



# Health and Safety Policy

Church schools serving their communities through excellence,  
exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

*Excellence*

*Exploration*

*Encouragement*



## **Health and Safety Policy Statement**

I believe that the safety, health and well-being of our pupils, staff and other members of the school community is at the heart of everything we do. The Head Teacher, senior leadership team, governors and staff at all LAAT schools are committed to taking all reasonable and proportionate steps in providing a safe and healthy environment. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. Our schools will keep an active balance between maintaining a comfortable and welcoming environment and ensuring that everyone's safety, health and wellbeing is effectively managed.

Our Health and Safety Aims are:

- To ensure a safe working environment for members of the school, visitors and others using the premises.
- To ensure compliance with relevant legislation and provide adequate resources to implement this and other relevant policies, including support from external consultants where necessary.
- To ensure that health, safety and general wellbeing are an integral part of all our activities, including those that involve third parties.
- To ensure the systems in place provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the school as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient and proportionate information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To create, maintain and monitor an appropriate system for health & safety which places the safety of all who use our sites at the forefront of our processes and procedures.
- To routinely review, update and appropriately communicate our health & safety principles, policies and processes.

**Jacqueline Waters-Dewhurst**

**Chief Executive**

## **1 The Health & Safety Management System Framework**

The successful management of health & safety in our schools is a key priority of the Trust Board, the Senior Leadership Team, each individual Head Teacher, and the local governing bodies. Through the implementation of a comprehensive health & safety management system, the Trust will continuously strive to improve performance and maintain a safer school environment. Health and Safety objectives will be given equal priority within our strategy and business plan as other strategic objectives. The Trust Board will support senior leaders and managers to champion health, safety and wellbeing, ensuring that the Trust meets and where possible, exceeds legal requirements.

The Trust will continue to develop and implement policies, procedures and systems appropriate to the management of health & safety within its schools, the underpinning principles of which will reflect the Health & Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure a sensible and proportionate balance between the documented systems we devise, their practical application and the physical behaviours of managers, staff and students.

The Trust's health & safety management system incorporates the following key elements:

### **Policy**

An effective health & safety policy which sets the clear direction each school will follow and will contribute to the efficiency, effectiveness and continuous improvement of our organisation. The policy demonstrates senior management commitment as well as clearly defining key roles and responsibilities of everyone within the organisation.

### **Organisation**

The Trust board will provide the overall strategic direction for health & safety management and each individual Head Teacher, supported by their local governing body will work collaboratively with the LAAT central team to ensure a strong and effective management structure is in at an individual school level. There will be regular consultation on health and safety matters with all relevant stake holders and a shared understanding by all staff of the Trust's commitment to promoting a positive and risk aware culture.

### **Planning & Implementing**

All schools in the Trust will have a systematic approach to the implementation of the policy, by ensuring they have in place an effective management system integrating health and safety performance standards, targets, priorities and training across all disciplines within each school. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk. Where risks cannot be successfully managed at a school level they will be escalated to the Senior Leadership Team and Trust Board, for inclusion on the Trust's strategic risk register.

## **Training and Competence**

Training will be provided at a level suitable to the individual and the task they perform. In addition to general awareness training, as part of the Trust's induction programme for all new staff and or volunteer workers, specialist training identified as appropriate to the post or through training & development plans or risk assessments, will be provided. Details of all training given will be recorded on personnel files, signed for by the recipient and reviewed / refreshed regularly.

Induction will include general safety rules and procedures, together with specific hazards. The Trust will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be made available to all employees.

Those employees needing specific skills and knowledge will be identified and appropriate training will be given. The Trust's guide to staff related Health and Safety courses, specific to role is enclosed at Appendix 1 and all courses recommended should be completed within the induction period.

## **Measuring, Auditing & Reviewing Performance**

The Trust will measure its performance, in order to clearly identify when and where improvements are needed. This will be achieved through both internal review and external auditing of policies, premises, people and activities, as well as through monitoring accident and incident information. Findings from internal and external reviews will be reported at both local and Trust level as appropriate. Further guidance can be found within The Accidents, Incidents and Significant Near Miss Investigation Procedures found at Appendix 2

## **2 Organisation & Responsibilities**

### **The Board of Trustees**

- The Board of Trustees is responsible for providing the strategic health, safety and risk management direction of the organisation and is ultimately responsible for health, safety and wellbeing within the Trust.
- The Board of Trustees will nominate a Trustee with specific responsibility for overseeing Health and Safety.
- The Board is committed to continuous improvement in Health and Safety performance.
- The Board expects all employees to work in a way that reinforces the Trust's commitment to Health and Safety and will encourage all employees to actively participate in improving Health and Safety.
- The Board will establish mechanisms by which it is kept informed of relevant Health and Safety Risk Management issues.
- The Board of Trustees delegates its responsibilities on a day to day basis to the Chief Executive.

## **The Chief Executive**

The Chief Executive has ultimate responsibility to the Board of Trustees for all aspects of Health, Safety and Wellbeing within the Trust and also for the implementation of this policy. In particular:

- Ensure that appropriate systems are in place to enable the Trust to discharge its responsibilities for Health and Safety.
- Accept his/her individual role in providing Health and Safety Leadership for the Trust by ensuring that his/her decisions reflect the Policy intent.
- Treat Health and Safety as an integral part of good risk management generally.
- Ensure that the Senior Leadership Team reporting directly to him/her are familiar with the policy and are given the time, resource and support and encouragement to implement it in their own areas of control.
- Ensure that Managers/Head Teachers have the necessary competence, resources and support to fulfil their responsibilities.
- Provide an annual Health and Safety performance report to the Board of Trustees.

## **The Finance and Operations Director**

The Finance and Operations Director is responsible overall for coordinating the Health and Safety Policy and ensuring that it is effectively applied across the organisation. In particular:

- Have an on-going responsibility for developing and promoting a positive Health and Safety culture, ensuring that Health and Safety is an integral part of the Trust's operations.
- Be responsible for monitoring and evaluating the effectiveness of Health and Safety policies and procedures and ensuring that the Health and Safety Management system is in place.
- Ensure that regular reviews of Health and Safety take place
- Ensure that Health and Safety implications are considered in all Trust decisions.
- Ensure that the Trust is kept aware of any significant health and safety failures and the outcome of investigations.
- Ensure that Health and Safety issues have been properly addressed, including the implementation of recommendations and the sharing of lessons learned.
- Ensure that an appropriate level of insurance is purchased to cover insurable risk identified.
- Providing Health and Safety leadership within the Trust, by ensuring that their actions and decisions always reinforce the Trust's commitment
- Ensuring that any direct reports are given the time, resource, support and encouragement to implement the objectives of this policy.

## **The Deputy Chief Executive**

The Deputy Chief Executive has wide-ranging responsibilities in respect of the Trust overall and the individual schools. These responsibilities include formulating an overall assessment of risk for each site, which then feeds into the Trust's strategic risk register. The Deputy Chief therefore has a key role to play in ensuring that Health and Safety remains a key part of risk management generally. In particular:

- Have an on-going responsibility for developing and promoting a positive Health and Safety culture, ensuring that Health and Safety is an integral part of the Trust's operations.
- Be responsible for monitoring and evaluating the Health and Safety performance of the schools and ensure that any actions identified are addressed.
- Ensure that Health and Safety implications are considered in all Trust decisions.
- Establish mechanisms to ensure that he/she is kept aware of any significant health and safety failures and the outcome of investigations.
- Ensure that Health and Safety issues have been properly addressed, including the implementation of recommendations and the sharing of lessons learned.
- Providing Health and Safety leadership within the Trust, by ensuring that their actions and decisions always reinforce the Trust's commitment
- Ensuring that any direct reports are given the time, resource, support and encouragement to implement the objectives of this policy.

### **The Head Teacher**

Head Teachers have the ultimate day to day responsibility for the implementation of this policy within their schools. In particular:

- Ensure as far as is reasonably practicable the requirements of health & safety legislation are complied with.
- Ensure that staff have access to this and other relevant policies, procedures and information required, and that such documents reflect any changes in legislation and guidance.
- Ensure that health and safety is incorporated into the planning and organisation of all curriculum activities, school functions, activities and tasks undertaken both on and off school premises
- Carry out and or ensure that other appropriate staff (with delegated authority to) carry out suitable and sufficient assessments of all hazards and risks within their areas of responsibility, to staff members, pupils and visitors/other users of the school. Ensuring the findings are recorded and acted upon in order to reduce risk.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements.
- To seek advice from the on-site nominated safety representative and/or the Trust's health & safety advisor as appropriate and report to the Trust's Senior Leadership Team those instances where the Head Teacher's executive authority does not allow the elimination or reduction of an identified hazard to a satisfactory level.
- Ensure that adequate communication takes place between managers, employees, students and others working on or visiting the school to allow everyone to contribute to safe working. This consultation and communication will take place through:
  - Appropriate induction processes
  - The appraisal & performance management process
  - Staff/Team/Manager Meetings
  - Provision of Information through electronic and/or paper documentation
  - Satisfy his/her self that arrangements are in place for: suitable and sufficient training, supervision, provision of protective equipment and the undertaking of risk

assessments in both curriculum and non-curriculum areas and where activities take place out of school hours or away from the school site.

- Ensure that employees, students and other visitors to the school site/offices know what action to be taken in case of a fire.
- Ensure suitable arrangements are in place for the provision of first aid.
- Record and investigate all accidents, incidents, hazards and near-miss occurrences in line with Trust policies/procedures. Be responsible for identifying which accidents, work-related diseases or dangerous occurrences are reportable under RIDDOR and report to the Incident Centre.
- Ensure health & safety is on the agenda at all appropriate management and governor meetings, reporting findings from audits/inspections/investigations of accidents/staff absence patterns to relevant stakeholders.
- Ensure that systems are in place to maintain the school buildings and grounds to a high standard in accordance with statutory guidelines and by reference to the Trust's premises toolkit. Where statutory checks have been undertaken, ensure that the recommendations are implemented.
- Ensure that effective arrangements are in place and appropriately communicated in order to facilitate a safe evacuation of the school in the event of a critical incident.
- Maintain good levels of housekeeping throughout the school

## **Employees**

All employees have day to day responsibility and accountability for ensuring that they work in accordance with the aims of this policy and legal requirements. In particular, they will:

- Take reasonable care for their own Health and Safety and also consider the safety of colleagues, pupils and others who may be affected by their actions. In particular, employees must co-operate with their managers and not interfere with safety procedures, processes or equipment designed to protect people from harm.
- Act to prevent work related accidents and ill-health.
- Ensure that they are fully aware of their roles and responsibilities as defined within their job description, staff or other relevant documentation.
- Ensure that they, and any staff or students under their control fully co-operate with the trust and school's policies, procedures and risk assessments and follow any training, information, instructions or guidance made available to them.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the Head Teacher
- Ensure that safe working practices are adopted at all times and comply with procedures in place and the findings/other outcomes of risk assessments, whether in school, as part of extended provision and/or on offsite activities.
- Attend and actively contribute to health and safety; training courses/events/meetings as appropriate to their duties and responsibilities.
- Identify hazards and undertake suitable and sufficient risk assessments within their areas of responsibility and or for activities/tasks to be undertaken as required.
- Ensure regular discussions take place within their departments/areas of responsibility on key health & safety issues

- Bring to the attention of their line manager and or other appointed person any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or on offsite activities.

### 3 Operational Management Arrangements

#### Risk Assessments

The **Management of Health and Safety at Work Regulations 1999** requires the Trust to ensure that suitable and sufficient assessments are made of the following:

- The risks to the Health and Safety of employees whilst they are at work
- The risks to the Health and Safety of all other persons arising from the Trust's activities, including pupils, contractors, agency employees, visitors and volunteers.
- The identification of the measures needed to comply with the relevant statutory provisions.

All risk assessments will be formally recorded; in part this will be through using curriculum lesson planning/ nationally recognized schemes of work documentation, as well as by using generic and specific task & activity-based risk assessment documents. The Trust has issued a separate document entitled "Risk assessment guidance", together with a standard templates and matrix. Risk assessments should be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, as a result of staff raising concerns or any other significant change in circumstances or the working environment.

The Trust recognises the benefits as well as the risks involved in off-site activities as a result of unfamiliar and changing activities, environments and people. As part of our educational visits policies and procedures, all Educational visits undertaken by our school will be subject to a written risk assessment and appropriate approval in line with our school off site activity procedures document and the EVOLVE system.

#### Fire Safety Management

The Trust is committed to achieving a high level of fire safety by having robust policies and procedures in place and ensuring that employees are well trained to cope with a fire emergency should a fire occur. Head Teachers are responsible for ensuring that their schools have clear Fire Safety Procedures which set out what to do in case of a fire and provide guidance on good practice and fire prevention. The Fire Safety Procedures must be made available to all employees.

Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each school site to have a current fire risk assessment. A fire risk assessment is an organised and methodical look at the premises, the work carried out on them and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:



- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of a people in your premises if a fire does start.

A folder compiling of a generic fire risk assessment and associated fire safety documents can be found within the Health & Safety Policy. The fire risk assessment will identify evacuation procedures, any sources of heat with the potential to cause fire, including 'hot working', as well as our overall housekeeping arrangements, including the use and storage of combustible materials. The findings of fire risk assessments, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded and appropriate details cascaded to all staff. Further detailed guidance is contained within the attached document: *Fire Safety Risk Assessment for educational premises*.

A fire log book detailing day to day procedures, checks and fire drill arrangements will be maintained by site staff. A template is provided within the school premises toolkit.

Where a personal emergency evacuation plan (PEEP) is required, this must be completed and the findings shared as appropriate.

### **Fire Grab Bags**

The Head Teacher is responsible for ensuring that each school has a Fire Grab bag in the office, with all relevant contents as described on the contents list within the bag. The purpose of the Fire Grab Bag is to record all essential fire-related information for use in a fire situation by the Head Teacher and the Fire and Rescue services

The fire grab bags should include:

- Pen and note book
- High vis jacket for Head Teacher/responsible member of staff
- Copy of the Critical Incident Plan
- Fire Evacuation Plan
- Laminated plan of the school site

All schools will ensure:

- A suitable and sufficient Fire Risk Assessment has been carried out, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis.
- All staff receive basic fire safety awareness training as soon as reasonably practicable following their first day of employment; this can be online via the Schoolshare portal. This training should be refreshed every two years. In addition, all new employees, volunteers and agency personnel should receive site-specific fire induction training on their first day.
- Fire drills are carried out **once per term** and recorded in the School Fire Precautions Log Book. The Head Teacher is responsible for ensuring that fire drills are carried out and the findings are recorded and acted upon.

- The following is recorded in our fire precautions log book: fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits. The Fire Precautions Logbooks should be ready accessible and kept up to date.
- The Head Teacher is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.
- When the school requires painting, only paints providing a flame-retardant surface will be used in high risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.
- Monitor on an ongoing basis the use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.
- Internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

### **Site Security & Safeguarding**

The Trust recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. Each school will:

- Ensure visitors sign in and out and are appropriately inducted/accompanied whilst on site and have up to date DBS checks as required
- Ensure arrangements exist to maintain adequate levels of physical security and safety at all times, (including when the school is hired to others), communicating the arrangements in place to all relevant site users
- Ensure activities that take place do not compromise security arrangements or the safe access/egress of site users
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, so that all relevant site users are aware of the actions to take in an emergency situation
- Ensure safeguarding and security arrangements in place are communicated to all site users/visitors and are periodically reviewed to ensure they remain suitable.

### **Electricity**

The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. In order to minimize the risks involved, all fixed wiring installations are inspected by a competent contractor every five years and portable appliances testing is covered later in the policy.

The guidance for Portable Appliance Tests can be found at Appendix 3, with supplementary information at HSE via the hyperlink within related documents.

School staff are required to visually check items before use, report defects immediately and not use equipment they consider to be unsafe or not displaying a current Portable Appliance Testing (PAT) Certificate or sticker.

## **Gas & Oil**

All gas or oil appliances, central heating boilers, gas water heaters, cookers/hobs etc., will be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis, this will be arranged by each individual school. Gas or oil servicing certificates and recommendation documentation must be retained to confirm that these tests have been undertaken.

Staff who think they can smell gas should inform the office staff who will contact their gas supplier immediately on the emergency telephone number. The Head Teacher and relevant staff will also be informed and the gas should be isolated completely at the incoming meter.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained. Appropriate risk assessments and safe operation procedures will be implemented in such instances.

## **Asbestos Risk Management**

The Trust has put in place procedures to ensure compliance with the Control of Asbestos Regulations 2012. The Trust will manage asbestos within its premises in accordance with the requirements of the regulations and removal will be considered on an individual basis and only following an assessment of risk.

Duty holders (which include employers and those with responsibility for the control of premises) have a legal duty under health and safety law to provide a safe environment for employees and others who may work in school buildings.

Duty Holder responsibilities include:

Appointing a competent person on site with sufficient experience and knowledge to take any measures needed to comply with the law

- Ensuring procedures are in place to identify sources of Asbestos Containing Materials (ACMs), its quantity, location, and its condition.
- Ensuring that records are kept up to date, these should include the location, type and condition of ACMs, or materials which are presumed to contain asbestos
- Ultimate responsibility for assessing the risks of potential exposure to fibres from materials identified
- Ensuring a plan is implemented of how the risk will be managed on site
- Monitoring and reviewing the plan and arrangements in place to ensure it remains relevant and up to date
- Providing information to staff, governors and others who could come in to contact with/work on or disturb ACMs.

Competent Person responsibilities include:

- Arranging surveys/re-surveys of buildings as necessary and working with the Finance and Operations Director, identifying potential remedial/removal or encapsulation works

- Ensuring that documentation is maintained up to date, including the asbestos management plan, asbestos register, and clearance to work documentation
- Ensuring documentation is made available to anyone who may encounter asbestos on site as part of their work
- Undertaking in-house monitoring of ACM's, recording and acting on findings
- Ensuring only competent and qualified contractors are engaged for the undertaking of surveys and or the removal of ACM's
- Ensure contractors who potential undertake invasive works review the register and sign the clearance to work documentation
- Understand and comply with the emergency procedures for the release of asbestos fibres as detailed in the school plan reporting any incidents to the appropriate bodies

## **Property Works**

Where contractors are likely to be working in areas containing asbestos and or undertaking invasive building works, they must review the school's asbestos register and documentation. All such contractors must have received appropriate asbestos awareness training before undertaking works in schools. Contractors must then sign the clearance to work register to confirm that the asbestos information has been read and understood.

Where planned works are to be undertaken which will result in substantial alteration or removal of parts of the building, then an additional asbestos survey may be required. It is the responsibility of the Head Teacher to ensure that this survey is undertaken prior to the commencement of work on site. Failure to do so, will be treated as gross misconduct.

Where it transpires that work could involve the disturbance of known or suspected asbestos, the work should not be undertaken until further advice has been sought from the Finance and Operations Director.

Where work which may disturb asbestos is necessary, the Trust will engage a suitably qualified asbestos contractor. In some instances, a contractor may be permitted to undertake low risk works on asbestos containing materials such as textured coated ceilings. This will be dependent on the contractor being able to demonstrate compliance with the relevant Asbestos Essential Task schedule as laid down by the HSE and that they have been approved to undertake such works.

Where contractors are required to work around asbestos containing material, they will be expected to provide the LAAT with a method statement setting out how the work will be undertaken and the controls in place.

Any asbestos removal works must be approved by the Finance and Operations Director and supervised by a competent asbestos consultant.

Further guidance and templates are provided within the Control of Asbestos Guide and Premises Toolkit document.

## Emergency Procedures

In the event of the discovery of asbestos which is in good condition, work should cease and the contractor should notify the Head Teacher or Deputy immediately, who in turn should notify the Finance and Operations Director or other member of the Senior Leadership Team.

Where asbestos is found to be in poor condition or damaged or disturbed, the contractor should cease work immediately and the area should be vacated. Where possible, the area should be sealed off by closing the door and preventing access and the Head Teacher or Deputy informed immediately, who in turn should notify the Finance and Operations Director or other member of the Senior Leadership Team.

## Training

Duty holders and competent persons on site must be able to recognise ACM's and know what to do if they come across them in order to protect themselves and others. As a minimum they must undertake the online training provided within the Schoolshare portal. There is no legal requirement to refresh awareness training, however it is the Trust's policy that refresher training should be undertaken at least every two years.

ALL staff must be made aware of asbestos in the areas where they work and that they must not disturb or damage ACM.

## Legionella Risk Management

The Trust has a duty to ensure that procedures are in place to ensure the effective management of the risk of legionella in schools' water systems.

The Head Teacher is responsible for ensuring that a suitable and sufficient assessment is undertaken to identify and assess the risk of legionella bacteria from work activities and water systems on the premises and for taking any precautionary measures.

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria should be put in place in every school and activities recorded within the Log Book which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within the Legionella Management Guidance document and the school's premises toolkit.

The Head Teacher is responsible for ensuring that the recommendations of the water hygiene report are carried out, that appropriate members of staff are trained to understand the reports and carry out or arrange the work required in the maintenance program. The school's water risk assessment report should be reviewed by a competent person every 12 months or when changes to any systems occur.

Please refer to the Legionella Management Guidance for more information.

## Control of Hazardous Substances

The Trust recognises that the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) requires an assessment to be made of the work processes and the associated hazards involved in the use of substances that are hazardous to health. This includes

curriculum (e.g. science, DT) cleaning and site maintenance products and works, decoration, and janitorial supplies. Compliance with the regulations including maintaining appropriate documentation, storage, use and disposal is the responsibility of the Head Teacher and the lead appointed person, usually the Site Manager.

Each school must maintain a central register of all hazardous substances on site, as well as individual departmental inventories, including kitchens and cleaners' stores. A template has been provided in the guidance note SG15.

The Head Teacher is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition, relevant teachers will brief pupils where appropriate.

Risk assessments should be produced for all substances and communicated to all relevant employees.

The Head Teacher must ensure that an inventory of substances hazardous to health, COSHH risk assessments, safety data sheets and risk assessment guidance are kept in the locations where hazardous substances are stored and made accessible to relevant employees.

All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible. Appropriate PPE must be provided as necessary and used and maintained in accordance with manufacturers' instructions.

## **Food Safety**

All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

Controls in place include:

- Ongoing cleaning regime in all work and storage areas
- Temperature controlled food storage
- Daily, recorded temperature checks
- Segregated food storage
- Food is marked with "use by" dates
- Pest control points
- Use of colour coded cutting boards
- Use of separate knives for different types of food (meat, vegetables, etc.)
- Regular cleaning of all work equipment and surfaces

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

## **Health & Safety During Practical Lessons**

The Trust recognises the educational benefits of using practical equipment and resources during lessons, learning is enhanced through conducting experiments, using tools, equipment, machinery or apparatus.

However, the following precautions will be considered by staff in order to minimize any risk to themselves, students and others;

- Pre-use check of substances, tools and equipment/apparatus/resources to ensure they are suitable and safe for use especially by younger people
- Review of the risk assessment by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times during the activity or task
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment (staff & students)

### **Equipment & Machinery**

Curriculum, play and work equipment will be subject to routine checks, inspections, maintenance and servicing in line with Trust procedures and manufacturers guidance. All equipment and resources purchased will be from reputable suppliers and meet current relevant British standards and that requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.

Any problems found with work equipment should be reported to the Head Teacher or Site Managers/Business Managers. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.

Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained and competent employees following specified procedures.

Where powered, the electrical supply to the item must be turned off during inspection / cleaning.

Records of inspections and repairs must be maintained. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

Only those persons with appropriate training and experience should use work equipment and machinery.

Further guidance is provided in the *Provision of work equipment* document.

### **Lone Working**

Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.

We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.

Each person will manage their own risk responsibly and ask for help or guidance as appropriate. For further information, please refer to the Trust's Lone Working Policy.

### **Working at Height/Manual Handling**

These activities will be discouraged where ever practical to do so, however where staff routinely undertake such tasks these will be suitably risk assessed, with appropriate instruction, training and equipment provided as necessary in order to perform the task safely.

### **Working in Noisy Environments/Use of Vibrating Equipment**

These activities will be minimised where ever practical, and staff encouraged to take regular breaks from such activities. Where staff who are subject to regular routine exposure raise concerns, noise and vibration testing will be undertaken and the findings discussed with the individual employees involved.

### **Driving for Work**

Staff who drive on school related business whether in their own vehicle or using school owned, leased or hired vehicles are required to follow the procedures and guidance provided and associated risk assessments.

All vehicles owned or used on official Trust business will be maintained regularly by a qualified vehicle mechanic.

Whether using their own or a Trust owned vehicle, only authorised persons may drive on Trust business. Authorisation will be given by the Trust Board, Head Teacher or Business Manager.

Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. In the case of minibuses, the driver must also hold a current MIDAS certificate. Training can be arranged via your manager if required for business purposes.

Where required, MoT certification for vehicles for which the Trust is responsible will be arranged by the Head Teacher at Academies or Business Managers. The Trust will arrange motor insurance and ensure that vehicles are taxed.

Where employees use their own vehicles for business purposes (e.g. to attend meetings at places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving licence
- MoT certificate (where required due to the age of the vehicle)
- Motor insurance certificate confirming the existence of "Business Use" cover

The Head Teacher or other designated member of staff will require these documents to be supplied annually for inspection. Employees are required to disclose any changes to the validity of the documents immediately.



Failure to comply with these requirements will be regarded as a formal disciplinary offence.

Further information and templates are provided within the Driving on work related business toolkit.

### **Staff Wellbeing**

All staff within the Trust schools will be encouraged to attain a suitable work/life balance and our commitment is outlined in our Wellbeing Statement.

### **Display Screen Equipment**

Those staff identified as 'regular users' will be subject to a DSE risk assessment on taking up their post and suitable equipment provided if necessary. A review will take place if their duties or working environment change significantly or every two years. An HSE VDU Work Station Assessment can be found at Appendix 4.

Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test up the value of £25 by an optician at the Trust's expense on joining and every two years thereafter. Subsequent to this, the Trust will contribute towards glasses that are required specifically for use with computers.

### **New & Expectant Mothers**

Female employees are responsible for notifying the Trust and their Head Teacher/Line Manager in writing of pregnancy or when returning to work having recently given birth, to ensure a suitable risk assessment can be undertaken, reviewed at regular intervals to ensure their tasks will not cause any detrimental health effects.

### **Violence at Work**

The Trust takes violent or aggressive behaviour against staff seriously with general guidance on managing potentially violent situations being provided in the staff handbook/via relevant risk assessments, staff must report any such instances so suitable follow up action can be taken.

### **Disabled Persons**

Disabled persons will be employed, subject to a risk assessment, provided the individual is capable of doing the work required without excessive risk to him / her and others and that the adjustments needed to accommodate the individual are not excessive.

Special arrangements and equipment will be provided to allow them to work safely where appropriate. Personal Emergency Evacuation Plans will be prepared and documented, and agreed with all those affected. Where this relates to a pupil, the parent, guardian or carer may also be involved in these processes to ensure the precautions are suitable and adequate.

## **First Aid & Accident Investigation**

The Trust recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are an adequate number of qualified first aiders on site and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditions or allergies. Any one suffering with a minor injury should seek medical assistance from the school's appointed First Aider. In the event of a more serious accident reception should be contacted and the injured person should not be moved. First aid boxes are kept in designated locations and a list of first aiders is provided throughout school premises. First aid boxes will be checked every week by an appointed First Aider in each of the schools.

Emergency instructions, first aid information and fire evacuation procedures will be displayed in all key areas of the school building.

All accidents, significant incidents and near misses to our staff, students or visitors will be recorded on the Trust's accident report form and in line with the Trust's Accident and Incident Reporting Policy as soon as is practically possible. All RIDDOR reportable incidents will be reported by the school's appointed person and notified to the Trust's Senior Leadership Team.

Further information about Accident, incident and near-miss reporting is provided in the appendix.

## **Administration of Medicines**

Schools must take all reasonable steps to safely store medicines and make them available to those pupils for whom they are prescribed. Any staff member volunteering to support a pupil will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be maintained.

Each school will have its own management of medical needs policy.

## **Smoking**

Smoking, including the use of electronic cigarettes, is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials.

Smoking within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

Further guidance can be found in the Trust's smoking policy.

## **Management of Contractors**

The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

All contractors must satisfy the Trust that they are:

- Competent to do the planned work safely
- Routinely managing health and safety matters competently as part of their activities

- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work

When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors and others who may be affected. The Head Teacher and Site/Business Manager must ensure this document is prepared, and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Head Teacher or Site/Business Manager as appropriate.

Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.

Only approved contractors are to be engaged at Trust premises. The LAAT central team will maintain a register of approved contractors.

Site induction will be provided by the Head Teacher or Site/Business Manager, or by the contractor for sub-contractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc.

Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

Further information is provided in the *Trust's premises management toolkit* document.

## **Waste Management**

Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

Hazardous waste is collected separately and disposed using suitably registered contractors.

Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

Enclosures:

Appendix 1 – Recommended Health & Safety Course for Staff  
 Appendix 2 – Accidents, Incidents and Near Misses Investigation Procedures  
 Appendix 3 – Portable Appliance Testing Guidance  
 Appendix 4 – HSE VDU Work Station Assessment  
 Folder with generic risk assessments  
 Folder with fire and arson documentation.

## LAAT Training Planner -

	H&S Law	H&S Management	Risk Assessment	Work at Height	Asbestos Management	Chemical Safety	Fire Safety	Electricity	Noise	Manual Handling	Slips & Trips	Accident Reporting	First Aid	Confined Spaces	Transport
Head Teacher	✓	✓					✓			✓	✓	✓	?		?
Business Manager	✓	✓	✓	✓	✓		✓			✓	✓	✓	?		?
Office Staff	✓						✓			✓	✓	✓	?		
Site Manager	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	
H&S Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	✓
Governors	✓														
H&S Governor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	✓
Teachers	✓		✓				✓			✓	✓	✓	?		
Science Teachers	✓		✓			✓	✓			✓	✓	✓	?		
DT Teachers	✓		✓			✓	✓		✓	✓	✓	✓	?		
Teaching Assistants	✓						✓			✓	✓	✓	?		
Science Technicians	✓					✓	✓			✓	✓	✓	?		
DT Technicians	✓					✓	✓		✓	✓	✓	✓	?		
Kitchen Staff	✓					✓	✓			✓	✓	✓	?		
Site Team	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	
Cleaners	✓					✓	✓			✓	✓	✓	?		
Fire Marshals							✓						?		
First Aiders						✓							✓		
Drivers													?		✓

✓ Recommended

? Optional



# Accident/Incident and Significant Near Miss Investigation

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: LAAT CEO  
Policy Date: June 2018

*Excellence*

*Exploration*

*Encouragement*

Content:

1. Background
2. Overview
3. Gather Information
4. Analyse the Information
5. Risk Control Measures
6. Action Plan and Implementation

## Background:

Incidents and accidents whether they cause damage to property or more seriously injury or ill health to people should be properly investigated in order to allow organizations to take appropriate action and prevent reoccurrences where possible. Accidents can cause pain and suffering to the individual and are also costly to the organisation. Lessons should be learned from accidents and incidents so that procedures can be put in place to prevent reoccurrences wherever practical.

Information with regard to how our schools report and record accidents and near misses in addition to our approach to prioritizing and assesses the significance of accidents, incidents and near misses that require investigation is detailed within Arthur J Gallagher's Safety Guidance Document SG10. The level of accident investigation in all of our schools will be proportionate to the level of risk, and is summarized below:

**Low Level** – a short investigation by the appropriate supervisor/manager with the findings recorded in the appropriate box on the school accident/incident report form. The root cause, brief assessment of the existing controls and a summary of any lessons learnt or actions to be taken should be recorded.

**Medium Level** – the investigation will be more detailed and possibly involve a senior manager/head teacher as well as the relevant supervisor. The template contained within this document can be used to help support the investigation process and ensure that relevant information is captured.

**High Level** – the investigation will involve a team-based approach, the investigation team will include relevant supervisors/line managers, senior management representatives, Trade Union (TU) representative (if appropriate) and the schools health and safety consultant.

***This document should be used in conjunction with the information provided in Arthur J Gallagher's Safety Guidance Document SG10, a prioritization tool is provided within section 4 of SG10 to help each school assess the significance of an accident/incident, in order to determine the level of investigation required.***

Notes on Use: this procedure should be used to record details of Medium or High-Level investigations (for low level investigations the information recorded on the accident form should be sufficient). Section 1 will help you decide on the level of accident investigation required and capture details of who was involved and when the accident/incident occurred. The remaining sections will guide you through the investigation processes to ensure you capture relevant information.

The depth of investigation required for a particular accident or adverse incident should be proportionate to the potential consequences, e.g. if someone could have been electrocuted the investigation should be very detailed to prevent a similar set of circumstances from ever happening again.

The investigation should involve staff, trade union representatives and line managers as appropriate. It is also best practice to investigate all the adverse events that may affect service users or visitors/members of the public not just those affecting staff. Investigations should be carried out as soon after an incident/accident as is practical, this ensures that facts will be fresh in the minds of all those involved, the physical environment has less time to change and others on site at the time (e.g. visitors/contractors) will not have dispersed.

## School Accident Investigation

*This document contains personal, confidential and privileged information, intended for the use of the school named above. In order not to prejudice the School/Trusts conduct of any litigation which may ensue as a consequence of any accident the contents of this form should only be divulged to appropriate senior school managers and or the trust board.*

### 1. Overview

Accident Investigation carried out by: (list all those involved)	
Date of Investigation:	
People interviewed as part of the process: (list all interviewed here, each witness statement should be on a separate sheet)	
Accident Location:	
Name of Injured Person:	
Employee/Pupil/Visitor/Contractor/Other (specify)	
Date and Time of Accident:	
Description of Injuries / Ill health:	
First Aid Provided/Referred to Hospital	

**Medium Level Investigation: For all RIDDOR reportable incidents/accidents and others with significant injuries (except fatalities or very major injuries):**

- Use this Accident/Incident Investigation Form and Guidance Notes.
- You will need to identify and analyse the immediate, underlying and root causes.
- Relevant lessons learned must be shared with school colleagues, governors and the school Health & Safety Consultant as appropriate.

**High Level - For all fatalities or very major injuries/incidents (when assessing the level of investigation if young people are involved a higher significance should always be given):**

- The approach will be similar to a Medium Level Investigation but it is more likely to be a team-based investigation led by a senior manager involving appropriate managers, TU representation and relevant specialists (e.g. Health & Safety Consultants).



## 2. Gather Information

- Collect all facts about what occurred, explore all possible lines of enquiry, while recollections are still clear
- Assemble and analyse all the information gathered (this may include sketches, photographs, manufacturers information on the use of equipment)
- Compare information with accepted and or documented procedures, standards and safe working practices

**The following questions are designed to support your investigation:**

1.	How did the incident happen? (any tools/equipment/substances involved)
2.	What activities/tasks were being carried out?
3.	Was there anything unusual or different about the working conditions/environment?
4.	What were the procedures/systems/precautions in place?
5.	Were the procedures/precautions adequate and followed? If not why not?
6.	Was the risk known? If so, why wasn't it controlled? If the risk was not controlled why not? e.g. was the source of danger ignored, not fully understood/ appreciated?
7	Did the organisation and arrangement of the task/activity influence the incident? e.g. levels of supervision, experience/maturity, training, skills needed, monitoring etc, were precautions omitted because they were too difficult or time consuming?
8	Was maintenance and cleaning routines sufficient? If not, explain why they contributed?
9	Were the people involved competent, (suitably trained, skilled, instructed etc)?

10	Did the workplace layout influence the incident e.g. was there enough room for the task and the equipment used?
11	Did the nature or shape of any materials/substances or any difficulties in using any equipment/tools etc influence the outcome of the incident/accident? If so how?
12	What safety equipment was provided, was this sufficient?
13	Did other conditions/factors/events influence the incident? If so what?
14	If the incident involved moving and handling (objects or people) identify any additional factors that have not been covered in the questions above. (Review the moving and handling assessment was it followed correctly?)
15	Include any other relevant information

### 3. Analyse the Information

This section is designed to help you identify the causes of the incident/accident:

- Be objective/unbiased, review the facts and do not let opinions or feelings cloud your judgment
- Identify clearly the sequence of events and conditions that led up to the incident/accident.

#### a) Immediate Causes:

Record the obvious cause of an incident e.g. manual handling, use of equipment, wet floor, use of chemical, lack of maturity/competence of person(s) involved etc.

#### **b) Underlying Causes:**

Record any unsafe acts/practices or unsafe conditions e.g. equipment not used or not appropriate for task, hazard not covered in risk assessment, lack of supervision, Personal Protective Equipment not worn, spillages not wiped up etc.

#### **c) Root Causes:**

Record any failure from which all other failings arose, (even when they seem unrelated to the incident). These include organizational and management policies/arrangements such as lack of planning or training e.g. manual handling, no risk assessment in place etc.

#### **4. Risk Control Measures (identified as already in place)**

This section is designed to help you review the existing measures in place and assess their adequacy.

##### **a) Has a documented risk assessment for the activity being carried out?**

If yes append a copy to this form, if no why not?

##### **b) Identify if risk control measures from a) above were missing, inadequate, or not used and why?**

##### **c) Have there been similar incidents previously?**

If yes provide details of who involved, when and what was done to minimize reoccurrence

##### **d) Compare conditions and practices with current legal requirements, procedures etc.**

If unclear discuss with Health & Safety representative/consultant

##### **e) Identify additional measures needed to address the immediate, underlying and root causes identified in section 3 above**

## 5. Action Plan and Implementation (What we need to do now)

Provide an action plan to implement the findings of your investigation these should have SMART objectives (Specific, Measurable, Agreed, Realistic and a Time Specific)

The action plan should:

- Deal effectively with the immediate, underlying and root causes of the accident/incident
- Include lessons that may be applied to prevent other adverse events (e.g. training)
- Provide feedback to ensure the findings and recommendations are correct
- Address the issue and be realistic
- Prompt a review/update of relevant risk assessments/safe systems of work/policies etc.
- Communicate to relevant employees/governors/other appropriate stakeholders
- Include arrangements for monitoring progress of the action plans implementation

**Record below details of action to be taken, what is to be done, by who and by when?**

Action Plan for \_\_\_\_\_

[illegible]

**MONITOR PROGRESS AND RETAIN THIS DOCUMENT SECURELY**

## **PORTABLE APPLIANCE TESTS – SUMMARY GUIDANCE**

As per current HSE legislation and supporting guidance INDG236 rev 3 the Trust will have a regular inspection system in place for portable electrical equipment.

A portable or moveable piece of electric equipment is generally any item that can be moved, either connected or disconnected from an electrical supply. Portable or moveable items generally have a lead (cable) and a plug.

The purpose of this procedure is to specify what electrical equipment will be tested and at what frequency.

The testing itself will need to be carried out by the Trust's approved contractor.

Any equipment that fails the testing procedure will be rendered unusable and the SBM/Site Manager will determine the next course of action. Advice may be sought from the central team at LAAT.

### **General**

The law states that you must maintain electrical equipment if it can cause a danger to health, this procedure specifies how frequently electrical items should be PAT within the Trust.

However please note that **not every electrical item needs a portable appliance test**, and not all the equipment that is tested will need to be tested every year, the frequency will have been determined with a risk assessment carried out in conjunction with each school's fixed wiring inspections conducted every five years.

### **User Checks**

These should be carried out by the user before it is used; IT IS A VISUAL CHECK ONLY any concerns with the equipment should be reported via the Universities CAFM system reporting system.

**DO NOT USE IT ANYWAY! AND IGNORE THE SUSPECTED OR IDENTIFIED FAULT.**

- Damage to the lead including fraying, cuts or heavy scuffing, e.g. from the floor box covers.
- Damage to the plug e.g. to the cover, or pins bent
- Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)
- Damage to the outer cover of the equipment itself including loose parts or screws
- Signs of overheating, such as burn marks or staining/discolouring on the lead or piece of equipment.
- Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible
- Cables trapped under furniture or in floor boxes.
- Tape applied to the lead to join leads together or cover repairs
- the equipment is to be used in accordance with the manufacturer's instructions
- the equipment is suitable for the job
- the user has reported any issues via the Estates Support Desk reporting system

### **Portable And Moveable Equipment**

Portable and moveable equipment that are included in the testing regime are as follows:

- Electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, portable heaters, fans, desk lamps, audio visual equipment, PC projectors and some laboratory equipment.
- Larger items that could be moved around (but only rarely) such as water chillers, fridges and freezers, microwaves, cookers, domestic washing machines, photocopiers, vending machines, desktop computers are all deemed to be moveable items
- Mobile phone, laptops and other battery charging units, however the battery-operated equipment itself will not be tested as part of this procedure
- Extension leads, multi-way adaptors and power connection leads for electrical equipment
- Equipment fed via a fused spur will have an earth continuity test carried out as part of this procedure

#### Suggested Intervals For Carrying Out Pat Tests

The table below shows the suggested intervals between Portable Appliance Testing, although is reliant upon individual/ work conditions/characteristics which change continually. However, for the purposes of this procedure, the following guidelines will apply.

equipment	User check applicable	PAT test	comments
Extra low voltage telephone equipment and low voltage desk lights (<50 volts)	Yes	No	
Desk top computers, VDU screens, Audio Visual equipment and projectors, fixed desk power leads	Yes	Yes Every 4 years	Electrical leads only, not the equipment itself
Laptop computer power leads and voltage charger	Yes	Yes Annual	
Domestic appliances within kitchens and accommodation blocks	Yes	Yes Annual	
Portable power tools, battery charging units	Yes	Yes Annual	
Photocopiers, printers, laminators	Yes	Yes Annual	

Extension leads, multi-way adaptors and power leads for electrical equipment	Yes	Yes Annual	
Specialist Laboratory/Workshop equipment	Yes	Yes Annual	
Specialist lighting	Yes	Yes Annual	
New electrical items (straight out of box)	Yes	Not in first year	Then as per categories shown above

All personal equipment that falls within the table shown above, must be tested as per the suggested intervals. If personal equipment fails a PAT test, then the equipment must be removed from the Trust property with immediate effect.

If there is any confusion as to what gets tested when or any other queries regarding PAT procedure then clarification can be obtained from the central team, at the Trust.

**Brand new electrical equipment does not require a PAT in its first 12 months.**

#### Sub-Contractors - Portable Electrical Equipment

As a sub-contractor working at any Trust property, it is the sub-contractor's responsibility to forward annual test certificates proving compliance either on award of the contract or annually (for example with electrical cleaning equipment) as necessary to the SBM/Site Manager.

#### Related Documents

[Health & Safety Executive 09/13 \(HSG107\) - Maintaining Portable Electrical Equipment](#)  
[Health & Safety Executive INDG236\(REV3\) – Maintaining Portable Electrical Appliances - Low-Risk Environment](#)

# Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable):	.....
User:	.....
Checklist completed by:	.....
Assessment checked by:	.....
Any further action needed:	Yes/No
Follow-up action completed on:	.....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.





The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

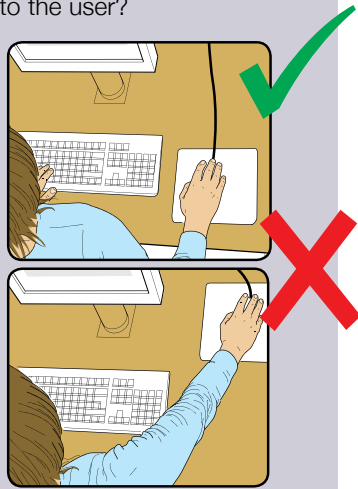
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

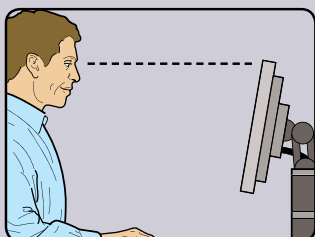
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.


Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

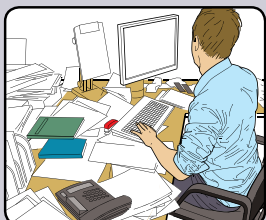



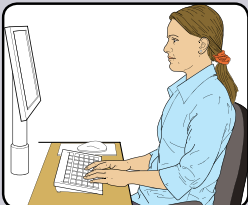


Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
   				
Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"><li>■ hands bent up at the wrist;</li><li>■ hitting the keys too hard;</li><li>■ overstretching the fingers.</li></ul>	
Are the characters clear and readable?			<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"><li>■ prevent arm overreaching;</li><li>■ encourage users not to leave their hand on the device when it is not being used;</li><li>■ encourage a relaxed arm and straight wrist.</li></ul>	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required (eg of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable? <div>Health and safety</div> <div>Health and safety</div>			Make sure the screen is clean and cleaning materials are available.  Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text.  If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? <div></div>			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.  However, you may need to replace the screen if: <ul style="list-style-type: none"><li>■ swivel/tilt is absent or unsatisfactory;</li><li>■ work is intensive; and/or</li><li>■ the user has problems getting the screen to a comfortable position.</li></ul>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<b>4 Software</b>				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <div></div>			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"><li>■ seat back height and tilt adjustment?</li><li>■ seat height adjustment?</li><li>■ castors or glides?</li></ul>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair adjusted correctly?</p> <div>    </div>			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	

## **7 Final questions to users...**

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

**Write down the details of any problems here:**



## Further information

*Working with display screen equipment (DSE): A brief guide* Leaflet INDG36(rev4)  
HSE books 2013 [www.hse.gov.uk/pubns/indg36.htm](http://www.hse.gov.uk/pubns/indg36.htm)

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