	ACTION
1. Are all storage racks securely fixed to the floor or walls?		
2. Are free standing racks tied together where necessary to ensure stability?		
3. Are materials stored safely in the racks with heavy objects stored on the lower shelving?		
4. Are articles and equipment stored so as to prevent damage or deterioration?		
5. Are all materials stored in accordance with statutory requirements and in-house rules?		
6. Are suitable stepladders provided for access to high level racking?		
7. Are there sufficient and suitable safety instructions and information available for the materials and equipment stored?		
8. Have all employees been instructed on correct manual handling techniques?		

FIRST AID	YES/NO	ACTION
1. Is the first aid box adequately stocked and readily available?		
2. Does all your staff know who are the First Aiders in the department and where the nearest first aid point is located?		
3. Have all incidents & near misses been recorded and passed to the Health & Safety Officer?		
4. Have you investigated any incident within your control and are you satisfied that controls are adequate to prevent a recurrence?		
5. Does any of your staff suffer from medical conditions or allergies which the College Nurse and First Aiders should be aware of (i.e. Asthmatic, Diabetic, Epileptic or allergic to penicillin, aspirin, paracetamol etc).		
FIRE ALARMS	YES/NO	ACTION
1. Can you/everyone clearly hear the fire alarm in your building?		
2. Are all alarm points clearly marked and free from obstruction?		
FIRE APPLIANCES	YES/NO	ACTION
1. Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.		
FIRE DOORS	YES/NO	ACTION
1. Are all external doors easily opened and free from obstruction?		
2. Are fire exit signs clearly displayed?		
MEANS OF ESCAPE	YES/NO	ACTION
1. Are all fire exits and access ways to a means of escape clearly marked?		
2. Is adequate lighting provided to the exits?		
3. Is the outside fire passage (to the assembly point) kept clear of rubbish?		
4. Is the assembly point clearly marked?		
WELFARE	YES/NO	ACTION
1. Are the welfare facilities suitable and sufficiently maintained?		
2. Are suitable arrangements available for employees' outdoor clothing?		
3. Are all walls, windows, lights, etc, in a good condition and are they kept clean?		
4. Is drinking water available to all employees?		
5. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?		
6. Are barrier creams/soaps/hand drying facilities readily available?		

HEALTH & SAFETY
MONITORING CHECKLIST

AREA: TEACHING DEPARTMENTS



GENERAL	YES/NO	ACTION
1. Are all statutory notices displayed?		
2. Are in-house rules and procedures obeyed?		
3. Do you conduct new employee Health & Safety induction and record this appropriately?		
4. Is a good standard of housekeeping being maintained?		
5. Are all floors, corridors & stairs maintained in a good condition and clear of obstruction?		
6. Is there adequate space between desks, work benches, tables, sinks, equipment, etc, to allow safe passage?		
7. Is the temperature reasonable?		
8. Has adequate provision been made for ventilation?		
9. Is suitable lighting provided?		
10. Are all handrails secure?		
11. Are there any trailing cables which could cause a person to trip/fall?		
12. Are written safe systems of work in place?		
13. Are safe systems of work adhered to?		
14. Where appropriate, are employees issued with personal protective equipment and records kept?		
15. Are employees given training on how to wear, use and store PPE correctly?		
16. Is PPE replaced when damaged?		
ASSESSMENTS	YES/NO	ACTION
1. Are all risk assessments current?		
2. Have all employees read the risk assessments relevant to their role and signed to acknowledge they have read, understood & will comply with the risk assessments?		
3. Has suitable and sufficient training been undertaken as per risk assessments?		
4. Has this training been recorded appropriately & the Health & Safety Officer informed?		

5. Are there any hazards which are not controlled?		
6. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?		
7. Have all substances & materials been assessed?		
8. Is the COSHH Register up-to-date?		
9. Are 'Material Safety Data Sheets' for all substances available with the COSHH Register?		
10. Are the procedures for dealing with spillages written down and have employees been instructed in their application?		
11. Are there any changes which need to be considered as part of the assessments?		
FIRE ALARMS	YES/NO	ACTION
1. Can you/everyone clearly hear the fire alarm in your building?		
2. Are all alarm points clearly marked and free from obstruction?		
FIRE APPLIANCES	YES/NO	ACTION
1. Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor.		
FIRE DOORS	YES/NO	ACTION
1. Are all external doors easily opened and free from obstruction?		
2. Are fire exit signs clearly displayed?		
MEANS OF ESCAPE	YES/NO	ACTION
1. Are all fire exits and access ways to a means of escape clearly marked?		
2. Is adequate lighting provided to the exits?		
3. Is the outside fire passage (to the assembly point) kept clear of rubbish?		
4. Is the assembly point clearly marked?		
WELFARE	YES/NO	ACTION
1. Are the welfare facilities suitable and sufficiently maintained?		
2. Are suitable arrangements available for employees' outdoor clothing?		
3. Are all walls, windows, lights, etc, in a good condition and are they kept clean?		
4. Is drinking water available to all employees?		
5. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?		
6. Are barrier creams/soaps/hand drying facilities readily available?		

FIRST AID	YES/NO	ACTION
1. Is the first aid box adequately stocked and readily available?		
2. Does all your staff know who are the First Aiders in the department and where the nearest first aid point is located?		
3. Have all incidents & near misses been recorded and passed to the Health & Safety Officer?		
4. Have you investigated any incident within your control and are you satisfied that controls are adequate to prevent a recurrence?		
5. Does any of your staff suffer from medical conditions or allergies which the College Nurse and First Aiders should be aware of (i.e. Asthmatic, Diabetic, Epileptic or allergic to penicillin, aspirin, paracetamol etc.).		
CONTRACTORS	YES/NO	ACTION
1. Do you request from contractors and receive copies of health & safety documentation; risk assessments & method statements related to the work being carried out and a copy of their public liability insurance?		
2. Do you keep the Maintenance Department informed when you invite contractors on-site?		
3. Do you ensure all contractors sign in & out in the Reception?		
4. Do you inform contractors of the college 'visitor rules'?		
5. Is there any information which you need to provide to the contractor?		
6. Do you inspect the equipment used by contractors and do you satisfy yourself as to the condition of that equipment?		
TRAINING	YES/NO	ACTION
1. Have you/has everyone in this area received suitable training covering your/their duties?		
2. Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?		
3. Have you/has everyone in this area been made aware of your/their legal responsibilities to: a. carry out their duties in a safe and proper manner b. make full and proper use of safety equipment provided c. report immediately any unsafe conditions/equipment, etc?		
Additional Comments: (use a separate sheet, if necessary)		
Name/Signature:		Date:
Authorised by:		Date:

MONTHLY FIRE PRECAUTIONS CHECKLIST

Please complete the monthly fire precautions checklist and return it to the Health & Safety/Fire Safety Officer.

Please check the areas and items listed below in your residence or department, if they are intact and/or working correctly indicate 'yes', if they are damaged, defective, missing or if there are signs they have been tampered with etc then indicate 'no' describing the problem. If you have already reported the problem to the Maintenance Department, please indicate the date reported.

Lead Boarding Parent/HOD/Manager Name						
Residence/Department					Date	
No	Areas & items to check	Y/N	Describe the problem, if any.	Reported Date		
1	Are the fire walls/floors/ceilings damaged in anyway?					
2	Are all fire doors closing fully?					
3	Are all fire door seals/intumescent strips intact?					
4	Are the smoke/heat detectors clear?					
5	Are the fire action notices in place?					
6	Are all directional & fire exit signs in place?					
7	Are all the fire exit doors clear & unobstructed?					
8	Is combustible waste being removed regularly?					
9	Are all obstacles removed keeping corridors, landings & staircases clear & unobstructed?					
10	Are all fire extinguishers present & in position?					
11	Are all fire extinguishers tamper tags intact?					
12	Are all cooking appliances being stored appropriately in the kitchen?					
13	LBP Only: Are microwave(s) intact & in good working order?					
14	LBP Only: Are there any overloaded sockets or electrical appliances in bedrooms which require immediate attention?					
15	Are all internal telephones working? (Note: Please report telephone faults to the ICT Department).					

APPLIANCES THAT STUDENTS ARE ALLOWED TO HAVE IN THEIR BEDROOMS

- Radios/Blue Tooth Appliances/Speakers/CD Players (must not be audible outside the room)
- Televisions (as long as a TV licence has been obtained and with permission of the Principal)
- PCs (with permission of the Principal)/Laptops/Printers/Tablets
- Alarm Clocks
- Hair Dryers/Straighteners/Tongs/Curlers
- Shavers/Toothbrushes
- Electric Kettles
- Games Consoles/Play Stations
- Mini Fridge (not to exceed 51 cm in size in any dimension)
- Desk Lamps/Reading Lights/Decorative LED Lights
- Musical Equipment (must not be audible outside the room)
- Appliance Chargers
- Electric Fans

APPLIANCES ALLOWED - BUT WHICH MUST BE USED IN THE KITCHENS PROVIDED

- Rice Cookers, Toasters and Sandwich Makers

APPLIANCES THAT STUDENTS MUST NOT BRING INTO THEIR RESIDENCES (OR ANYWHERE ELSE IN THE COLLEGE)

- Convection Heaters
- Electric Radiators
- Air Ionisers/Purifiers
- Electric Blankets
- Deep Fat Fryers/Bread Makers
- Mini Ovens/Microwaves
- Plug-in Air Fresheners
- Hotplates

NOTE: The above lists are not exhaustive. Please speak to the Health & Safety Officer if you have a concern or wish to check if an appliance not listed above is 'allowed or not'.

Please record any further comments or concerns regarding fire safety precautions in your Residence or Department.

Lead Boarding Parent/HOD/Manager Signature	

Official Use (to be completed by the H&S Officer)

Date received	Any actions Y/N	Follow up details	Date action completed

FIRE ALARM INCIDENT REPORT FORM

Please complete this form immediately following a fire alarm incident and leave in the Health & Safety/Fire Safety Officers pigeonhole.

Date of incident:			
Time of incident:			
Building(s) affected:			
Area, zone or room number affected:			
Please indicate if false alarm, fire drill, system fault or real fire:			
If a fire drill, please record evacuation time:			
Cause:			
Details of any injuries sustained:			
Details of any damage:			
Action taken: (Continue overleaf if necessary)			
Name:		Signature:	



FIRE ALARM INCIDENT REPORT FORM

Please use either as a continuation sheet for 'action taken' or for noting any comments or concerns as these will help us to address issues as they arise.

For official use only

Date form received:	Fire incident type code:	Fire incident number:
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Detail any further action taken:

Signed:

Date:



ACCIDENT REPORT FORM

To be completed by the member of staff attending an accident. Upon completion, please pass the form to the Health & Safety Officer or a College Nurse.

Certain injuries, dangerous occurrences and diseases have to be reported to the Health & Safety Executive according to law (RIDDOR) and this is the responsibility of the Health & Safety Officer.

Name of person injured:		Date of birth:	
Date of accident:		Time of accident:	
Place where accident occurred:			
Full details of injury (include location on body of injury e.g. left hand, index finger):			
Full description of how accident happened and include activity & cause if known:			
Name of person(s) who attended to the accident:			
Name of college nurse who attended to injured person:			
Date & time seen by nurse (if different from above):		Time seen by nurse:	
Full details of treatment given/action taken/follow-up required:			

Signature of person completing this form:			
Print name:		Date:	
Signature of injured person (to confirm this is a true record of the accident)			
Print name:		Date:	
Follow up advice from nurse:			
Aftercare advice from nurse:			
Notes:			

For official use only	
Date accident form received:	Date accident entered in Accident Book:
Accident book no:	Accident type code:
Accident reported to the HSE? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, date accident reported to HSE?
Signed:	Date:

ACCIDENT OR NEAR MISS REPORT	Form 1
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Whenever possible this form should be completed by the person(s) involved in the incident

Incident Date		Site			
Incident Time (24hr clock)		Person(s) involved			
Weather conditions (If applicable)					
State exactly where the incident happened					
Describe the incident					
What has been done to make the area/work safe					
GIVE NAMES AND ADDRESSES OF ANY PERSONS WHO WITNESSED THE INCIDENT					
Name		Address			
IF THERE IS AN INJURED PARTY PLEASE ANSWER THE FOLLOWING ADDITIONAL QUESTIONS					
Name of injured party					
Occupation					
National Insurance No		Date of birth		Male or Female	
Contact Details					
Nature of injury					
State where and by whom treatment was initially given (i.e. first aider, paramedic, hospital)					
If you are being treated by a Doctor for this injury, please give their name and contact details					
Was this a normal part of the injured parties work?			Did the injured party return to work?		
To whom was the accident first reported?			Date of accident book entry		

ACCIDENT REPORT FORM

Form 2

Personal Injury Report Form (to be completed by an authorised person)

Company Name				Telephone			
Company Address							
Injured Persons Name				Telephone			
Injured Persons Address							
Occupation		Age		Marital Status		No of children	
Employed or member of public (Please state if self-employed)							
If sub-contractor please tick appropriate box		Labour and Material sub-contractor					Y
		Labour only sub-contractor					Y
		Labour only on Company payroll					Y
If employee date employment commenced							
PARTICULARS OF EVIDENCE							
Exact place of accident							
Date and time of accident							
What was injured party doing at the time of accident?							
Did IP cease work		Date/time work ceased		Time off work (state if still off work)			
Did IP receive first aid treatment (give details)							
Nature of injuries and parts of body injured							
Full details of accident (including photos etc if necessary)							
Further details affecting incident (such as weather conditions, type of machinery, guards, use of PPE etc)							
WITNESS STATEMENTS (IF TAKEN)							
Name & Address (1)							
Name & Address (2)							
Name & Address (3)							
Reportable	Date/time H&S Officer informed						
	Date/time H&S Officer informed HSE						
	Date/time F2508 sent by H&S Officer to HSE						
Signature of person completing form				Signature of H&S Officer			

INVESTIGATION OF ACCIDENT TO EMPLOYEE

Form 3

This form to be completed by the person investigating the accident or disease

COMPANY DETAILS			
Company name		Telephone No	
Contact person		Fax No	
Address		Accident time (24 hr clock)	
Postcode		Accident date	
Date of investigation		Time of investigation	
EMPLOYEE DETAILS			
Full name		Date of birth	
Address		Date entered employment	
		Occupation	
Postcode		Employment type	
National Insurance No		Marital status	Married <input type="checkbox"/> Single <input type="checkbox"/>
NATURE OF INJURY OR DISEASE			
PLACE OF ACCIDENT (STATE EXACT LOCATION)			
CONDITIONS AT TIME OF ACCIDENT			
Lighting		Ground	
Weather		Vehicle Reg No	
Machine tool or equipment being used			
How long had employee been on duty at time of accident?			
Did they continue to work after the accident?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Has an entry been made in the accident book?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If employee was absent date work ceased		Date resumed work	
If the accident is a major injury or fatality under RIDDOR who were the details reported to?			

INVESTIGATION REPORT**Form 4**

This form to be completed by the panel following full investigation

COMPANY DETAILS			
Company name		Accident time (24 hour clock)	
Contact person		Accident date	
Address			
EMPLOYEE DETAILS			
Full name		Date of birth	
Address		Occupation	
		Date entered employment	
Employment type			
Nature of injury or disease			
INVESTIGATION FINDINGS			
RECOMMENDATIONS AND TIMESCALES			
Signature of Panel Members			
Date			

WITNESS STATEMENT FORM**Form 5**

This form should be completed as part of the formal Accident Investigation process as soon as possible after the accident/incident occurred while facts are still fresh.

Name		Date of incident		Time of incident	
Company Name			Job Title		
Address (including postcode)					
Please explain clearly what your involvement was in relation to the incident that occurred, what you saw, heard and said.					
As a witness to the incident that occurred on the above date and time I now confirm that this is an accurate record of events.					
Signature				Date	
Print Name					



DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION ASSESSMENT FORM

User's Name:		Date:	
Department:		Building & Room No:	

Please read and use the [DSE Workstation Assessment Guidance](#) when completing this form. Please return your completed form to the Health & Safety Officer.

1. History	Yes	No	Comments
Do you have any history of musculoskeletal disorders including back, neck and wrist pain?			
Do you have any problems with vision (e.g. headaches, focusing, reading screen, dry eyes)?			
Eyesight test for DSE in the last two years?			
2. Usage	Yes	No	Comments
Average daily use (hours)?			
Left or right handed?			
3. Display Screen (monitor)	Yes	No	Comments
Can the brightness and contrast be adjusted?			
Do you know how to do this?			
Does the screen swivel and tilt freely?			
Is the height suitable for you?			
Are the characters clear and readable?			
Is the text size comfortable to read?			
Is the image stable, i.e. free of flicker, jiggle and movement?			
Do you clean your screen regularly?			
Is there any window glare on the screen?			

Are there any reflections/shadows on the screen?			
Are there diffusers on the overhead lights?			
Are blinds or curtains fitted to the windows?			
Can they be easily used?			
4. Keyboard	Yes	No	Comments
Is the keyboard separate from the screen?			
Does the keyboard tilt?			
Is it clean and in good condition?			
Are the characters on the keys easily readable?			
Is the position comfortable for you to work on?			
5. Mouse (or trackball) & mat	Yes	No	Comments
Is the device suitable for the tasks it is used for?			
Is the device positioned close to you?			
Is there support for your wrist and forearm?			
Does the device work smoothly at a speed that suits you?			
Can you easily adjust software settings for speed and accuracy of pointer?			
6. Chair	Yes	No	Comments
Is the chair adjustable for height?			
Does the chair have an adjustable backrest?			
Is the chair easy to move?			
Is the chair stable with a 5 star castor base?			
If you have arm rests on your chair, are they suitable?			
Is the chair comfortable and in good condition?			
Are you able to place your feet flat on the floor without too much pressure from the seat on the backs of the legs?			

If not, is a footrest required?			
Are your forearms horizontal and eyes at roughly the same height as the top of the VDU?			
7. Desk	Yes	No	Comments
Is there sufficient space for your screen, keyboard and papers?			
Can you comfortably reach all the equipment and papers that you need to use?			
Is there adequate space under the desk?			
Is the desk/work surface high enough?			
Do you need a document holder?			
If you have a document holder is it stable and adjustable?			
8. Environment	Yes	No	Comments
Is there enough room to change position and vary movement?			
Is the lighting level adequate?			
Is the room temperature comfortable?			
Is there any excessive noise from other pieces of equipment?			
Are all cables safely secured?			
Do you experience any problems with static?			
Are there any problems with any other equipment?			

Assessor's Comments & Recommendations:					
Assessor's Name:		Assessor's Signature:		Date:	
RISK TO USER	HIGH <input type="checkbox"/>	MEDIUM <input type="checkbox"/>	LOW <input type="checkbox"/>		

What are the arrangements for DSE workstation assessment at Concord College?

The Health & Safety (Display Screen Equipment (DSE)) Regulations (1992) require the College to arrange for assessments to be made of DSE workstations¹ used by staff². The arrangements at Concord are for staff to assess their own workstations using an assessment form with assistance and training if necessary (see the Help section at the end of this guidance).

What can I do to help myself?

It is worth setting up your workstation properly so you can be as comfortable as possible and to help you avoid any potential health problems. You should make full use of all the adjustment facilities within your workstation to ensure that it is best suited to you as an individual. The following guidance aims to provide helpful information about each section of the [DSE Workstation Assessment Form](#).

1. History

Posture

- When working in a fixed position at a DSE workstation for extended periods of time your body is not in a natural posture. DSE work involves small but very repetitive movements of the hands and wrists. The rest of the body remains fairly static and requires good support, particularly lumbar support. In a poorly set-up workstation this support is absent and, over an extended period of time, chronic health conditions called musculoskeletal disorders can occur.
- Musculoskeletal disorders are the most common occupational illness in Great Britain. They include problems such as low back pain, neck and shoulder pain, joint injuries and repetitive strain injuries of various sorts (particularly of the wrists and fingers). Refer to the [DSE Set Up Guidance](#) (page 7) - Overuse Injury.

Eyesight

¹ The term 'DSE workstation' defines the immediate working environment and includes your desk, chair, display screen, computer processor, keyboard, mouse and other desk-based equipment such as telephone and copy holder.

² A 'DSE User' is a member of staff who uses DSE as an integral and essential part of their work and uses it regularly (e.g. more than two hours per day, when averaged over a four week period). They may have their own DSE workstation or share a multiple use one. Before using a multiple use one it is very important to readjust the workstation to suit their individual needs.

- In addition to small repetitive movements of your hands and wrists, your eyes are working hard, moving and re-focusing on the screen, keyboard and written work. Over an extended period of time, they become tired and possibly strained and sore. These symptoms are unpleasant but there is no medical evidence to suggest that computer use causes damage to your eyesight.
- If you have set-up your display screen correctly (refer to point 3 below) but you still cannot read the screen characters clearly you may have an existing problem with your eyesight.
- Under the Regulations the College must provide you with an eyesight test by a competent person, free of charge. If, as a result of the eyesight test, special corrective appliances to work with DSE are considered necessary, the College will contribute to the cost of providing such appliances. If this applies to you, you should contact your Supervisor/Head of Department.

2. Usage

- If you are sitting for long periods in front of the screen, make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching or twisting to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them.

Work breaks should:

- be taken before the onset of fatigue;
- be included in working time, reducing the workload and not leading to an increased compensatory pace of work;
- be short and frequent rather than longer and occasional, for example a 5-10 minute break after 1 hour of continuous screen and/or keyboard work is likely to be better than a 15-20 minute break after 2 hours;
- be away from the screen, if possible;
- be informal rather than formal; and
- allow the user some control of the pace of work.

3. Display screen

- As a general guide, the screen should be positioned about 50-70cm away from you or about an arm's length.
- By sitting 'face-on' to the computer screen, you will avoid having to twist the body placing unnecessary strain on muscles and tendons.
- To help prevent the neck muscles from becoming fatigued, a comfortable viewing angle should be achieved by adjusting the screen's swivel and tilt mechanism.
- 'Touch typists' (who rarely need to look at the keyboard) usually prefer an elevated screen position, with their eyes level with the top of the screen (which is tilted up slightly). Non-touch typists (the majority of us!) prefer a lower position since our eyes need to glance from the screen to the keyboard and back again. A lower position minimises head movements. Flat screen display screens are usually easily height adjustable. You may need to use a screen stand or adjustable swing arm.
- The screen should be free from dirt or grime, including finger marks. Make sure you regularly clean your screen's surface using suitable screen cleaner/wipes.
- The desk and screen should be arranged so that bright lights are not reflected in the screen. For example you should not be directly facing windows or bright lights. Ideally your screen should be situated at a 90-degree angle to the source of reflection/glare.
- To prevent unwanted light, adjust blinds or curtains.
- By setting the screen to display dark characters on a light background, the screen will be less prone to glare and reflection. This is usually set as standard in the computer's software.
- If working with colours select those that are easy on the eye (avoid red text on a blue background, or vice-versa).
- The characters on the display screen should be stable and sharply focussed and free from flicker or movement. They should be of an adequate size for legibility.
- You should be able to adjust the brightness and contrast of the screen to suit the lighting conditions in the room. These controls are usually found on the lower, front side of the monitor.
- It is important to also keep glasses clean (if worn) as this may affect your view of the screen.
- A document holder is not an absolute requirement however, if the user has to significantly work from copy, one should be provided to help avoid awkward neck movements. Where a document holder is used, it should be adjustable and stable. The document you are

working from should be set at a similar height, viewing distance and angle as that of the display screen.

4. Keyboard

- Your keyboard should have adjustable rear supports underneath in order to raise the keyboard at a slight angle, to get a comfortable keying position.
- The characters on the keys should be clearly marked to make for easy typing. If not a new keyboard may be required.
- You should leave space in front of your keyboard to rest/support your hands when not keying. A wrist rest provides gentle support and helps you keep your hands in line with your forearms.
- Good keyboard technique is important:
 - Don't bend the hands at the wrist when keying;
 - Don't overstretch your fingers when typing and try to keep a soft touch on the keys;
 - Don't rest your forearms or wrists on the edge of the desk as this can lead to health problems developing in the forearms and impede free movement in your hands.

5. Mouse (or trackball) & mat

- Position the mouse within easy reach, so it can be used with the wrist straight, not bent upwards.
- There should be sufficient space to use your mouse. A lot less strain is placed on the arm and shoulder by placing the mouse close to your body (not under or on piles of paperwork!).
- Sit upright and close to the desk, so you don't have to work with your mouse arm stretched.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.
- A suitable mouse mat will have a surface that allows free and easy movement.
- Some mouse mats have a built in wrist rest. If you have this type of rest you should not be tempted to lean too heavily on the rest and pivot the hand from the wrist. The rest should simply support the wrist so that you use the whole arm to guide the mouse.

- Change the mouse between hands from time to time. Changing from right-handed use to left (and vice-versa) spreads the load and gives each hand a break, particularly if you are an intensive user of the mouse. If you do change the hand you use your mouse with, it is important you also change the mouse button settings otherwise it will not function properly.

6. Work chair

- The chair should be stable and allow the user easy movement. Ideally the chair will have a five-footed base with castors and a swivel seat for comfort.
- The seat height should be adjustable as well as the seat back and tilt. As a general guide, once you have found a comfortable position, your eyes should be level with the top of the screen and your forearms should be approximately horizontal.
- Adjust the chair height to ensure hands are horizontal to the keyboard.
- Once the chair has been set to the correct height, if your feet cannot be placed flat on the floor then a footrest is required. The footrest needs to be adjustable in height and large enough to vary the position of the feet.
- The chair's back rest should be adjusted in height and tilt so you can get good lumbar support to the lower part of the back. Try not to slouch!
- Adjust your chair height by using the levers to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the display screen or slightly above it.
- The space underneath the desk should be free of any unnecessary obstacles such as boxes or stored equipment, etc allowing you to move your legs freely.
- Pressure should not be created underneath your thighs as a result of the chair being set too high or alternatively no thigh support as a result of the chair being set too low. As a rough guide, your knees should be at right angles.

7. Desk

- Arrange your work surface so that you have enough space in which to write either to the left or right of the keyboard.
- Use a document holder positioned next to and level with the screen to help you avoid awkward neck and eye movements and have more desk space.
- Avoid any glare or reflection on your desk by controlling daylight using blinds or curtains. Overhead lights should not be too bright.

- The desk surface should be non-reflective.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- A desk may need to be replaced or raised if you are above average in height. Some desks are designed to be adjustable.

8. Environment

Space

- The workstation should be set-up to allow the user space to sit down, get up and move from side to side without difficulty as well as allowing for changes in posture whilst working.
- Prolonged sitting in a static position can be harmful. You should change your posture as often as practicable.

Lighting

- Ceiling lights should not be too bright causing eye fatigue and reflection on the screen and desk. Nor should they be too dim causing eye strain.
- If the lighting in the office is insufficient for the tasks you are performing, a desk lamp may be required.

Temperature, humidity and ventilation

- As a general rule, office environments should be no lower than 16 degrees (after completing the first hour of work) although individuals have different tolerances.
- The humidity of the office should be maintained at a comfortable level to the user(s). Excessive humidity can be unpleasant just as extremely dry air can cause eye discomfort to DSE users.
- A build-up of static electricity is more prone in areas of low humidity. One or two potted houseplants may help control low humidity as well as making the environment seem more pleasant.
- When a new office area is being set-up or additional computers are being introduced into an existing work area, the heat output from computers should be taken into account.
- Working in hot, stuffy rooms makes you feel tired and lethargic and dries your eyes.
- Make full use of openable windows or portable fans to improve ventilation.

Noise

- Background noise (particularly in open plan/shared offices) can be distracting to DSE users resulting in errors being made or reduced efficiency.
- The noise level at the workstation should not be sufficiently high to prevent you from being able to concentrate and carry out your work. For example, you should be able to carry out a work-related conversation or hold a telephone conversation without being significantly affected by background noise.
- Noisy office equipment such as printers or photocopiers may need to be relocated away from the office occupants or separated by screens to limit noise. The purchase of well-designed printers, etc can usually overcome these problems at source.

9. Help

What should I do if I have any health problems?

- If you think you have health problems connected with your work, talk to your Supervisor/Head of Department or the Health & Safety Officer.

What should I do if I have any problems completing the [DSE Workstation Assessment Form](#)?












- If you have any problems completing the workstation assessment form contact the Health & Safety Officer.

Further Information

[Health and Safety Executive](#) regulations and guidance for DSE and working with VDU's.

Good handling technique for lifting

United Kingdom Health and Safety Executive

	Think before lifting/handling	<ul style="list-style-type: none"> • Can handling aids be used? • Where is the load going to be placed? • Will help be needed with the load? 	
	Plan the route	<ul style="list-style-type: none"> • Remove obstructions such as discarded wrapping materials. • For a long lift, consider resting the load midway on a table or bench to change grip 	
	Keep the load close to the waist	<ul style="list-style-type: none"> • Keep the load close to the body while lifting. • Keep the heaviest side of the load next to the body. • If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it 	
	Adopt a stable position	<ul style="list-style-type: none"> • Keep feet apart with one leg slightly forward to maintain balance • Prepare to move your feet during the lift to maintain stability. • Avoid tight clothing or unsuitable footwear 	
	Get a good hold	<ul style="list-style-type: none"> • Keep the load close to the body as possible. • This may be better than gripping it tightly with hands only. 	
	Start in a good posture	<ul style="list-style-type: none"> • At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). 	
	Don't flex the back any further while lifting	<ul style="list-style-type: none"> • This can happen if the legs begin to straighten before starting to raise the load. 	
	Avoid twisting or bending the back or leaning sideways	<ul style="list-style-type: none"> • Keep shoulders level and facing in the same direction as the hips. • Turning by moving the feet is better than twisting and lifting at the same time. 	
	Keep the head up when handling	<ul style="list-style-type: none"> • Look ahead, not down at the load, once it has been held securely. 	
	Move smoothly	<ul style="list-style-type: none"> • The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury. 	
	Don't lift or handle more than can be easily managed	<ul style="list-style-type: none"> • There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help. 	
	Put down, then adjust	<ul style="list-style-type: none"> • If precise positioning of the load is necessary, put it down first, then slide it into the desired position. 	