Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

Statutory Policy File

HEALTH AND SAFETY

Index No: 23 v1.0

Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Core Values
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HEALTH AND SAFETY

Parkwood Hall is a Co-operative Academy and we have adopted the values of the co-operative movement to assist us as we govern the school. We have also developed values for learning and teaching that inspire our students and staff alike.

Our co-operative values are self-help, self-responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others. These are the ways in which we do things at our school and they sit at the heart of all our policy development.

In this policy the following values are particularly relevant:

- Self-help, self-responsibility, caring for others.

1 PRINCIPAL’S STATEMENT

Parkwood Hall School is committed to ensuring high standards of Health, Safety and Welfare for its employees, pupils and other persons affected by its undertaking, and to the provision of a safe, high performing, cost effective school.

Under the Health and Safety at Work Etc. Act 1974, the school is required to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. Whilst the main duties under the Act are placed upon the employer, employees have a legal duty to take care of their own health and safety and that of pupils and other persons affected by their acts and omissions, and to co-operate with the school to enable it to carry out its responsibilities.

Employees at every level are reminded that a breach of these duties could lead to prosecution of the school or an individual employee. Failure to comply with health and safety requirements could also lead to disciplinary action.

To facilitate a 'safety culture' the development of a strong working relationship between Governors and employees is crucial; therefore communication will be achieved through formal and informal consultation. The Health and Safety committee at Parkwood Hall School has a staff governor representative.

The key aim of Parkwood Hall School is to provide the highest standard of learning for all who attend the school, therefore it recognises:

- The students are at the heart of the education process, which includes every aspect of school life
- It is vital that our expectations of ourselves and our students are very clear
- Our energies and activities should focus on providing a rich and challenging experience for all our pupils.

In order to achieve this aim the health, safety and welfare of each student is of paramount importance when preparing, planning and delivering our extended curriculum.
In the field of health and safety Parkwood Hall School seeks to achieve the highest standards. We do not pursue this aim simply to achieve compliance with current legislation, but because it is in our best interests. The effective management of health and safety, leading to fewer accidents involving injury and time taken off work through ill health, is an investment that helps us to achieve our purposes.

As Principal of the school I am totally committed to the values expressed within this document, and would expect all staff to do their best to implement them.

Jacqui Tovey, Principal
2 AIMS

Our school aims to:
• Provide and maintain a safe and healthy environment
• Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
• Have robust procedures in place in case of emergencies
• Ensure that the premises and equipment are maintained safely, and are regularly inspected

3 LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
• The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
• The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
• The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
• The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
• The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
• The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
• The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
• The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.
This policy complies with our funding agreement and articles of association.

4 ROLES AND RESPONSIBILITIES

4.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Principal.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governing body have two governors with Health & Safety responsibilities.

4.2 Principal

The Principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal’s absence, the Academy Business Manager assumes the above day-to-day health and safety responsibilities.
4.3 Health and safety lead

The nominated health and safety lead is Joanne Nyland-Fink, Academy Business Manager.

4.4 Staff

The School recognises its duties towards its employees to ensure their Health, Safety and Welfare. Employees also have duties under Section 7 of the Health and Safety at Work etc., Act 1974 to take reasonable care for their own health and safety and of others who may be affected by their actions.

All employees must:

- Comply with the School’s policies and procedures
- Take reasonable care for the health, safety and welfare of themselves, students and others who may be affected by their own acts or omissions.
- Not intentionally or recklessly interfere with, or misuse anything that has been provided for the purpose of their Health, Safety and Welfare.
- Co-operate with the School, or any other person, to enable them to perform and comply with any duties or requirements imposed upon them in relation to Health and Safety.
- Report all accidents, incidents or dangerous occurrences or health risks on the approved forms to their relevant supervisor or manager, whether or not any injury occurs.
- Report promptly any unsafe working practices, conditions, faulty plant or equipment to their line manager immediately.
- Use equipment, substances, machinery etc. in accordance with written procedures, instructions and training. Where appropriate use personal protective equipment provided. Inform their supervisor or manager of any shortcoming in protective measures.
- Attend safety training courses as required and carry out assigned tasks and duties in accordance with written procedures and instructions.
- Familiarise themselves with the School’s disciplinary procedures and be aware that this covers misconduct in relation to Health and Safety rules and regulations.
- Co-operate with the School in all its Health and Safety undertakings in order that the Board of Governors can meet its statutory obligations under Health and Safety Law

4.5 Pupils and parents

Pupils and parents are responsible for following the school’s health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Parkwood Hall School operates a Behaviour Policy and some students may have an individual behaviour plan.
The Board of Governors recognise that we need rules to allow everyone to work properly, safely and enjoyably.

Please see the Parkwood Hall Co-operative Academy **Behaviour Policy** approved by the Board of Governors in January 2016.

Appropriate behaviour is encouraged at all times during the school day. Inappropriate behaviour can make accidents more likely to occur.

Positive behaviour is rewarded in many ways, including B.E.A.M. (behaviour and effort and attitude = Merit)) and the awarding of special certificates on Friday.

The Head of Residential Education and the Student Liaison and Inclusions Manager run surgeries for parents to talk through behaviour problems they may be having at home with their child.

Using a ‘solution focus' approach they offer support advice and help to decide on positive management strategies.

School staff also use this service to talk through issues or problems they may be experiencing with particular students in class or house.

### 4.6 Contractors

It is an obligation of Contractors to comply at all times with the provisions laid down in the Health and Safety at Work etc. Act 1974. Where work is contracted through the Local Authority, that authority will take all reasonable steps to ensure Contractors comply with Health and Safety law.

The Governors will also take all reasonable steps to ensure that persons who undertake work for the School, but not in their employment, are not exposed to unnecessary risks to their Health and Safety. It is recognised that risk may be inherent in some occupations.

The Principal/Governors engaging contractors for provision of professional services within their Establishment are to take account at the tendering and planning stages of all relevant Health and Safety legislation. In particular the Principal is to ensure that he/she establishes on-site responsibilities and arrangements for the safety of employees, pupils, and other persons who may be affected by the work being carried out. He/she should also make Contractors aware of the Health and Safety arrangements relevant to the premises to which they apply.

Before commencement of work at the school all contractors should complete the **Contractor's Checklist (see Appendix 7)**.

The Principal/Governors should ensure a person (often, but not exclusively, the site manager) is designated to take responsibility as the project co-ordinator for the Contract, and must ensure that the Contractor is aware of his/her statutory obligations. The designated person must ensure that the following takes place:

- That the Contractor will produce on request, their Company Health and Safety policy and arrangements;
• Relevant Risk Assessments are carried out in connection with all aspects of the work to be undertaken;

• The Contractor provides Safe Systems of Work documentation and Permits to Work, relevant to the contract. This must include details of ‘special arrangements’ such as for ‘hot working’.

• That by their methods of working and policy arrangements, persons both in the Contractor’s employment, employees of the School, pupils or others who have access on or within the premises are not adversely affected by the Contractors' undertakings;

• The Contractor is made aware of the School’s Health and Safety policies and arrangements, and carry out their work in accordance with the requirements of these policies and arrangements.

• The Contractor has access to and is encouraged to read the School’s Asbestos Management Report. The Contractor must be made aware of any known hazards or potentially harmful substances present on site.

5 SITE SECURITY

All visitors, including contractors must report to reception, sign in the ‘Visitors’ book and be issued with a visitors badge. A member of staff will be delegated responsibility of supervising the visitor while they are on the school premises. At the completion of the visit they must sign out and return their badge.

A doorbell system operates on the main entrance to the building and CCTV cameras provides surveillance of this area as well as the residential areas.

The main entrance gates to the school site can be controlled from Reception or via designated staff using mobile phones.

All staff have personal ID cards which give access through certain areas within the school.

The Site Managers, Anthony Foster and Alex Burley are responsible for the security of the school site in and out of hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

In the event of an emergency the following members of staff are key holders who can respond in case of emergency.

• Chris Allan – Deputy Principal
• Steven Forder – Deputy Principal
• Joanne Nyland-Fink – Academy Business Manager
6 FIRE

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous buzzer.

Fire alarm testing will take place every Friday morning at 9.15am, even during school holidays.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point – the tennis courts.
- Admin will take paper registers out to the tennis courts and hand them to staff to take a register of pupils.
- The HR/Compliance Officer – Julie-Jane Calkin will take a register of all staff
- Staff and pupils will remain outside the building until the Principal/emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

7 COSHH

The Control of Substances Hazardous to Health Regulations (COSHH) 1999 require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and;

- How to store, handle, use it
- What protective clothing to wear
- What to do in case of accident, spillage, etc.
Everyone who uses these substances must be informed about, as well as instructed and trained in, their use. Regular monitoring and review of the arrangements are required.

Where the Site Manager or his staff have to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them.

CLEAPSS guidelines and the Safety in Science handbook outline clear instructions on the use and storage of hazardous substances.

The Site Manager should inform the CPD Co-ordinator, (Deputy Principal) when staff COSHH training is required.

Inflammable/poisonous substances, and compressed gas cylinders must also be correctly stored and used.

8 LEGIONELLA

A water risk assessment has been completed Clean air. The Site Manager are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by weekly checks carried out by the Site team, including temperature checks, heating of water, disinfection of showers.

9 ELECTRICITY

The Electricity at Work Regulations 1989 require a safe system of work which will be adopted by the school and which will include having:

- all fixed installations tested at least every 5 years or at any interval recommended by the Site Manager
- A certificate of the test of fixed installations.
- An inventory of all electrical apparatus/appliances.
- A record/log of termly inspections and annual tests.
- All portable appliances tested once per year by a “competent” person using a portable appliance tester.
- All portable appliances (i.e. those appliances which are plugged in and out of an electrical socket) visually inspected once per term and a brief visual inspection each time used. The teacher can do the latter. (A visual inspection would involve checking the plugs, casings and cables looking for damage, cracks, fraying, wire exposure, etc.)
• a sticker displayed on tested appliances indicating pass (green) or fail (red) (any failed appliance must not be used until repaired - or it must be disposed of)

• Students should be encouraged to take some responsibility, under the guidance of staff, for visually inspecting any equipment that they bring in from home.

10 EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer’s instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

10.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Site Managers immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person.

All isolator’s switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

10.2 Display Screen

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to ‘Users’ of Visual Display Units (VDUs). A ‘User’ is defined as somebody who uses a VDU as a significant part of his or her normal work (e.g. uses a computer for continuous spells of an hour or more on a daily basis).
The Principal is responsible for identifying Users within the school and ensuring a risk assessment and training is carried out for each user. Selected members of staff have been designated risk assessors and received appropriate training.

An example of the DSE risk assessment form is shown in Appendix 6.

11 LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

12 WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Managers retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
13 MANUAL HANDLING SAFE SYSTEMS OF WORK

Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. Site, Catering and Domestic staff) will receive a risk assessment to determine the potential for injury and appropriate training in Manual Handling techniques will be given.

In order to reduce the risk of injury staff should ensure they conform to the following:

- Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- Heavy items will be placed at a height consistent with a person’s physical capacity to lift them up or down without risking injury (i.e. not too high, or indeed, too low).
- Storage will be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places.
- There will be appropriate means of accessing any high level storage, i.e. kick-stool or stepladders.
- Large or heavy packets can be split up to make carrying easier and safer.
- Stored items will be steady and firm, not precariously balanced or easily knocked over.
- Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- There will be ease of access i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- Rotation of stock is a factor which will be considered.
- Stepladders will be regularly inspected to ensure that they are in good condition.
- All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of students when not in use.
- Inflammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- Gas cylinders will be stored according to requirements.

14 OFF-SITE ACTIVITIES

The Management of Health and Safety Regulations 1999 require that: “Every employer shall make a suitable and sufficient assessment of;

a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking…” (Regulation 3 – Risk Assessment)

It is not the intention to stop off-site activities be they day visits or periods of overnight stays. The prime requirement is to identify the risks, eliminate them if at all possible or reduce them to a tolerable level.

The Deputy Principal is the designated Educational Visits Coordinator and detailed guidance on all off-site visits is available from him.

All off-site activities are undertaken to benefit the education of the pupils who will be participating. In advance of the activity taking place the following will be carried out:

- a risk assessment will be completed (best practice involving a member of staff visiting the site)
- Procedures and a safe system of work will be devised in order to reduce the risk to a minimum.

The school insists that:

- Activity centres which are not registered with a nationally recognised body will not be used
- Any activity must be led by a professionally (nationally) qualified instructor.
- All activities need to be risk assessed.

The following points will be addressed in the establishment of procedures and a safe system of work:

i) written permission from parents
ii) written approval for the activity from the Governors – if the visit is overseas.
iii) consultation with, and guidance from, the relevant Professional Body
iv) appropriateness of insurances
v) a teacher will lead each group and he/she will be responsible for completing the Off-Site form beforehand

15 FIRST AID / ACCIDENT REPORTING

Parkwood Hall School has a trained school nurse who works during the school day and oversees all aspects of student health and medication.

There are Basic First Aid appointed persons (who have completed a one day training course or a 4 day training course which is updated every three years) and qualified First Aiders in the school. A first aid kit is contained in every classroom as well as the gym, dining room, school office, playground and on residential areas. School mini-buses also carry their own first aid kits.
In the event of a student or member of staff sustaining an injury the incident must be referred to a first aider for attention, recorded, and if the person’s condition is serious and requires further medical aid an ambulance should be called via the 999 system.

Accidents involving children must be reported onto Behaviour Watch if the accident occurred:

- during a school activity (e.g. curricular learning), or
- during playtime resulting in a significant head injury, or
- during anytime of the school day, while the child was under the care of the school and the incident was reportable under RIDDOR.

Minor injuries occurring in the playground during break and lunch times need not be reported on Behaviour Watch. All students seen by the School Nurse are logged and a copy of entries is filed in the main student file termly.

All reportable accidents will be investigated to determine the exact cause(s) and ensure measures are put in place to reduce the possibility of recurrence.

**The school does not expect any member of staff to be subjected to any form of verbal or physical abuse. Any member of staff being subjected to such behaviour must report the incident to the Principal who will ensure an investigation is carried out and appropriate action taken.**

### 16 ACCIDENTS INVOLVING BLOOD

Accidents involving blood, e.g. cuts, nosebleeds etc. carry the danger of Hepatitis B, HIV (AIDS) etc. Please refer to the First Aid policy and Protocols contained in the whole school policy file.

- Avoid getting blood on you or on other people.
- Put on rubber gloves.
- Use disposable paper towels or tissues to mop up spillage.
- Wipe surface with cleaning agent (e.g. Detox)
- Put all contaminated material into plastic bag, tie up bag and place into waste bin.

Designated areas should have the following plus a spillage kit:

Cleaning agent (Detox), paper towels, rubber gloves, plastic bags and waste bin, hygroscopic crystals (for human spillage) and a dust pan and brush

Staff should report all spillages or areas that require more attention to the General Supervisor or in their absence to the Site Manager.
17  GIVING MEDICINES AT SCHOOL

17.1 School's Responsibility
The School Nurse has full responsibility for medication and the responsibility for delivering Pharmacy Training for staff. In her absence a Senior Staff member will assume responsibility for the Protocol.

Please refer to the Administration of Medication policy.

17.2 Liability of School Staff
Staff designated to administer medicines to pupils will be covered by the Governing Body in the event of liability or negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures contained in this policy. All staff who administer medication should be pharmacy trained and training needs to be updated every two years.

18  EVACUATION PROCEDURE / FIRE PRECAUTIONS: DAYTIME OR NIGHT-TIME

The details of the Fire Precautions and Evacuations Procedures can be found in the Fire Evacuation Procedures and the Overnight Fire Evacuation Policy.

The fire alarm is tested weekly and drills are held for students, staff and visitors at least once each term. Residential evacuations are also planned regularly.

19  RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient risk assessments are undertaken, so that significant hazards can be identified, assessed and controlled. It is the responsibility of the Principal to see that these are carried out and that there are sufficient members of staff who are trained in the risk assessment process.

He/she will keep records of assessment carried out and review them annually or sooner if there is a requirement to do so. This duty may be delegated to a senior member of staff. Before any new machinery, equipment or systems are put in place a risk assessment will be carried out.

It is crucial to the process that immediately following a risk assessment an action plan is produced. This will detail the action(s) that need to be taken to reduce the level of risk and the person who is responsible for ensuring its implementation. The general risk assessment form and managers action plan is shown in Appendix 5 as is the school specific Red Amber Green approach to risk assessment for students and school activities.

20  PERSONAL PROTECTIVE EQUIPMENT (PPE)

All pupils and staff are supplied with appropriate personal protective equipment when undertaking curricular based subjects that require their use. It is the responsibility of the teacher to ensure all pupils undertaking the task are wearing the equipment.
The Site Staff may be required to wear PPE as part of their normal duties, therefore a risk assessment of their work will be undertaken.

In accordance with the Personal Protective Equipment Regulations 1992 the school recognises that PPE should only be used as a ‘last resort’ and everything reasonably practicable should be done to reduce the need to wear such equipment. However the use of weed spraying equipment/chainsaws necessitates this equipment.

Catering and Domestic staff will be provided with appropriate clothing and shoes to support their safe working.

21  COMMUNICATION AND CONSULTATION

Health and Safety issues are formally discussed at the Governors’ Finance and General Purpose Committee, which is a sub-group of the Governing Body. Each term the Finance and General Purpose Committee report back to the full Governing Body.

The Site manager is informed of any repairs which need to be undertaken.

Health and safety issues can be discussed at any staff meeting.

Parkwood Hall Co-operative Academy has a health and safety committee consisting of: The Principal or Deputy Principal, Academy Business Manager, Head of Residential Education, School Development Officer (pastoral resources), Governor with responsibility for H & S, Site Manager, Catering and Nutrition Manager, School Nurse, and staff representative. Committee meetings are held at least every half term. Minutes are taken of these committee meetings.

Staff are encouraged to discuss concerns about personal health, safety and welfare with their line manager or the Academy Business Manager who is delegated with HR responsibility.

22  NEW AND EXPECTANT MOTHERS

Laid down in the Management of Health and Safety Regulations 1999 is a requirement to carry out risk assessments relating to the tasks undertaken by staff who are defined as ‘new or expectant mothers’. Every effort will be made to ensure that pregnant or breast-feeding women are not exposed to the identified risks, more than they would be when outside the School.

Women who become pregnant should inform, in writing, the Principal, this may be done via their line-manager. They must also provide a certificate from their registered Medical Practitioner or a registered Midwife confirming the pregnancy. The Principal will request this in writing, from the employee.

In situations where it is not possible to reduce the risks to an acceptable level, the school will, on a temporary basis

- adjust the conditions or hours of work of the employee or
- provide her with alternative work, if any is available, which is:
1. suitable and appropriate for her to do in the circumstances
2. on terms and conditions no less favourable than her normal terms and conditions or
3. give her paid leave from work until such times as her safety or health or that of her child
   is no longer at risk.

These actions will only be deemed necessary where, as a result of a risk assessment, there
remains genuine concern about the safety or health of the new or expectant mother. Where
necessary, professional advice, e.g. medical or occupational health, will be sought on what the
risks are and whether they arise from work. The School will keep the risks under review.

23 OCCUPATIONAL HEALTH

An Occupational Health Service is available through the school's HR service. Staff may be
referred to the service following a period of long-term sickness or following multiple periods of
short-term absences.

24 INFECTIOUS DISEASES

Any suspected infectious disease such as Swine flu, Norovirus, Rubella, Measles, Mumps,
Chicken Pox or an outbreak of head lice, will be reported by the Nurse to the Business
Resources Manager.

A circular will be sent to all parents and guardians of pupils who attend the school informing
them of the concern.

Families and staff are asked to inform the Nurse if they travel abroad to a region that is known
to be an area of high risk for infectious diseases.

25 FAULT REPORTING

Staff who identify faulty machinery, equipment, furniture or a dangerous occurrence must
ensure they report the incident in order that appropriate action can be taken via the We Are
Every Reporting System.

A check of all residential, curricular and communal areas should be completed by staff in that
area every half term and submitted to the Academy Business Manager.

Items relating to computers should be reported to the ICT Technical Manager while general
items should be reported to the Site Manager or in his absence Academy Business Manager.
Any item of machinery or equipment identified as faulty must be taken out of service
immediately.
26 MONITORING AND REVIEW

It is the responsibility of the Principal to monitor and review the Health and Safety Policy on a regular basis and advise the Governors’ Finance and General Purpose Committee and Board of Governors of any additions or amendments that are required.

The Governors’ F&GP Committee will review the working practices annually or sooner if necessary, to ensure its objectives are met. It will be revised when necessary, if and when legislative or organisational changes occur.

27 AUDITING

The Health and Safety Officer will undertake a health and safety audit of the school approximately every 24 months to identify any shortfalls and provide advice as necessary. This will be undertaken in consultation with the Principal and a Governor who has health and safety responsibility.

The Finance and General Purpose Committee of the Governing Body will review this Policy annually during the autumn term.
APPENDIX 1. A SUMMARY OF INCIDENTS REQUIRING REPORTING UNDER RIDDOR

Deaths

All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
• severe cramp of the hand or forearm;
• occupational dermatitis;
• hand-arm vibration syndrome;
• occupational asthma;
• tendonitis or tenosynovitis of the hand or forearm;
• any occupational cancer;
• any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified ‘near-miss’ events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

• the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
• plant or equipment coming into contact with overhead power lines;
• explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Reportable gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

• an accidental leakage of gas;
• inadequate combustion of gas; or
• inadequate removal of products of the combustion of gas.
APPENDIX 2. PROTOCOL FOR STAFF INJURED AT WORK

Injured Employee –
- If able notify the nearest colleague to you that you have been injured and if possible explain briefly how ie a fall, electric shock, assault, etc.

Your colleague should then –
- Quickly assess if you require local or emergency/hospital treatment and if an ambulance should be called.
- Ensure that you feel safe and comfortable and protected from further injury or distress.
- Contact (or ask someone else to contact if you feel you do not wish to be left alone) the Nurse and a member of the School Leadership Team.
- If your colleague witnessed the injury occurring they must write a PHS Incident Report for the Principal, as soon as practically possible after the employee has been assisted.

SLG member should –
- Assess situation and ensure safety of employee. If appropriate call on site staff to isolate any danger due to faulty equipment or the fabric of the building etc.
- Ensure Head of Business Resources notified ASAP to ensure HR support and advice is made available to the employee.

Head of Business Resources should –
Immediately –
- Listen to the employee to determine that they are happy in the action taken or to be taken.
- If employee is taken to hospital ensure accompaniment until family member able to get there and ensure family contacted as soon as possible.
OR
- Ensure employee feels safe and able to get home, if necessary arranging transport.
- Ensure a relative or friend is aware of the accident/incident to provide support at home if required.

As applicable and relevant -
- Arrange a follow up debriefing to discuss the incident and resultant action taken and to ensure matters dealt with to employee's satisfaction.
- Ensure employee or, if necessary, a colleague completes an entry on Behaviour Watch as soon as the employee feels comfortable and able to do so.
- Arrange for notification of a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) related incident if applicable.
- In the event of the injury being caused by violence then ensure employee is aware of a) rights and b) support available.
- Meet with any witness to the incident to listen to their concerns.
- If employee is absent from work due to the accident then contact them at home to ensure support measures are in place.
APPENDIX 3. EVACUATION FIRE PROCEDURES

ACTION TO TAKE UPON HEARING THE ALARM.

Upon hearing the fire alarm, all students, visitors, staff, contractors and others on the premises must leave via the nearest available fire exit and make their way to the designated assembly area. The assembly areas are:

- Main Building 7.30am to 6.00pm – Tennis Court
- Main Building 6.00pm-9.00pm to Alder playground/classroom/Minibus
- Main Building 9.00pm to 7.30am to minibuses parked at bottom of each fire escape
- Knole House (at any time) – car parking area in front of house

Detailed instructions for evacuation can be found at the following Appendices:

- Appendix 1 – Main building 7.30am to 6.00pm (“day-time”)
- Appendix 2 – Main Building 6.00pm to 7.30am (“night-time”)
- Appendix 3 – Knole House (anytime)

ASSEMBLY POINTS AND METHOD OF CHECKING THAT ALL PEOPLE HAVE EVACUATED THE BUILDING.

See above. The use of fire marshals to sweep the building is not part of the usual procedure. The main method of identifying that everyone has evacuated the building is the use of roll-calls – including a visual roll-call at the foot of the main building fire escapes for night-time evacuations of the main building. In the event of someone being unaccounted for, it will be the most senior member of staff (“Gold” lead) who will decide what level of sweep or search should be undertaken, based on an on-the-spot risk assessment.

KEY ESCAPE ROUTES

Main building – There are a number of protected routes out of the building. These are protected by FD30 rated fire doors fitted to every doorway leading onto them. They are clearly signposted and lead to designated fire exits, which are clearly labelled and which unlock automatically in the event of a fire alarm. The flow of these routes is away from internal staircases, rather than towards them. The internal staircases are thus alternative escape routes from the upper floors of the building and can be safely used with EvacuSafe evacuation chairs (see section 8 below for more details).

Knole House – There are 3 main escape routes from the ground floor of this building. The upper floor has 2 staircases, both of which are available for escape purposes. These routes are protected by FD30 fire doors from all rooms opening onto them.

ARRANGEMENTS FOR FIGHTING A FIRE

The primary role of every employee of the school is to ensure (a) their own safety and (b) to ensure the safety of students, colleagues and visitors. If, having regard to their own safety, it is possible to tackle a fire in the early stages, then employees should do so. Fire extinguishers are
provided throughout the building and are clearly labelled. Training in the safe use of extinguishers is provided from time to time.

There is no expectation that employees will fight a major fire. Their primary concern is preservation of life, including their own.

SPECIFIC RESPONSIBILITIES

The following people have specific responsibilities:

Principal “Gold” lead – responsible for all key decisions, including when to call the fire brigade and whether to re-occupy the building. In the absence or incapacitation of the Principal, this function is delegated to: (a) Deputy Principal, (b) Cluster Lead, (c) Teacher on call, in that order of seniority. Also has the responsibility of checking the Fire Panel (subject to safety considerations) to identify cause and location of alarm activation.

“Emergency On-Call” member of staff – “Gold” lead in the event of a night-time evacuation and also to check the Fire Panel as detailed for Senior member of staff on call. At the time of writing, the 3 Emergency On-Call personnel are the 2 Deputy Principals and School Liaison Inclusion Manager.

Site Manager – if on-site, to assist the Gold lead in identifying the source of the alarm activation and (if appropriate) to liaise with Gold over resetting the alarm after a false activation.

Academy Business Manager – if on-site, to assist Gold Lead in identifying the source of the alarm activation.

Site staff – if on-site, to assist the Site Manager in identifying source of alarm activation.

Admin staff – for a day-time evacuation, to take all registers to the Assembly Point (Tennis Court) and assist in checking that everyone is accounted for.
APPENDIX 4. GENERAL RISK ASSESSMENT FORM AND MANAGERS ACTION PLAN

RISK RATING

Qualitative Measures of Severity

<table>
<thead>
<tr>
<th>VALUE</th>
<th>HARM</th>
<th>DAMAGE</th>
<th>LOSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minor Injury</td>
<td>Minor</td>
<td>Minor</td>
</tr>
<tr>
<td>2</td>
<td>First Aid Injury/Illness</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>3</td>
<td>Reportable Injury/Illness</td>
<td>Serious</td>
<td>Serious</td>
</tr>
<tr>
<td>4</td>
<td>Major Injury Long Term Absence</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>5</td>
<td>Fatality</td>
<td>Extensive</td>
<td>Extensive</td>
</tr>
</tbody>
</table>

Qualitative Measures of Likelihood

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>HOW LIKELY IS IT THAT A HAZARD WILL CAUSE AN ACCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Very Unlikely</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely</td>
</tr>
<tr>
<td>3</td>
<td>Likely</td>
</tr>
<tr>
<td>4</td>
<td>Very Likely</td>
</tr>
<tr>
<td>5</td>
<td>Certain</td>
</tr>
</tbody>
</table>

Qualitative Risk Assessment Matrix – Level of Risk

<table>
<thead>
<tr>
<th>SEVERITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>1 1 2 3 4 5</td>
</tr>
<tr>
<td>2 2 4 8 8 10</td>
</tr>
<tr>
<td>3 3 6 9 12 15</td>
</tr>
<tr>
<td>4 4 8 12 18 20</td>
</tr>
<tr>
<td>5 5 10 15 20 25</td>
</tr>
</tbody>
</table>

RISK = LIKELIHOOD x SEVERITY

- **High Risk** 16-25 Immediate action required to eliminate or reduce the risk
- **Medium Risk** 8-15 Action necessary (10+ higher priority)
- **Low Risk** 1-6 Action discretionary
## APPENDIX 5. DSE RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Section/Question</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the chair base stable?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is the height of the chair adjustable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is the back rest adjustable in height and tilt?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Does the chair Swivel?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Does the chair have five or more castors?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Does the chair give good lumbar support and are they comfortable?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Display Screen Equipment Risk Assessment Form

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Section/Question</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Is the chair correctly adjusted for the user:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Have feet flat on floor?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Knees level with hips?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Forearms just above work surface level?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Is the screen height correct and comfortable and the height readily adjustable?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Does the screen swivel and tilt to accommodate the users needs?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Are the characters easy to read, clear, stable and free from flicker?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Can the brightness and contrast be adjusted/controlled?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Does the user know how to adjust the brightness and contrast controls?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>Is the screen clean?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Have measures been taken to remove any reflective glare or reflections liable to cause discomfort to the user?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Is it possible for the user to easily alter the position of the screen, having regard to its size and weight and electrical cabling?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ref No:</td>
<td>Section/Question</td>
<td>Yes</td>
<td>No</td>
<td>Partly</td>
<td>N/A</td>
<td>Actions/Comments</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>16</td>
<td>Can blinds or curtains be used to eliminate glare?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Does the light illuminate the room to an adequate standard to allow all of the tasks to be performed safely at the workstation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Is the light variable to suit ambient conditions?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Have desk lamps (or other local task lighting) been supplied where necessary?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20</td>
<td>Is the keyboard separate from the display screen?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>21</td>
<td>Can the keyboard be tilted?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Is there space to rest the hands in front of the keyboard when not keying?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>23</td>
<td>Is the keyboard easy to read?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>24</td>
<td>Is the keyboard layout appropriate to the task?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Is a wrist rest required?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>26</td>
<td>Are the key symbols adequately contrasted?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>27</td>
<td>Does the keyboard have a matt surface?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Is there enough space in front of the mouse to rest the hands when not using it?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Is the Mouse of a suitable size and type to ensure a comfortable grip?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Does the user know how to use the mouse correctly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Is a mouse pad/wrist rest required?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Is the work surface large enough to allow a flexible arrangement of the screen, keyboard, documents and related equipment?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Is there adequate space around the workstation for the user to find a comfortable and safe position?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Is there sufficient clearance for the thighs, knees, lower legs and feet under the work surface and between the sides of the furniture?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Is a document holder required?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Is a footrest required?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Has the user made the best use of the workstation space?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Can the user sit at the desk without having to stretch for the mouse or keyboard?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Workstation Environment

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Section/Question</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Is the temperature at the workstation at least 16°C (following the first hour of work commencing)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Is the temperature maintained at a level that ensures user comfort?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Have all sources of excess heat (i.e. those likely to cause injury or discomfort to users) been eliminated or suitably controlled?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Is the relative humidity in the office satisfactory (between 40-70%)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Is the noise level acceptable?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Has the risk from trailing cables been avoided?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Is there sufficient space (legal minimum 3.7m² where ceiling is 3m or over), with enough storage, to enable easy access to the workstation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Does the space permit reasonable variation in the position of furniture and equipment?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Are wall surfaces designed to minimise reflections from falling upon the workstation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Have other fixtures and fittings been positioned to avoid reflections upon the workstation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Laptop Computers

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Section/Question</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>Is a docking station in use?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Is a normal sized keyboard and proper mouse being used?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Is the user aware of the problems in using laptop computers?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Has the weight of the laptop been considered (aiming for 3kg or below)?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>53</td>
<td>Has a lightweight holder with handles and/or straps been provided to the user to avoid manual handling injuries?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>54</td>
<td>Does the laptop have friction pads to avoid it from slipping whilst in use?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>55</td>
<td>Is the laptop suitable for the work involved?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>56</td>
<td>Has guidance on the use of laptops been provided to the user?</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Training and Information

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Section/Question</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>Has the user completed the DSE user training or the AssessRite package?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>58</td>
<td>Has the user completed the self-assessment form on the AssessRite package?</td>
<td></td>
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<tr>
<td>59</td>
<td>Has the user been given information and training in the use of any software?</td>
<td></td>
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<tr>
<td>60</td>
<td>Is the user encouraged to take regular breaks from on-screen activities?</td>
<td></td>
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</tr>
<tr>
<td>61</td>
<td>Has the user been trained in the procedures to follow, where it is believed that a health and safety problem has arisen at the workstation?</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### Reference and Section/Questions

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Section/Question</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
<th>N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
<td>Has the DSE User been given information on eye and eyesight testing?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>63</td>
<td>Is the User experiencing any physical discomfort?</td>
<td></td>
<td></td>
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</tbody>
</table>

### Action Plan

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Action Required</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Homeworkers should complete section B on the next page only.

#### Section A

**Users Signature**

I have been consulted with and involved in this assessment and understand its findings

Users Name: ______________________
Signature: ______________________
Date: ______________

**Managers Signature**

I have understood all outstanding actions of this assessment and shall ensure all actions are dealt with appropriately

Name: ______________________
Signature: ______________________
Date: ______________

**Assessors Signature**

Name: ______________________
Signature: ______________________
Date: ______________

### DSE Assessment - Reviews

<table>
<thead>
<tr>
<th>Next Review Due</th>
<th>Date review carried out</th>
<th>Actions required Yes</th>
<th>Actions required No</th>
<th>Reviewed by (Assessors Name)</th>
<th>Managers Signature</th>
<th>Employees Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Where actions required, copy previous assessment, and change areas required, resaving the document under “Save As”. Fill in the action plan, getting the employee and manager to resign. Place the new version on the personnel file. No actions required just fill in the review table on the original and electronic version obtaining signatures.
Section B

For those that are completing the form as Homewokers, it is important that you complete this section. Upon completion it will be necessary for you to send this to your Line manager. The form should be completed online.

Where you have answered No, or you are unsure of what to answer to any of these questions, then you should contact your Safety Liaison Officer or Safety Advisor for advice.

<table>
<thead>
<tr>
<th>Homewokers Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Level of Home Work (ring as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

I have read the assessment and have carried out/discussed the actions with the employee and have taken all necessary actions required.

<table>
<thead>
<tr>
<th>Managers Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Position:</th>
</tr>
</thead>
</table>
APPENDIX 6. CONTRACTORS CHECKLIST

<table>
<thead>
<tr>
<th>Contractors please tick boxes that apply</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>By signing the checklist the Contractor’s operative(s) agree to abide by the following, that is, that they:</td>
<td></td>
</tr>
<tr>
<td>Have made the Site manager/Assistant Site manager fully aware of the work to be carried out and the work area involved</td>
<td></td>
</tr>
<tr>
<td>Have agreed with the Site manager/Assistant Site manager an appropriate method of isolating, and protecting, the works from the occupants of the site</td>
<td></td>
</tr>
<tr>
<td>Have a clear understanding of the premises’ emergency procedures (including fire/bomb evacuation)</td>
<td></td>
</tr>
<tr>
<td>Are aware of the welfare facilities available for their use (first aid, toilets, eating areas, etc) Toilets marked Students Only should not be used by contractors</td>
<td></td>
</tr>
<tr>
<td>Have been made aware by the Site manager/Assistant Site manager, of any hazards that might affect themselves or their work</td>
<td></td>
</tr>
<tr>
<td>Have been informed of any known location of asbestos and seen the Asbestos Register (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Will ensure ID is visible at all times whilst on school premises</td>
<td></td>
</tr>
<tr>
<td>Have ensured a hot works permit is issued by the Site manager (or delegated person) for all operations involving flames or producing heat and/or sparks prior to commencing these type of works, including but not limited to brazing, cutting, welding, grinding, soldering, use of blow lamps etc</td>
<td></td>
</tr>
<tr>
<td>Only permit smoking within contractor’s own vehicle whilst on the school premises</td>
<td></td>
</tr>
<tr>
<td>Will avoid interaction with students other than polite acknowledgement</td>
<td></td>
</tr>
<tr>
<td>Will never remain alone with a student in private areas of the premises (e.g. bedroom, bathroom, etc)</td>
<td></td>
</tr>
<tr>
<td>Will always observe the best practice when working with tools, equipment, etc, not using any piece of equipment that you have not been trained in its use. Any equipment used must belong to the contractor</td>
<td></td>
</tr>
<tr>
<td>Will never leave tools, equipment, chemicals unattended</td>
<td></td>
</tr>
<tr>
<td>Will maintain the integrity of any compartmentalisation following any work, for example drilling holes to run cables between rooms</td>
<td></td>
</tr>
<tr>
<td>Will ensure no exits are left open, maintaining the safety of students</td>
<td></td>
</tr>
<tr>
<td>Will only use any hazardous substance (COSHH), after ensuring a COSHH risk assessment is in place, based upon its use and the up to date safety data sheet, and that it is adhered to fully</td>
<td></td>
</tr>
<tr>
<td>Will if working out of hours, ask the Site manager/Assistant Site manager to inform them of any additional identified hazards and the emergency procedures for out of hours working</td>
<td></td>
</tr>
<tr>
<td>Are familiar with and will follow the site’s risk assessments and their own Risk Assessments / Method Statements</td>
<td></td>
</tr>
<tr>
<td>Will before choosing to (e.g.), wedge open a fire door, cover a smoke/heat detector, misplace a fire extinguisher, first inform the Site manager/Assistant Site manager, ensuring a safe system of work is in operation</td>
<td></td>
</tr>
<tr>
<td>Will, when interior works are finished, ensure the area is left clean tidy and any systems/equipment put back into normal operation/position</td>
<td></td>
</tr>
<tr>
<td>Will, when ground works are finished, ensure the area is left clean tidy and any grassed or planted areas are left in the same condition they were found in prior to the commencement of works</td>
<td></td>
</tr>
<tr>
<td>Will ensure that any skips are collected at end of work</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/s working on school premises</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor/operative Company Name</td>
<td></td>
</tr>
<tr>
<td>Contractor’s representative</td>
<td>Name Signature</td>
</tr>
<tr>
<td>School representative</td>
<td>Name Signature</td>
</tr>
</tbody>
</table>
**APPROVAL**

This Policy was written for Parkwood Hall Co-operative Academy and will be approved by the Finance & General Purposes Committee on a 3-yearly cycle.

<table>
<thead>
<tr>
<th>Date Policy Reviewed:</th>
<th>20/11/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Next Review:</td>
<td>20/11/2021</td>
</tr>
<tr>
<td>Signature of Governor:</td>
<td>Signature of Principal:</td>
</tr>
<tr>
<td>(for statutory policies only)</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Version and Date</th>
<th>Action/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 20/11/18</td>
<td>Update to original document and addition of school values.</td>
</tr>
</tbody>
</table>