

HEALTH AND SAFETY POLICY

Applies to whole school including EYFS

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This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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1. INTRODUCTION AND GENERAL STATEMENT

The trustees of Branwood Preparatory School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as trustees of Branwood Preparatory School by appointing Mr J. Seddon as our Health and Safety governor, with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Bursar. However, as trustees, we have specified that the school should adopt the following framework for managing health and safety:

- The Health and Safety Governor attends the meetings of the school's Health & Safety Committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's trustee meeting.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health & Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- The school has fire risk assessments, carried out by a competent person which are continuously reviewed for progress on completion of items in the action plan, and updated regularly, particularly if significant changes are made to the interior of buildings or new buildings are added. The Health & Safety Committee review this risk assessment every time it is amended and submit a report to the Board of Trustees.
- The school has a competent person undertake an annual risk assessment for legionella.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'fire safety' and 'working at height' training. Health and safety training that is related to an individual member of staff's functions, such as site manager, will be provided in addition to the 'standard' induction training. First aid training is provided to all members of staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

This policy sets out how the School ensures it provides a safe and healthy environment for all users, and how this provision is effectively implemented.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

2. ROLES AND RESPONSIBILITIES

This section of the policy deals with the organisation, planning, implementation, operational monitoring and management review of the policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

2.1 BOARD OF TRUSTEES ("THE BOARD")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Bursar to account in respect of the requirements set out in this policy.

2.2 BURSAR

The Bursar will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Bursar will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the School. The Bursar will also report to the Board on health and safety performance and will assist the Board in implementing changes in the policy which the Board have approved. The Bursar will be responsible for the implementation of a Critical Incident and Business Continuity Plan.

The Bursar will also hold the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training

- The appointment of competent contractors

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headteacher on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Health & Safety Committee;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee;
- investigating accidents and incidents and recording the same.

2.3 SUBJECT CO-ORDINATORS (TEACHING)

Subject co-ordinators will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Science Co-ordinator
- Sports activities – PE Co-ordinator
- Drama – Music Co-ordinator
- Music – Music Co-ordinator
- Art (including harmful substances and flammable materials) – Art Co-ordinator
- Design & Technology – Art Co-ordinator
- Trips and visits – Educational Visits Co-ordinator
- IT – IT Co-ordinator

They will also be responsible for identifying any training that is relevant to their area of control and liaising with the Bursar to arrange training opportunities.

2.4 SITE MANAGER

The Site Manager will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, trees.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

2.5 EXTERNAL HEALTH AND SAFETY ADVISORS

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant and equipment, including boilers.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is continually reviewed for items in the action plan and updated regularly, or when significant changes are made to the interior of buildings, or new buildings are added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient annual risk assessment for legionella.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. The Site Manager is responsible for making sure that contractors sign the asbestos register to confirm that they are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All trees on site are professionally risk assessed every 3 years.
- A competent Principal Designer and a competent Principal Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

2.6 HEALTH AND SAFETY COMMITTEE

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- the Headteacher
- the Site Manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;

- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

2.7 SECRETARIES

The Secretaries will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive (HSE).
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Checking that all first aid boxes and eye wash stations are replenished.

2.8 ALL STAFF

The co-operation of all staff is essential to the success of the policy and the School requests that staff should notify the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

3. HEALTH AND SAFETY ARRANGEMENTS

3.1 MONITORING AND REVIEW

This Health and Safety Policy will be reviewed annually and at any other time that it is found to no longer accurately reflect the School's approach to health and safety management.

The standalone Health and Safety Policies and Procedures (detailed below) will be reviewed annually and at any other time that they are found to no longer accurately reflect legislative requirements or the School's approach to the management of risk for these topic areas.

The Bursar will monitor the performance and effectiveness of the School's Health & Safety policy. The Health & Safety Committee will report on performance and effectiveness to the Board of Trustees.

3.2 STANDALONE POLICIES AND PROCEDURES

Standalone Policies and Procedure documents are available as detailed below.

These documents have been issued as standalone policies and procedures to due to their importance and/or frequency of use.

- Accessibility Plan
- Administration of Medicines
- Allergy Management
- Anti-bullying
- Asbestos Management
- CCTV
- Critical Incident and Business Continuity
- Fire Procedures
- First Aid including Infection Control
- Infection Control
- Legionella Risk Management
- Lettings
- Lone Working
- Online Safety
- Risk Assessment
- Safeguarding
- School Trips
- SEND
- Staff Code of Conduct
- Staff Handbook
- Staff Induction and Training
- Staff Wellbeing
- Sun Protection
- Supervision of Pupils

3.3 GENERAL WORKPLACE SAFETY

The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated

- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and work station
- be regularly inspected and assessed
- have safe access and egress maintained in each workplace, including for the disabled
- provisions will be made to prevent slips, trips and falls and falling objects
- any storage racking will be inspected regularly and be fit for purpose
- working at height will be eliminated where possible but where not possible suitable equipment such as towers and safety harnesses will be provided to eliminate risk. Appropriate training will be provided on the safe use of the safety equipment.
- where necessary windows will be made of safety material or will be protected from breakage or will have appropriate markings.
- doors will be suitably constructed
- signs will be displayed where appropriate to warn of risk, these being:
 - prohibition signs, eg no access
 - warning signs, eg danger electricity
 - mandatory signs, eg eye protection must be worn
 - emergency or first aid
- the school noticeboard will also display:
 - health & safety policy statement
 - HSE Health & Safety Law poster
 - emergency procedures
 - details of first aiders and fire marshals

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

3.4 NEW AND EXPECTANT MOTHERS

The Bursar will undertake a specific Individual Risk Assessment for the employee.

The Risk Assessment will be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.

Once the Risk Assessment has been completed a copy will be retained by the Bursar, kept on the employee's personnel file and treated as confidential.

The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be

discussed with the Headteacher.

The Risk Assessment will be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Headteacher.

The individual assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Bursar informed of any concerns or difficulties they may have

3.5 ELECTRICITY & GAS

All portable electrical equipment will be checked and maintained as per legislation. All fixed electrical systems installed will be inspected, tested and where necessary serviced every five years by a competent NECIEC electrician. Informal visual inspections will be carried out by staff as part of the regular checks as outlined above.

All gas appliances (boilers and catering equipment) will be checked and maintained as per legislation. Gas powered catering equipment and boilers are serviced annually by a qualified gas safety engineer and a gas safety certificate issued. The premises will be evacuated if any smell of gas is detected.

3.6 ACCIDENT REPORTING

The reporting of accidents is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations place a requirement on employers to report certain incidents and accidents to the HSE.

These include:

- deaths and specified injuries
- injuries lasting over 7 days
- some work-related diseases
- dangerous occurrences (near misses)
- gas incidents.

Details of any incidents that result in an over three-day absence from normal work duties must still be formally recorded in the School's accident book.

We ensure all elements of an accident, incident or near miss investigation are recorded and filed for future reference, where practicable. We therefore:

- Keep any records that are produced as part of the investigation process or from the initial report, photographs and records of remedial actions, changes to SSOW, Risk Assessments etc. These are kept for a minimum of four years in a secure location
- In the event the accident or incident involved a young person under the age of 18 then records must be kept for a minimum of three years following the date of their 18th birthday

3.7 FOOD SAFETY & FOOD POISONING

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).

All staff involved in the preparation and serving of food receive food hygiene and safety training on appointment and every 3 years. The catering manager is required to undertake Level 3 food hygiene and safety training on appointment and every 3 years.

The correct authorities will be informed of any food poisoning affecting two or more children caused by food or drink (which has been positively identified as having been consumed on the School premises), within 14 days of it occurring.

3.8 STAFF TRAINING

All staff are required to read and understand the Health and Safety policy, related policies and associated procedures as part of their induction process.

All staff are required to undertake 'Health & Safety in Education' training every 3 years or on appointment. A training register is maintained by the Bursar to ensure that all training certificates are kept up to date and staff have received induction for all relevant procedures.

All supply teachers are given access to the relevant Health & Safety procedures. Specific staff have Health and Safety training relevant to their role, e.g. Working at height, risk assessment, health and safety management (this list is not exhaustive). All those in named roles have the relevant training.

3.9 CONTRACTOR MANAGEMENT

Branwood will ensure that any work involving the use of contractors will be undertaken safely and that our policy is clearly understood throughout the company. We will:

- Identify the work, task or activities that require contractor involvement;
- Check the competence of all contractors and select an appropriately experienced contractor;
- Ensure that contractors undertake detailed risk assessments on all tasks that require their involvement;
- Provide information, instruction and training as required;
- Ensure that there is appropriate and sufficient co-operation and co-ordination between the School and the contractor;
- Consult with all those involved in, or affected by, the work; and
- Ensure that there are suitable management arrangements in place for the work being undertaken, including the provision of welfare facilities for use by contractors.

Procedure

To fulfil our responsibilities as outlined above, we will:

- Carry out a review to establish what work, if any, is undertaken by contractors on our premises;
- Ensure that an approved contractor list is compiled from contractors successfully meeting our criteria and only use contractors on this list;
- Ensure that contractors undertake detailed risk assessments on all tasks that require their involvement;
- Undertake site health and safety induction for all contractors not familiar with our premises;
- Agree with contractors, prior to work starting, how work will be undertaken, what equipment will be used and what facilities will be made available to their staff;

- Undertake regular briefings and meetings with contractors where work involves more than one day's work; and
- Review contractor performance and provide feedback to the contractor on completion of the work

3.10 SECURITY, ACCESS TO THE SCHOOL AND TRAFFIC MANAGEMENT

The Headteacher is responsible for ensuring that the security at the School is of the highest standard to ensure the safety of all pupils, staff and visitors.

Children are not permitted to enter or leave the School premises unaccompanied by an adult, unless written permission has been provided and agreed with the Headteacher.

All visitors who are unknown to staff and/or who have not been vetted for DBS certification must sign in on entry to the School and report to the Headteacher or senior staff member. All visitors who are unknown to the School must present photographic ID to the office. No visitor or contractor will be allowed to move around the School premises unescorted unless they are entered onto the School's Single Central Register.

Visitors will be identified by coloured lanyards – Green for those who are DBS checked and Red for those who are not (these visitors will be with a staff member at all times. All governors and trustees will wear a black lanyard denoting their position while on the school site.

School opening and closing procedures have been developed to ensure procedures are in place to control risks associated with staff working after hours.

The Missing Child Policy and Procedures when a Child is not Collected on Time is followed in the event of any child who is suspected to have left the School premises unaccompanied.

The Headteacher understands that the School's location poses risk with regards to traffic dangers. These have been carefully considered and start and end of day procedures have been developed to ensure that children reach and leave the School premises safely each day. See the Supervision of Pupils policy for more detail.

3.11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The School is vigilant in relation to requirements for the management of hazardous substances. This includes safe storage of substances and ensuring contractors and staff are aware of their obligations. Data sheets are stored in the same location as the chemicals.

3.12 WORKING AT HEIGHT

The school pays regard to the Working at Height Regulations (WAHR) 2005. Falls from height are one of the biggest causes of death or major injury in the workplace. HSE guidance on the use of ladders can be found here: <http://www.hse.gov.uk/pubns/indg455.htm>

You are working at height if:

- You are working on a ladder or flat roof
- You could fall through a fragile surface.
- You could fall through an opening or hole in the floor.

Before working at height you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

The Bursar must make sure work is properly planned, supervised and carried out by competent people, including a risk assessment. This includes using the right type of equipment for working at height.

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

What do you need to consider when planning work at height? The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

3.13 MANUAL HANDLING, SLIPS AND TRIPS

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, which may be a site manager or maintenance staff. At all times appropriate equipment, such as a trolley, should be used to move heavy or bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects. HSE guidance on manual handling can be found here: <http://www.hse.gov.uk/pubns/indg143.pdf>

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use

an alternative route. HSE guidance on slips and trips can be found here:

<http://www.hse.gov.uk/pubns/indg225.pdf>

The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds in times of snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

3.14 CONTROL OF ACCESS AND SECURITY

Introduction

The School aims to provide a safe and secure environment in which our students can learn, our staff can work and our visitors after signing in may freely come and go. We also seek to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of those in our community. This should be read in conjunction with the School Security Policy.

External Security

There are a number of procedures and guidelines that are designed to ensure the safety of students, staff and visitors and protect them from injury or loss:

- Site Manager is on site from 7am to 7pm
- A programme of locking all accessible ground floor windows and doors is conducted between 6:30pm and 7:00pm.
- During the day all visitors are required to report to Reception (see Visitors and Contractors section below).
- The main side gates to the school are locked during the school day leaving only one point of entry namely 'reception'.
- No vehicles have access to the central buildings during the core school day.
- All organised deliveries are directed to the appropriate delivery points (e.g. Reception or Kitchen)
- CCTV cameras are used to monitor and record activity at the school to detect the presence of strangers. Notices are maintained that CCTV recording is in operation. Cameras are focused to record persons and vehicles approaching the school to respect privacy as far as possible. CCTV recordings are securely stored and may only be accessed in accordance with the School's CCTV policy.

Access to the School

All doors that afford direct access to the school are secured by locks.

Visitors are supervised at all times, unless they are entered onto the School's Single Central Register (SCR) and only enter the building after signing in.

Parents, carers and guardians are only allowed access to the school by making an appointment and signing in.

Visitors and Contractors

The School operates an "appointment/booking" system for both visitors and contractors. Visitors and contractors are to report to Reception. In both cases the identity and reason for their visit will be confirmed and a badge will be issued which must be worn at all times. All members of staff are encouraged to politely challenge any unrecognised persons on the site who do not clearly display a School visitors badge. Visitors and contractors are supervised at all times, unless they are entered onto the School's Single Central Register (SCR).

External Groups Using School Facilities

All use of school facilities by outside individuals or groups is to be arranged via the Bursar. Before any event is scheduled to take place, the Bursar will provide brief details and direction will be given as the level of supervision required for each particular visit or activity. The Lettings policy sets out the days and times that particular facilities may be let.

3.15 DISPLAY SCREEN EQUIPMENT (DSE)

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Bursar. Occupational health assessments may be required to be undertaken by users.

The Bursar is responsible for ensuring that DSE assessments (see Appendix 1) are completed, remedial action implemented and the assessments reviewed as appropriate. Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:

- specialist seating
- footrests
- anti-glare screens
- wrist support
- window blinds
- specialist desk

The School offers eye tests for DSE users, and provides glasses if an employee needs them only for DSE use. This is offered via a health cash plan for all staff.

Further guidance on working with display screen equipment can be found here:

<http://www.hse.gov.uk/pubns/indg36.htm>

Guidance on undertaking a DSE assessment can be found here:

<http://www.hse.gov.uk/msd/dse/assessment.htm>

3.16 SMOKING

Smoking, including the use of e-cigarettes, is not permitted anywhere in the school grounds or buildings. Signs are clearly displayed to this effect. Anyone found smoking on school grounds is immediately challenged and instructed to desist.

3.17 REINFORCED AUTOCLAVED AERATED CONCRETE (RAAC)

The school has undertaken a robust structural survey which confirms that the site does not contain any RAAC.

3.18 TREES

The school employs an external company to professionally risk assess all trees on site at least every 3 years.

The Site Manager undertakes a termly site walk to assess the condition of all trees on site, seeking further professional advice as necessary.

APPENDIX 1 - Display Screen Equipment (DSE) Workstation Checklist

This checklist is intended for all users of DSE workstation furniture and equipment. It is part of your DSE workstation risk assessment and you must report any occupational health and safety issues or problems to your manager. The form is to be completed by you at the workstation you normally or most frequently use. If you have any questions or comments please raise these with your manager who will assist you. Agree any changes in the agreed actions section with your line manager and set a suitable review date.

Employee Name		Job Title	
Line Manager		Job Title	

No.	Description	Y/N or N/A	Additional guidance	Action Required
Work Chair				
1	Is the chair suitable and stable? (Has a visual safety been done? Are there any loose parts or missing components?)			
2	Does the chair provided have castors/glides?			
3	Can you adjust the seat height to achieve a comfortable seated position whilst working?			
4	Can you adjust the back-rest height and tilt angle to achieve a comfortable seated position?			
5	When seated at a comfortable 'keying height' are your feet able to rest flat on the floor or on a foot rest?			
Keyboard and Mouse				
6	Is your keyboard separate from the screen and suitable for the tasks?			
7	Does the keyboard tilt by raising or lowering it at the rear?			
8	Are the keyboard symbols readable, functional, clean and easy to use? (E.g. not broken/ missing)			
9	Can you position your keyboard parallel to the edge of the desk, directly in front of you and with space to support the hands and arms when not typing?			
10	Is the mouse suitable for the tasks it is used for?			
11	Is the mouse positioned close enough to avoid over stretching of arm?			
Screen				
12	Is the image on the screen stable and flicker free?			

No.	Description	Y/N or N/A	Additional guidance	Action Required
13	Is the text on the screen large enough, clear and easy to read?			
14	Can you adjust the brightness and contrast of the screen to suit your needs?			
15	Is the screen clean?			
16	Does the monitor swivel from side to side and tilt up and down adequately to meet your needs?			
17	Can you position the monitor at a comfortable viewing distance (approximately arm's length away)?			
18	When seated at a comfortable keying height is the top of the monitor approximately at eye level?			
Desk				
19	Is there adequate legroom clearance under the desktop?			
20	Is there adequate space on the desktop to locate your screen, keyboard, mouse and paper work and use them without excess reaching?			
Lighting				
21	Does the general office lighting enable you to view the screen, keyboard and your paperwork clearly?			
Environment				
22	Is your desk area free from obstructions/hazards?			
Noise				
23	Is your computer equipment quiet enough to allow you to work and conduct a normal conversation without distraction?			
Ventilation				
24	Is the ventilation adequate to prevent discomfort from excess heat/cold and draughts?			
Computer Software				
25	Is the software provided suitable for the job you do?			
Training				
26	Have you received adequate instruction and/or training in how to operate the adjustments provided by your workstation furniture?			
Vision				
27	Are you aware of the organisation's eye /eyesight test policy?			
28	Have you had an eyesight test within the last four years?			

No.	Description	Y/N or N/A	Additional guidance	Action Required
Other Issues				
29	Can you organise your work as far as possible to build in micro screen breaks (E.g. filing)?			
30	Are you aware of who to contact if you are experiencing problems with your work equipment/device?			

Additional Comments/Training/Further Actions:

Once you have completed this self-assessment, please return this form to your line manager and arrange to discuss any issues/training identified during the assessment.

Agreed Actions

Discussion Date		Approved By	
Next Review Date		Date Approved	