

DONYLAND LODGE

HEALTH AND SAFETY POLICY AND PROCEDURES

Contents

Introduction

Health and Safety Policy Statement

Organisation/Responsibilities

Arrangements

- Section 1 Access and Egress
- Section 2 Accident Recording and Reporting

- Section 3 Contractors
- Section 4 Control of Asbestos
- Section 5 Control of Substances Hazardous to Health (COSHH)
- Section 6 Display Screen Equipment (DSE)
- Section 7 Electricity at Work
- Section 8 Fire Safety
- Section 9 First Aid Arrangements
- Section 10 Housekeeping

- Section 11 Induction Training for New Employees
- Section 12 The Control of Legionella
- Section 13 Maintenance of Plant and Equipment/Machine Safety
- Section 14 Managing Construction Health and Safety – Construction (Design and Management) 2007

- Section 15 Manual Handling
- Section 16 Personal Protective Equipment (PPE)
- Section 17 Risk Assessment
- Section 18 Safety Representatives and Safety Committees
- Section 19 Statutory Inspections
- Section 20 Stress Policy
- Section 21 Visitors Policy
- Section 22 Welfare Facilities

Health and Safety Forms

INTRODUCTION

Donyland Lodge is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibilities in ensuring the health, safety and welfare of others not in our employment that may be affected by our undertakings. We will take appropriate steps in ensuring our statutory duties are met at all times.

Every employee will be given health and safety guidance when they join the company and each employee will be given refresher information, instruction and training as is necessary to enable the safe performance of work activities.

Adequate provision and arrangements will be maintained to enable employees to raise issues of health and safety at work.

Competent people will be appointed where required to assist us in meeting our statutory duties including, where appropriate, specialists from outside the company.

Each individual has a legal obligation to take reasonable care of his/her own health and safety and that of others who may be affected by his/her acts or omissions.

HEALTH AND SAFETY POLICY STATEMENT OF INTENT

“As Managing Director I have ultimate responsibility for the Health, Safety and Welfare of all our employees whilst at work and others who may be affected by our undertakings. Donyland Lodge consider the health, safety and welfare of its employees and others who may be affected by its undertakings to be of primary importance. Consequently we will ensure compliance with legislation, approved codes of practice and safe working procedures.

Donyland Lodge aim to ensure that all activities undertaken are managed in such a manner so as to avoid, reduce, or control all foreseeable risks to the health, safety and welfare of its employees, volunteers, children, visitors, contractors and sub-contractors.”

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation, Donyland Lodge will pay particular attention to the provision of:

- A safe and healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with health and safety procedures;
- Safe plant, equipment and systems of work;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with Health & Safety;
- Appropriate arrangements to assess and control the risks associated with work and activities undertaken by employees, children and volunteers;
- Appropriate procurement policies to ensure that Kedleston engages only competent contractors and sub-contractors.

The successful implementation of this policy requires the total commitment and co-operation from all levels of management and employees within Donyland Lodge. Donyland Lodge therefore believes that it is the responsibility of all employees to perform their assigned duties safely by following established safe working procedures, using proper safety equipment, by reporting or correcting unsafe acts or conditions and never undertaking a task that they are not qualified to do.

Signed:
(Managing Director)

Date:

AIMS AND OBJECTIVES

The aim of Donyland Lodge is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- a To establish and maintain a safe and healthy environment throughout Donyland Lodge and other premises within our establishment.
- b To establish and maintain safe working procedures amongst staff and children/young persons.
- c To make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- d To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the Lodge to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- e To maintain a safe and healthy place of work and safe access to and egress from it.
- f To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises.
- g To follow the requirements under the Health & Safety at Work etc Act 1974 and all other relevant legislation.

We believe the risks in the environment to be low but to maintain the maximum protection for children/young persons, staff and visitors we consider it necessary to:

- a Ensure the highest standards of cleanliness are maintained.
- b Ensure safe and clear accesses and exits from the building, including fire exits.
- c Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- d Ensure that all staff are aware of the fire procedures and regular fire drills are carried out.
- e Ensure that all members of staff are aware of the procedures to follow in case of accidents.

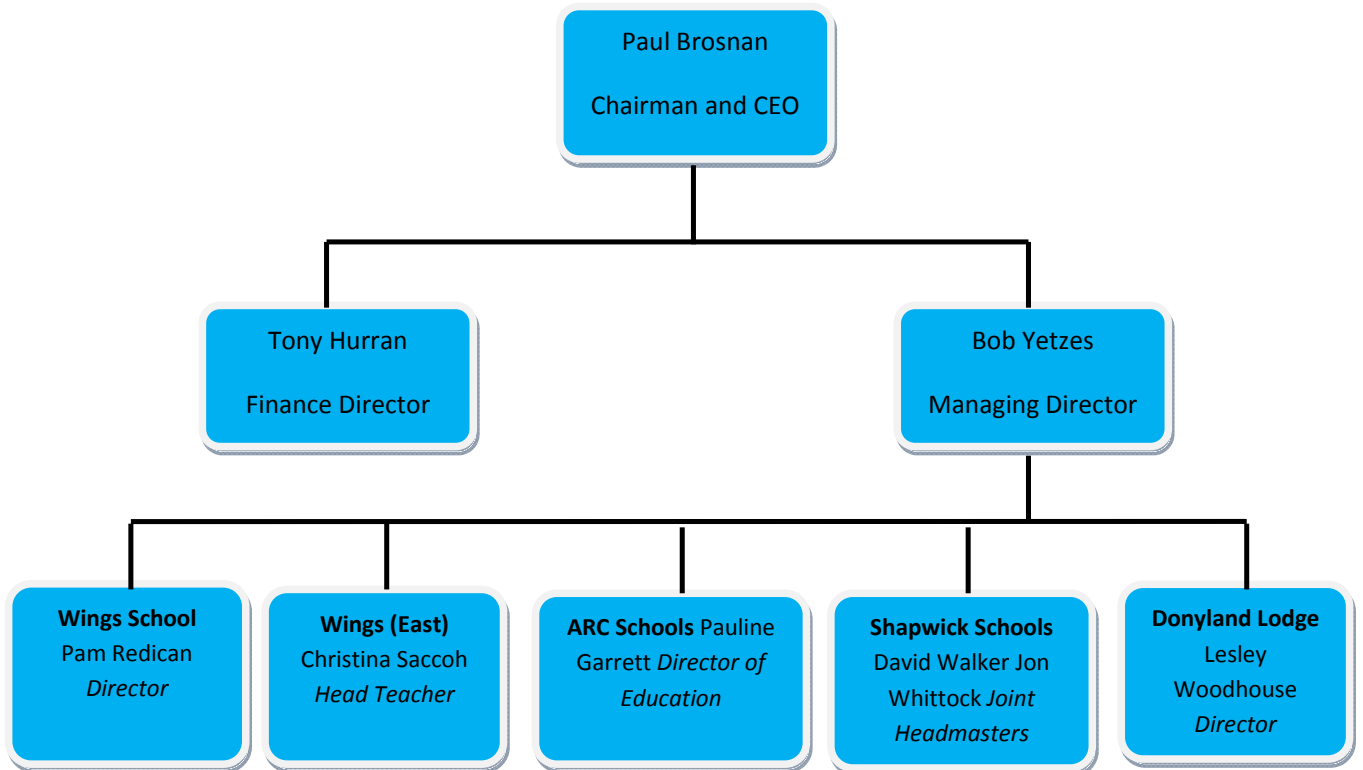
- f Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- g The company will comply with the requirements under the Smokefree Law 2007.
- h Prohibit any contractor working on the premises without prior discussion with the Lodge Manager or Deputy to negate any risks to the staff or children.
- l All hazardous items to be kept out of the reach of children
- j All staff to familiarise themselves to the locations of the First Aid boxes and who the First Aiders are.

Employees will:

- Conform to rules, procedures and training regarding safe working.
- Use the correct methods of work and not improvise by using methods, tools or equipment which entails unnecessary risk.
- When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing or use equipment specified in the risk assessment.
- Report unsafe plant, tools and equipment and unsafe practices or methods of work.
- Report any potential health and safety hazards including infectious or other diseases, accidents, injuries or concerns associated with the workplace.
- Assist in the maintenance of good housekeeping standards.
- Co-operate with their Employer to enable them to fulfill their statutory obligations.
- Assist, where necessary, in the investigation of any accidents that occur.

The management considers these matters of such importance that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves, their colleagues and the children/young persons at Donyland Lodge.

KEDLESTON ORGANISATIONAL CHART



WHO IS RESPONSIBLE? - CHAIN OF RESPONSIBILITY

Everyone has a contribution to make to workplace health and safety. The Managing Director has primary responsibility for health and safety in the workplace and has numerous legal obligations under health and safety law. Staff and volunteers also have legal responsibilities and they should carry out their work activities safely, taking good care of their own health and safety as well as that of their colleagues, children/young persons and members of the public.

Health and Safety Responsibilities of the Managing Director

The Managing Director has overall responsibility for health & safety, and ensures that adequate resources are allocated to allow implementation of the Health and Safety Policy and its procedures. Responsibility for the implementation of the Health & Safety Policy also rests formally with the Managing Director. Through the management structure, the Managing Director will:

- Ensure that the Health and Safety Policy is brought to the attention of all employees.
- Develop and publish the arrangements for health, safety and welfare in consultation with the Health and Safety personnel, the Directors, and other management where necessary.
- Ensure that the responsibilities for health, safety and welfare are assigned, accepted and implemented.
- Plan for adequate staffing, finance, training and any other resources required to ensure high standards of health, safety and welfare.
- Ensure that appropriate legislation and approved codes of practice are strictly adhered to, and that Directors and Managers at all levels are conversant with statutory requirements.
- As far as is reasonably practicable, endeavour to promote a sound and active health and safety culture throughout Donyland Lodge.

Health and Safety Responsibilities of the Directors

- The Directors accept their collective role in providing health and safety leadership within the organization.
- The Directors accept their personal responsibilities and liabilities under Health and Safety Legislation.
- The Directors will appoint one member as Health and Safety Director to keep them informed of, and alert to, health and safety risk management issues.
- The Directors recognise their role in engaging the active participation of workers in improving health and safety standards throughout the organisation.
- The Directors will ensure that their health and safety intentions are reflected in their decisions.

Health and Safety Responsibilities of The Senior Management Team

The Senior Management Team are responsible for health and safety matters in their Departments.

In particular, they will:

- Ensure that the health and safety policy statement, policies and individual responsibilities are understood and implemented by all managers under their control.
- Ensure that plans are prepared and implemented to achieve set objectives for the reduction of risks to health and safety.
- Ensure that within their department the arrangements and resources for providing health and safety are satisfactory.
- Be responsible for ensuring that adequate training is given to employees within their departments to ensure compliance with our company health and safety standards.
- Be responsible for resolving health and safety problems/queries referred to them.
- Ensure that the activities of everyone are well co-ordinated.
- Ensure effective means of involvement, communication and consultation with employees.
- Be involved in addressing health and safety issues within senior management team meetings and take appropriate action to deal with any items requiring attention.
- Review the health and safety performance in area under their control.

Health and Safety Responsibilities and Duties of Managers

Management have paramount responsibility for the health and safety of the employees within their area of control.

They can greatly influence company/employee relationships by helping to achieve company health and safety policies.

They may call on the help of the appointed competent persons with the responsibility for providing health and safety assistance and other specialists to help them exercising their responsibilities.

Managers will:

- Ensure that Donyland Lodge health and safety policy statement and procedures are fully implemented.
- Promote a high standard of health and safety.
- Ensure that suitable and sufficient risk assessments are conducted, reasonable steps are taken to minimize all risks found and that the assessments are reviewed regularly.
- Establish written safe operating procedures and instructions for use within their Department.
- Ensure that all employees under their control are fully conversant with, and understand, the Donyland Lodge health and safety policy as it applies to them.

- Ensure that adequate training is given to employees within their department to ensure compliance with our company health and safety standards.
- Ensure that no employee is required to undertake any task without adequate training/job instruction or which exceeds their capability.
- Be involved in addressing health and safety issues within the management team meetings and take appropriate action to deal with any items requiring attention.
- Ensure that recommendations which will eliminate or reduce hazards or prevent a reoccurrence of accidents are implemented as soon as possible.
- Ensure that health and safety aspects for new or revised operations or layout within their areas of control are fully considered.
- Establish regular inspections of all areas within their control.
- Ensure that health and safety problems/queries referred to them are resolved and any actions required are communicated to employees.
- Be conversant with the accident reporting procedures. Investigate all accidents and dangerous occurrences as soon as possible, taking or recommending action to prevent a reoccurrence, in conjunction with the company's appointed person.
- Notify duty manager immediately of any serious accident or dangerous occurrence.
- For evacuation purposes, check all exits within their department are kept free from obstruction at all times.
- Review the health and safety performance in the areas under their control.

Health and Safety Responsibilities and Duties of Employees

Whilst at work, all employees must:

- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them in accordance with any training and instruction they have received in the use of the equipment.
- Inform their employer of any work situation which might present a serious and imminent danger.
- Report any shortcomings in the health and safety arrangements, even when no immediate danger exists so that the employer can take remedial action if needed.
- Co-operate with their employer to enable their employer to comply with their statutory duties for health and safety.
- To take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.

ARRANGEMENTS

Section 1 Access and Egress

General Statement

Donyland Lodge is committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace.

Safe Access and Egress

Access and egress includes the following:

- Access to and egress from the workplace.
- Routes through working areas.
- Accessibility of storage areas.
- Access to and egress from an individual's workplace.
- Emergency exit routes.
- Any temporary arrangements for access.
- Limitation of access to hazardous or high security areas.
- External pathways and roadways around the workplace.
- Common parts of the building, e.g. Reception, stairs etc.

We will ensure that:

- The workplace shall be organised to ensure pedestrian and vehicles (as appropriate) can circulate in a safe manner.
- All articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately.
- Any access restrictions are adhered to so that suitable arrangements for work in confined spaces or other high risk areas can be carried out safely.
- All walkways and stair ways are kept clear of any obstructions, ensuring all waste items are regularly removed.
- All work equipment, when not in use, must be stored in the designated storage area.
- Safe systems of work are designed and implemented where there is a significant risk to access and egress.
- Employees are encouraged to report any situation where safe access and/or egress is restricted immediately to their line manager.
- Workplace floors and traffic route surfaces are maintained in a safe condition and suitably indicated where necessary.
- The working activities of contractors are monitored to ensure their undertakings do not hinder safe access/egress.

Section 2 Accident Reporting and Recording

General Statement

This policy outlines our procedures which are to be adopted when any employee, visitor or contractor experiences an accident or dangerous occurrence. It covers reporting and recording procedures for managers, employees and non-employees.

The Accident Book

All accidents resulting in personal injury, regardless of how minor, must be reported and recorded in the company accident book. This is located in the Team Office.

The information that must be recorded by law as follows:

- Full name, address and occupation of the injured person.
- Date and time of accident.
- Place where the accident happened.
- Cause and nature of injury.
- Name, address and occupation of the person giving the notice, if other than the injured person.

The Duty Manager is responsible for ensuring the accident book is completed. The Human Resources Manager is responsible for retaining the completed record forms and ensuring that they are kept confidential and secure.

We will retain our accident books for at least 3 years from the date of the last entry in the book.

The accident book will be reviewed by Senior Management to ascertain the nature of the incidents which have occurred in the workplace. This review will be in addition to any individual investigations of the circumstances surrounding each incident.

Accident Reporting Procedures – Employees

All injuries, incidents or dangerous occurrences, however minor, must be reported to a responsible person by the quickest means necessary.

The company must be informed of all incidents and dangerous occurrences to enable them to take remedial action.

Injuries which occur whilst carrying out work duties off our premises must be reported in the same way to the occupier of the premises where the employee is working.

The employee's accounts must be entered as soon as possible after the event.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident.

An injury may be dealt with by a first aider or by an appointed person. However, if an emergency arises, medical assistance must be called for at the first opportunity.

The procedure to follow for accidents requiring an ambulance is as follows:

- Ring 999
- Give the exact location of the accident, be precise and as clear as you can.
- Arrange for a member of staff to meet the ambulance and direct it to the scene of the accident.
- Contact the Duty or other Senior Management immediately.

Where an accident results in absence from work, employees must adhere to the company rules on notification and certification in relation to sickness absence and keep the company informed of their progress, up to, and including a return to normal duties.

Accident Reporting Procedures – Managers

If an injury, incident, or dangerous occurrence is reported to a member of our management, that person must advise a responsible person to ensure that appropriate records are maintained and that any necessary reporting to the enforcing authority is carried out.

Our responsible person has a duty to report the following injuries or dangerous occurrences:

- Any fatality (employees and non-employees), whether or not they are at work, must be reported if it results from an accident arising out of, or in connection with work.
- Major injuries to employees and non-employees.
- Injuries to non-employees as a result of an accident arising out of or in connection with work following which the injured person is taken straight to hospital for treatment.
- Dangerous occurrences
- Accidents which cause incapacity for work for more than three consecutive days. In calculating the three days, the day of the accident is not included, however, any days that would not normally be working days, e.g. Saturday and Sunday, are not included.

Accident Reporting Procedures – Visitor/Contractors

Any non-employee who is involved in an accident whilst on our company premises must report the incident immediately to the person responsible for his/her presence on our premises. If the person responsible is not available, the visitor/contractor must obtain the assistance of another member of staff to ensure the company procedure is adhered to.

Accident Reporting Procedures and RIDDOR

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. It requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all accidents, but not all incidents. The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contributing factors, and to prevent further similar occurrences. Reporting accidents and ill health at work is a legal requirement; therefore all employees are required in the first instance to report all accidents and 'near miss' incidents to their Manager.

Where it appears that a major injury accident or dangerous occurrence has occurred, the Health and Safety Advisor must be notified immediately.

If an accident/incident is reportable to the Incident Contact Centre (ICC), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the Health and Safety Advisor will ensure this is done, and will also ensure that the accident/incident is investigated.

When to report

Death or Major Injury

If there is an accident connected with work and your employee, or self-employed person working on your premises is fatally injured or suffers a major injury (including as a result of physical violence) or a member of the public is fatally injured or taken to hospital, the enforcing authority must be notified by telephone without delay. Within 10 days this should be followed up with a completed accident form (F2508) or by providing full details to the ICC – this can be done on line at www.riddor.gov.uk

Over-Three Day Injury

If there is an accident connected with work (including as a result of physical violence), which leads to your employee or a self-employed person working on your premises, being off work, or unable to work for more than 3 days, an accident form (F2508) must be completed and reported within 10 days. This again can be done on line at www.riddor.gov.uk

Disease and Dangerous Occurrences

There are specific work related diseases and dangerous occurrences which must be reported. These are detailed in the 'RIDDOR Explained' leaflet.

Other incidents that require reporting to an enforcing authority, Environment Agency, Fire, Local Authority etc, (other than emergency's), again must first be reported to the Health and Safety Advisor who will report the matter and investigate the incident.

Section 3 Contractors

General Statement

Donyland Lodge will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimize the risks presented to our own employees or other persons on our premises and the general public.

We share a duty of care with contractors to ensure that all reasonable practical precautions are taken to safeguard both groups of employees, other persons on our premises and members of the public. We will collaborate with our contractors to ensure that our duties under The Construction (Design and Management) Regulations 2007 are fulfilled. Wherever possible, these will be set out in the contractual arrangements.

Selection of Contractors

All contractors, before commencing any works at Donyland Lodge or any other premises within our establishment, will be competency assessed as required under the Construction (Design and Management) Regulations 2007.

Consultation, Liaison and Safety Procedures

When a contractor is engaged to work on our company premises, the responsible person for safe working needs to be clearly allocated, accepted and understood by all involved. This must be done before work commences and throughout the contract.

- The responsible person will ensure any "Permit to Work" requirements are identified prior to work commencing.
- The responsible person will ensure that all relevant information arising from risk assessments and emergency procedures are communicated to all involved in the contract.
- The responsible person will ensure any special hazards within our premises are identified and communicated to the contractors and any other persons involved with the contract.
- The responsible person will ensure the work undertaken by contractors is monitored and ensure correct procedures are followed at all times for the duration of the works.
- The responsible person will ensure that all equipment brought onto our premises by contractors is safe to use and in good working order. Copies of relevant test certificates must be obtained from the contractor prior to work commencing.
- In case of an emergency, the responsible person will ensure that contractors comply with our company procedures.

Section 4 Control of Asbestos

Donyland Lodge are responsible for ensuring that our premises meet the requirements of all relevant statutory provisions, Approved Codes of Practice and guidance.

In particular, Donyland Lodge will ensure that the presence, type, condition and nature of any asbestos containing materials is known within the building and that this information is readily available for inspection prior to the commencement of any works.

Donyland Lodge shall ensure co-operation and communication with their independent Health and Safety Consultants, so as to ensure that the risks associated with the presence of asbestos are managed, so far as is reasonably practicable in accordance with the Control of Asbestos at Work Regulations 2006.

Where asbestos containing materials (ACM's) is suspected, Donyland Lodge will ensure that a management plan of any asbestos containing materials within the premises is drawn up and that any surveys required to complete this obligation is undertaken. The management plan will be available for those who need to review its contents and information will be passed to employees, where appropriate.

The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACM's or presumed ACM's in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Section 5 Control of Substances Hazardous to Health (COSHH)

Control of Substances Hazardous to Health Regulations 2002, require us to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so.

Donyland Lodge acknowledge that no substance can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use substances prohibited by law.

Definitions of a Substance Hazardous to Health

A wide range of substances can be hazardous to health. Most commonly encountered substances are solvents, strong cleaning materials such as bleach, some types of paint, and even correction fluid. A formal definition of a substance hazardous to health is given in regulation 2 of the COSHH Regulations 2002. A simplified version is given below.

- Classified as being very toxic, toxic, harmful, corrosive or irritant. For commercially available substances and precautions this information is given on the label
- A substance for which the Health and Safety Commission has approved an occupational exposure standard. These are in HSE publications 'EH40'
- A biological agent – any micro-organism, cell culture, or human endoparasite, including any which have been genetically modified, which may cause an infection, allergy, and toxicity
- Dust of any kind, when present at a substantial concentration in air

Purchased Substances

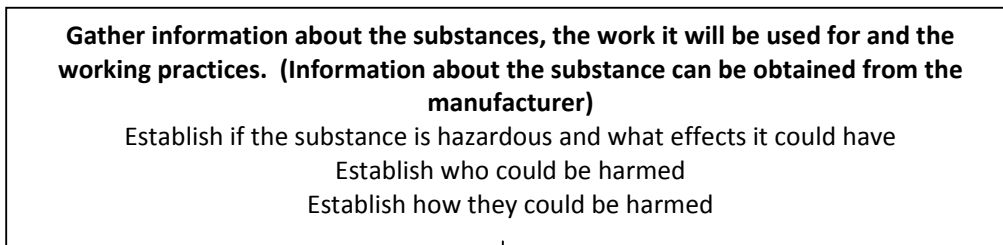
An index will be kept of all substances hazardous to health within our workplace. The maintenance manager is responsible for maintaining this. The index shall also contain the manufacturer's safety data sheets. No new substances will be introduced into the workplace without prior risk assessment.

Carrying out a COSHH Assessment

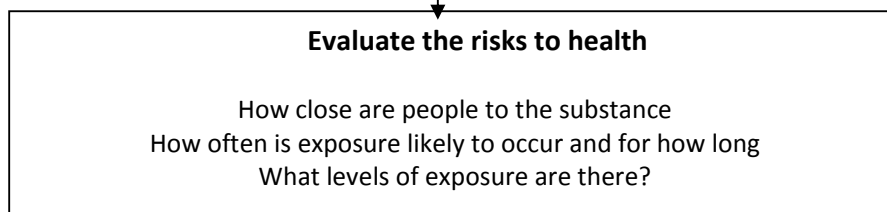
The five main steps for assessment and questions that need to be answered are shown in the flow diagram on the following page.

Start at the top and work down. At the end of each step ask whether you are confident that you have done everything and if you could justify what you have done. If the answer is yes, go to the next stage; if no, go back and check, it may be that you need help. But remember that low risk situations do not require complicated solutions.

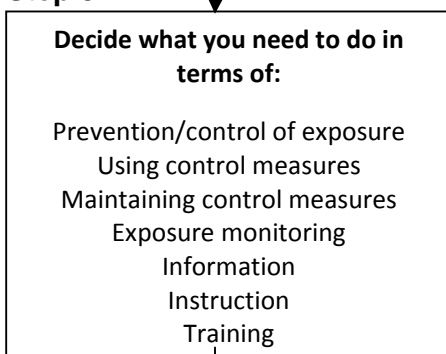
Step 1



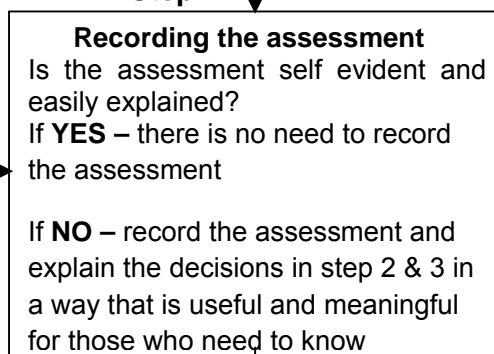
Step 2



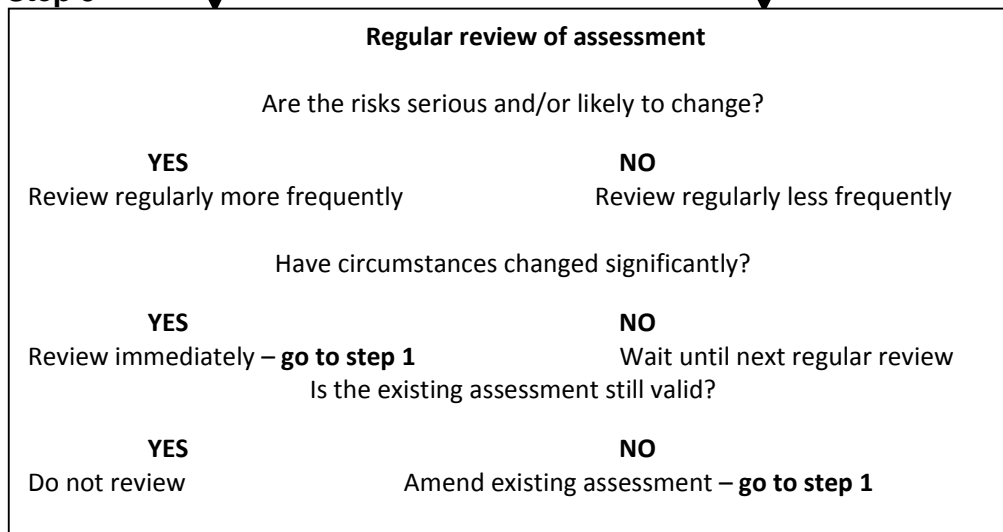
Step 3



Step 4



Step 5



Section 6 Display Screen Equipment (DSE)

All reasonable steps will be taken by Donyland Lodge to secure the health and safety of employees and prospective employees who work with Display Screen Equipment (DSE).

Donyland Lodge accepts that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum.

Ergonomics is concerned with the interaction between people, their environment and equipment. Ergonomics should be considered when designing a new workplace, when selecting and installing new equipment and furniture, and when designing jobs and work procedures. Applying ergonomic principles is an important way that employers can reduce the human and financial costs associated with poor workplace design.

The key principle is that each workplace should be designed to suit the all, for example, everyone might have the same desk but chairs should be fully adjustable and footrests should be provided so that short and tall people can all work comfortably.

Poorly designed workstations can result in Work Related Upper Limb Disorders or Repetitive Strain Injury which can affect the upper body, wrists and hands. These can be serious disorders with aches, pain and swelling, resulting in the drop in performance or non-attendance at work. Other potential problems from working at computers are eye-strain, headaches and migraine.

DSE Risk Assessment

The Health and Safety (Display Screen Equipment) Regulations 1992 relate to the specific activity of working with Display Screen Equipment (DSE), where this activity is a significant part of a persons work. If a workstation does not come under these regulations, for example, because the employee does not habitually use a computer, then risks should be assessed in the general risk assessment required by Management of Health and Safety at Work Regulations 1999.

A DSE risk assessment should include an assessment of the employees' workstation to determine the health and safety risks. Risks should be reduced to the lowest level reasonably practicable and the risk assessment should be kept up to date.

If you 'Hot Desk', it is your responsibility to ensure you assess your workstation before using the equipment.

Definitions of a 'User'

Managers/Team leaders must decide which of their employees are 'users'. Employees who do not input or extract information by means of DSE on a regular basis need not be regarded as a 'user', whereas if those employees who use DSE, work more or less continuously inputting or extracting information on an average of 4 hours a day, and have little choice about using DSE, are classed as 'users'.

Computer Workstations

Workstations should meet the following requirements:

- The Visual Display Unit (VDU) should be legible and of adequate size for the work being performed with adjustable brightness and contrast
- The screen and keyboard should be detachable and adjustable to allow for the user's individual needs
- The screen should be properly and regularly cleaned to ensure legibility and wipes should be provided for this purpose
- Each workstation should be provided with a fully adjustable chair and other items if needed, such as a wrist rest, footrest, lamp, anti-static mouse mat and document holder
- Direct light should not fall on the screen

Office Policy

Staff can help to prevent any health problems due to ergonomics and working with visual display units, by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Avoiding repetitive and awkward movements by keeping items close to by
- Changing position regularly
- Using a good keyboard technique – wrists straight without excessive force
- Ensuring there is no glare or reflections on the screen
- Adjusting the screen controls to prevent eye strain
- Keeping the screen clean
- Planning work for breaks away from the screen

Section 7 Electricity at Work

Electricity can be fatal. There are around 1000 electrical accidents at work reported to HSE each year and about 30 people die from their injuries.

The Electricity at Work Regulations 1989 impose a general duty on employers to ensure, so far as is reasonably practicable, that electrical systems are designed, constructed and installed to prevent danger, that they are properly maintained and used in a manner that prevents danger arising.

The regulations require employers to assess risks relating to work activities involving

Electricity, again using the risk assessment procedure to record findings. This covers all equipment and electrical appliances in the workplace. It even covers electrical appliances such as kettles.

It is essential that electrical systems are installed, regularly tested and maintained by a suitably qualified electrician or electrical engineer. Electrical testing of appliances is one way to ensure that risks relating to electricity are reduced. It is recommended that electrical testing is carried out at least once a year.

Everyone who uses electrical equipment has a role to play in ensuring safety. The care that people need to use when using electrical equipment is basically common sense. The power supply should be turned off when equipment is not in use, before it is opened, dismantled, maintained or cleaned, and whenever a fault is expected. A simple visual inspection of electrical equipment will enable users to identify possible faults. Any problems or defects should be reported immediately to the manager so that immediate action can be taken.

Donyland Lodge will take all reasonable steps to ensure the health and safety of all our employees who operate, maintain and test electrical equipment. We will take precautions to reduce the risk of injury to our employees from electricity in our work activities and ensure all electrical equipment is kept in a good safe working condition.

Section 8 Fire Safety

Fire prevention is one of the most important health and safety obligations an employer must comply with, because fires can have such serious consequences in terms of loss of life and/or property. The main hazards associated with fire, which can cause serious injuries or death, are:

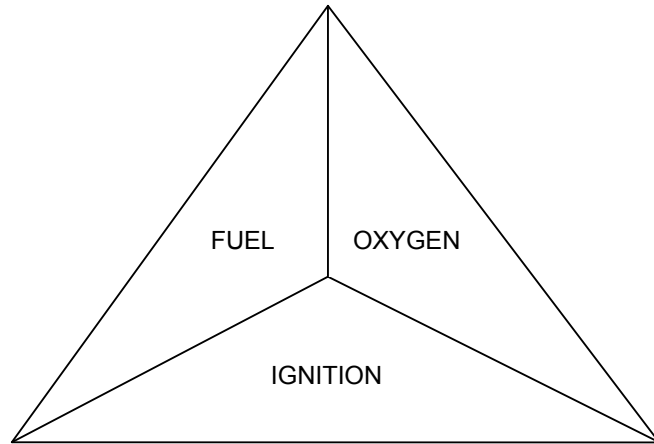
- Flames and heat
- Smoke and toxic fumes
- Lack of oxygen
- Collapse of buildings

Fires may have many causes

- Faulty wiring or electrical equipment
- Overheated equipment
- Naked flames
- Hot surfaces such as heating or lighting
- Hot liquids
- Smoking
- Arson

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present to create a fire.



FIRE TRIANGLE e

three factors: fuel, oxygen, and heat. These three factors are commonly referred to as the Fire Triangle. Focus on preventing fire from starting, rather than ensuring that at no time are all three factors

Keep to a minimum any material that could become fuel for a fire. This means removing waste paper regularly and ensuring that flammable substances are avoided or kept to a minimum. Make sure any potential fuel is kept away from possible sources of heat or ignition, such as heaters, and that materials are kept in fire-proof containers. Oxygen is obviously more difficult to control, but sources of ignition can be controlled. This means ensuring that sources of ignition are carefully controlled, for example, excessive heat from heaters or lighting, naked flames from smoking or cookers.

It is essential that fire fighting equipment is adequate and sufficient, placed appropriately and unobstructed, with exit signs displayed prominently throughout the building. This equipment must be serviced at least annually and any used extinguishers replaced/refilled immediately. Use the Weekly Fire Precautions Checklist, which is to be completed by the Fire Warden. Any defects must be reported to the Manager immediately.

Fire Extinguishers and Tackling a Fire

It is not recommended that any employee attempt to tackle a fire – the most important action to take is to evacuate the building safely and call the emergency services. If however you have no choice but to tackle the fire to ensure safe evacuation, it is recommended that only a member of staff that has been trained in the correct use of fire fighting equipment uses the extinguishers.

It is Donyland Lodge policy that there are Fire Wardens located on the premises that would take charge of an emergency situation, and who have been fully trained by a professional in their safety role.

TYPE	EFFECT	CLASS
WATER	COOLING	CLASS A
CO2	SMOTHERS	CLASS B, C AND ELECTRICAL
FOAM	SMOTHERS	CLASS B
POWDER	COOLS AND SMOTHERS	GENERAL AND CLASS A, B, C, D AND ELECTRICAL

The 4 classes of fire are:

- Class A – Wood, Paper, Straw, Textiles etc
- Class B – Flammable liquids e.g. petrols, oils, paints, solvents
- Class C – Flammable Gases e.g. methane, acetylene
- Class D – metals e.g. sodium, magnesium. Specialists are required to tackle these

For electrical fires, the procedure would be to switch off the power supply, isolate the equipment and then tackle with the appropriate fire fighting equipment – **only** if safe to do so.

Section 9 First Aid Arrangements

First Aid is the help given to someone who is ill or injured to prevent the injury or illness from becoming worse. In the event of sudden illness or injury at work, failure to provide first aid could result in death, so first aid can be crucial in saving lives.

Under the Health and Safety (First Aid) Regulations 1981, employers are required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees and others who are at the premises, if they are injured or become ill whilst in the organisations care.

To ensure the health, safety and welfare of the above, all Managers must:

- On induction, ensure all persons are made aware of the location of the first aid box and whom the First Aiders are
- Display information on the Health and Safety notice board stating – the location of the first aid kits, names of First Aiders, the full procedures to be taken in the event of an accident/emergency, contact numbers for the emergency services and local doctor

Donyland Lodge will endeavour to ensure all Managers, Deputy Managers and employed maintenance persons are fully trained in First Aid at Work.

First Aid Risk Assessment

Employers are required to carry out a risk assessment to determine the organisations first aid needs. This involves identifying the level of risk to employees and others who are in the organisations care in carrying out their normal routine and considering what first aid measures should be implemented. The findings of the risk assessment will determine the type and amount of trained staff are needed, what equipment is needed and what should be included in the first aid box.

First Aid Box

There is no mandatory list of contents for first aid boxes. Deciding what to include will depend on the findings of the risk assessment. The following contents are recommended for the first aid box:

- 20 individually wrapped, sterile non-adhesive dressings of various sizes
- Pack of blue plasters (staff use only)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized and 2 individually wrapped, sterile, un-medicated wound dressings
- 1 pair of disposable gloves
- 1 roll of microporous tape
- 4 burn gel dressings of various sizes
- 3 burn gel sachets
- 2 paraffin gauze dressings

There should be first aid boxes in the following areas:

- Team Room
- Office in the Stables
- Office in the Stores
- Classrooms
- Company vehicles

There is no specific timetable for replacing items in the first aid box, however, recommendation is that they are checked and stock replenished at least monthly.

First Aid for Travelling

An organisation is responsible for meeting the first aid needs of employees and others that are in their care whilst away from the main premises.

A risk assessment should be carried out to determine:

- Whether those who away from the premises should carry a first aid box
- Whether special arrangements are needed for these people
- Whether employees should be provided with a means to summon help, such as a mobile phone

There shall also be a Sharps Container (where required) and a Spillage Kit available at all premises.

Section 10 Housekeeping

Good housekeeping is essential for the maintenance of a safe and healthy working environment for our employees. It reduces the level of accidents at work and assists in fire prevention.

Housekeeping standards will be inspected as part of a weekly safety inspection and completion of a premises checklist indicating any actions required shall be undertaken.

Operational Waste

- Every workplace and the furniture, finishings and fittings shall be kept sufficiently clean.
- The surfaces of the floors, walls and ceilings of all workplaces inside buildings shall be capable of being kept sufficiently clean.
- Waste material will not be allowed to accumulate in a work space.
- Articles must be put away immediately after use, spillages must be cleared up immediately and objects must not be allowed to protrude into traffic routes.
- Operational waste is to be cleared on a daily basis and all tools/equipment left in a clean and tidy condition.

Flammable Gases/Cylinders/LPG

- Gas cylinders are stored in an appropriate lockable storage area, clearly marked with the contents and stored in an upright position and chained at all times when not in use.
- Empty cylinders are removed by an approved supplier.
- All highly flammable materials are stored in an appropriate lockable storage area. These areas must be kept locked at all times.

Gangways/Floors/Stairs

- Gangways, floors and stairs must be kept clear at all times including emergency exit routes and doorways.

Section 11 Induction Training for New Employees

The Health and Safety at Work etc Act 1974 states that there is a general requirement to provide information, instruction, training and supervision to employees and the Management of Health and Safety at Work Regulations 1999 also states that health and safety induction training must be given to employees.

Managers have a responsibility to identify the training needs of all employees, participants, and others as necessary.

Donyland Lodge recognises the importance of health and safety training and inductions in equipping employees to undertake their duties in a safe and healthy manner.

Induction

Every new employee and volunteer shall be given an induction into their workplace, and these have been designed to cover individual roles.

The induction form, once completed must be signed by the new employee and their mentor.

Health, Safety and Welfare Training

It is Donyland Lodge's aim that all members of staff attend health, safety and welfare training to ensure the health and safety awareness of staff, and to develop their understanding of why health, safety and welfare is so important. This will also promote the continued wellbeing, safety and security of the children/young persons in its care.

Section 12 The Control of Legionella

Legionella Bacteria

Legionella bacteria are common and can be found in most natural water resources, including lakes and rivers. They can also survive water treatment processes in small numbers and can be supplied within mains water.

Duties under the Health and Safety at Work etc Act 1974 extend to risks from legionella bacteria which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 provide a broad framework for controlling health and safety at work including suitable and sufficient risk assessments.

In January 2001, the Approved Code of Practice and Guidance (L8) "Legionnaires Disease: The Control of Legionella Bacteria in Water Systems" was introduced. The ACOP has been designed to give practical guidance on the requirements of current legislation with regard to the risk of exposure to legionella bacteria.

Donyland Lodge will ensure that the risks to Legionella in their premises are kept to as low as is reasonably practicable. Donyland Lodge will carry out their duties by employing a competent contractor, registered with The Legionella Control Association (LCA), to ensure compliance with all statutory requirements.

The Maintenance Manager will be responsible for completing monthly temperature checks and recording the information in the water log books.

The procedures to be followed when carrying out temperature checks are as follows:

- Monthly temperature checks of the furthest and nearest outlets to the hot water calorifier to ensure they reach 50⁰C on hot taps after one minute of flushing.
- Monthly temperature checks of the furthest and nearest outlets to the cold water tanks to ensure they are below 20⁰C after two minutes of flushing.
- Hot water temperatures at source (Boiler/Water Heater).
- Weekly flushing of little used outlets, these may be outside taps, sinks not used often etc.

It is imperative that these temperatures remain consistent to prevent the growth of Legionella Bacteria. The Legionellosis Control Site Log book provides clear guidance on the procedures to be followed in the event of Legionella Contamination or an outbreak of Legionnaires Disease.

Section 13 Maintenance of Plant and Equipment/Machine Safety

Donyland Lodge will ensure the provision and maintenance of all plant and work equipment, so far as is reasonable practicable, that is safe and without risks to health.

We will take all reasonable steps to ensure the safety of all employees working with/on machinery as well as ensuring the health and safety of others who may be affected by the machinery. The company will ensure that any new equipment selected is suitable for its task and liaise with suppliers to ensure that any new equipment is designed and supplied to work in a safe manner and conforms with relevant standards. We will inform, instruct and train our employees on the correct safe working procedures for individual machinery/equipment.

Donyland Lodge will ensure regular maintenance, inspection and testing of plant, machinery and equipment is undertaken by competent personnel. Records of such shall be kept on site and updated regularly.

Section 14 Managing Construction Health and Safety – Construction (Design and Management) Regulations 2007

The Management of Health and Safety at Work Regulations 1999 and The Construction (Design and Management) Regulations 2007 (CDM), sets out requirements for a health and safety management system in all workplaces. Stating that clients (us) and contractors have a legal responsibility for each other's health, safety and welfare.

Donyland Lodge is anxious to minimise the risk of accident on and/or to its property, and other persons who may be affected by their undertakings. Therefore we must ensure that all works undertaken by contractors will be carried out in such a manner as to avoid, reduce or control all foreseeable risks to health and safety.

In any client/contractor relationship, both parties have duties under health and safety law. Similarly, if a contractor employs a sub-contractor to carry out some or all of the work, all parties will have some health and safety responsibilities. Clients, Designers, Contractors, CDM Co-ordinators and Principal Contractors all have specific duties that they must comply with under the CDM 2007 Regulations this includes assessing the health and safety competency of anyone that they wish to employ.

Donyland Lodge will assess the competency assessment of all potential contractors before any works are allocated to them.

A list of approved contractors is available upon request.

The following information is by no means exhaustive, and more in-depth information can be obtained from www.hse.gov.uk

Our responsibilities when using contractors

Identify the job

- We must clearly identify all aspects of the work we want the contractor to do, ensuring the contractor understands.
- Identify the health, safety and welfare implications of the work we want carried out. This will involve selecting suitable contractors to carry out the work, assessing the risks and deciding what information, instruction and training is required.
- Decided how co-operation and co-ordination between all parties is to be achieved and how we will consult the workforce.
- What level of management and supervision is required?

Selecting a suitable contractor

Donyland Lodge needs to satisfy themselves that the contractors we use are competent, and have the skills and knowledge required to do the job safely and to the standard we require. Therefore, all contractors must complete the Competency Assessment Questionnaire. This includes:

- If they have done the type of work you want done before.
- What their health and safety policies and practices are.
- What is their recent health and safety performance – number of accidents, etc?
- What qualifications and skills they have.
- Their selection procedure for sub-contractors.
- For their safety method statement.
- What health and safety training and supervision they provide.
- If they are members of a relevant trade or professional body
- To see their Public Liability Insurance and Employers Liability Insurance (E.L.I. is not applicable if contractor or sub-contractor does not employ anyone).

We will then decide from the evidence submitted (references etc) if they are competent to carry out works required

Selecting a suitable sub- contractor

The selection of any sub-contractor should be left to the contractor, but we must satisfy ourselves that the contractor has an effective procedure for appraising the competence of the sub-contractor. This information is included in the competency assessment questionnaire.

Risk Assessing

We must ensure that the contractor assesses the risks associated with the work they are to undertake, and record their findings. Both parties should then come together to consider the risks from each others work that could affect the health, safety and welfare of each others workforce and any other persons who may be affected. Then preventative and protective measures can be put in place.

If sub-contractors are involved, they should also be part of the discussion and agreement.

Remember to carry out risk assessments on how the work being undertaken could or is affecting the normal working practices of the premises and routine of the children/young persons – if you are unsure of how to carry this out, contact the Health and Safety Advisor who will assist.

Information, instruction and training

All parties need to consider what information should be passed between them and agree appropriate ways to ensure this is done. Exchanging clear information about the risks arising from any work, including relevant safety rules and procedures, including procedures for dealing with emergencies.

Managers must ensure, like any visitor that contractors sign the fire register, are made aware of the fire escape routes and assembly point. Although some contractors will have their own first aid arrangements, it is wise to also give them information about whom our first aiders are, and who to report any accidents to, ensuring the information is recorded in the accident book.

Managers are required to cover the above by giving the contractors/sub-contractors an on site health and safety induction. It is acceptable to use the same one you use for employees, but ensure it is signed, dated and filed in the Health and Safety File.

Donyland Lodge have in place a checklist that managers must use to ensure they have covered all the relevant issues, and an agreement that contractors must sign to say they understand what is expected of them.

Section 15 Manual Handling

The Manual Handling Operations Regulations 1992, as amended in 2002, apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

The Regulations require employers to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable
- Assess the risk of injury from hazardous manual handling that cannot be avoided
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable

Employees have duties too, they should:

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Inform the employer if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk
- Co-operate with their employer on health and safety matters

Although Donyland Lodge recognise that where there may not be regular or extensive manual handling operations carried out by its employees, it also recognises that all jobs involve some form of manual handling, from moving a desk, to placing a box on a top shelf and even the removal of waste products. Managers will ensure there is no unnecessary manual handling related injuries by carrying out and recording assessments of any manual handling operations.

Making an Assessment

It is acceptable to carry out a generic risk assessment that is common to the type of work employees do, however, this should only be done if there are no individual or local factors which need to be taken into account, for example, differences in competence, disability etc.

Where the generic risk assessment is not adequate, a Manual Handling Assessment should be completed for each individual, and kept in the Health and Safety file.

Consider the following information before making your assessment.

Good Handling Techniques - Some practical tips

STOP AND THINK

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to alter your grip.

POSITION THE FEET

Feet apart, giving balance and a stable base for lifting - tight skirts and unsuitable footwear make this difficult. Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

ADOPT A GOOD POSTURE

When lifting from a low level, bend the knees, but do not kneel or over flex the knees. Keep the back straight, maintaining its natural curve – tucking the chin in helps. Lean forward if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

GET A FIRM GRIP

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

KEEP THE LOAD CLOSE

Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift it.

DON'T JERK

Lift smoothly; raising the chin as the lift begins, keeping control of the load.

MOVE THE FEET

Don't twist the trunk when turning to the side.

PUT DOWN – THEN ADJUST

If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

Assessing the Risks

<p>Problems to look for when making an assessment</p> <p>Do the tasks involve:</p> <p>Holding loads away from the body? Twisting, stooping or reaching upwards? Large vertical movement? Long carrying distances? Strenuous pushing or pulling? Repetitive handling? Insufficient rest or recovery time?</p>	<p>Ways of reducing the risk of injury</p> <p>Can you:</p> <p>Use a lifting aid? Reduce the amount of twisting and stooping? Improve workplace layout to improve efficiency? Avoid lifting from floor level or above shoulder height? Reduce carrying distances? Avoid repetitive handling? Vary the work, allowing one set of muscles to rest while another is used? Push rather than pull?</p>
<p>The loads, are they:</p> <p>Heavy or bulky? Difficult to grasp? Unstable or likely to move? Harmful, e.g. sharp or hot? Awkwardly stacked? Too large for handler to see over?</p>	<p>Can you make the load:</p> <p>Lighter or less bulky? Easier to grasp? More stable? Less damaging to hold?</p>
<p>The working environment, are there.</p> <p>Constraints on posture? Bumpy, obstructive or slippery floors? Variations in levels? Hot/Cold/Humid conditions? Poor lighting? Restrictions on movements or posture from clothes etc</p>	<p>Can you:</p> <p>Remove obstructions to free movement? Provide better flooring? Avoid steps and steep ramps? Prevent extremes of hot and cold? Improve lighting? Wear less restrictive clothing?</p>
<p>Individual capacity, does the job:</p> <p>Require unusual capability, e.g. above average strength or agility? Endanger those with a health problem or learning/physical disability? Endanger pregnant women? Call for special information or training?</p>	<p>Can you:</p> <p>Pay particular attention to those who have a physical weakness? Take extra care of pregnant women? Provide more training? Give employees as much information as possible about the task and possible dangers?</p>

Section 16 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is the last resort available to you as a method of protection where hazards cannot be controlled in any other way. Under the Personal Protective Equipment at Work Regulations 1992, PPE must be provided to protect staff against the weather of hazardous activities, if the risks cannot be controlled by other means.

When any activities require the use of PPE, it is important to choose the correct type, appropriate and suitable to the task. Under the regulations, employers are required to undertake risk assessments to determine whether PPE is required, assess the suitability prior to selection, keep the assessment up to date and provide training and information to employees.

PPE must be used correctly and must be maintained, cleaned, stored and replaced as appropriate.

Section 17 Risk Assessment

Risk assessment is the process of looking at your workplace and the work activities in order to identify what harm could potentially be caused to staff and others in your care and members of the public. It also involves weighing up whether existing control measures are adequate to prevent or minimise harm or whether further measures are required.

The Management of Health and Safety at Work Regulation 1999 are the key regulations that specifically require employers to carry out risk assessments of the workplace. The regulations also cover other requirements such as requirements for preventative and protective measures, health surveillance, emergency procedures, and the provision of training and information.

A risk assessment involves identifying the hazards, whether arising from work activities or from other factors such as the layout of the premises, and then evaluating the extent of the risks involved. The key points you need to decide are whether a hazard is significant and whether satisfactory precautions are in place to make the risk of harm low. Legally, risk assessments are required to be “suitable and sufficient”, taking into account the following:

1. Any risks arising from, or in conjunction with work
Do not forget work being undertaken away from the premises
2. All people who may be affected by work processes
This covers employees, volunteers, children/young persons, members of the public
You have particular responsibilities to certain vulnerable groups of people
Under 18's, new & expectant mothers, people with disabilities, elderly
3. Activities covered by specific regulations
Hazardous substances, manual handling, display screen equipment etc
4. How the risks can be reduced
The risk assessment and subsequent actions must address the risks and show how these can be reduced “so far as is reasonably practicable”

Risk assessment should be part of a process of continuous improvement of an organisations health and safety. Risk assessments should be regularly reviewed and updated, and new actions taken as required ensuring health and safety standards are kept high.

Risk Assessment Principles

Hazards

An Important aspect of risk assessment is identifying hazards. A hazard is something with the potential to cause harm. Harm could include injury, illness, death, damage to premises or damage to equipment.

There are many different potential hazards in the workplace. The following examples are categorised according to the different types of hazards.

Physical	Slips, trips and falls Falling or moving objects
Chemical	Cigarette smoke Chemicals under Control of Substances Hazardous to Health
Ergonomic	Poor seating and workstation design Poor heating, ventilation or lighting
Biological	Poor food hygiene practices Decaying waste matter
Manual Handling	Handling, lifting or carrying heavy or awkward loads
Electrical	Contact with live electricity Poor wiring and electrical faults
Stress-induced	Demands of the job Changes in work practices or environment Poor relationships at work Working in dangerous situations Working with difficult client groups
Mechanical	Unguarded blades Machinery
Other	Fire Noise

Risk

Hazards must be distinguished from risk, which can be defined as the likelihood or probability that a hazard will cause actual harm. A risk depends on a number of factors, including:

- Frequency of exposure to the hazards
- Existing precautions or control measures in place
- Severity of the consequences
- Number of people exposed to the hazard
- Level of experience of the people exposed

Examples of risks include the risk of:

- Injuries including burns, fractures, back pain or repetitive strain injury
- Illness or disease
- Stress
- Damage to premises

Rating risks involves considering the likelihood of harm occurring and the severity of the harm that could occur. Considering these factors together enables us to prioritise actions, focusing attention where it is most needed. Ultimately you should be trying to avoid the risks altogether and the most effective way to do this is to remove the hazards, so far as is reasonably practicable.

Control Measures

Control measures are the arrangements made or precautions taken to eliminate or reduce risk. There are many different methods of controlling risk, which vary in their effectiveness.

Preventative methods include:

- Mechanical lifting devices to minimise manual handling
- Removing trip hazards e.g. wireless networking instead of cables
- Safe systems of work e.g. instructions on how to use equipment safely

Protective methods include:

- Wearing gloves when handling chemicals
- Anti-glare screens on computer monitors

The control measures you select will depend on the risk rating given to a particular hazard and the cost of implementing the control measures. You will need to weigh up the cost of implementing the control against the level of risk associated with the hazard. If the cost of implementing the control measure is excessive compared with the gain for health and safety, this may be considered a reason for considering a less effective control measure.

When selecting control measures, you should consider the measures available to you according to the “hierarchy of control measures”. You should consider the measures in ascending order – elimination being the first to consider and protective clothing to be the last resort.

Hierarchy of Control Measures

Elimination – Remove the hazard altogether

Substitution – Substitute the hazard for something less risky

Containment – Controlling risks at source by isolation or separation

Safe Systems of Work – Reduce exposure to hazards by using safe systems of work

Training and Supervision – Everyone understands how to undertake their work safely and are aware of the risks involved

Personal Protective Clothing - If the risks cannot be controlled in another way

Welfare, First Aid Facilities and Emergency Procedures – Although not control measures, they do help to control the extent of the harm.

The Five Step Process

This process is based on the Health and Safety Executives useful publication "Five Steps to Risk Assessment"

Step 1 – Identify hazards

Start by examining all available health and safety documentation. Look at the accident records as this will help you identify hazards that have caused harm in the past and determine where in the premises accidents have occurred. You can also look at patterns of ill-health over time. Other useful documentation would include fire inspection reports, safety audits and equipment inventories.

Next consider the different types of activities that go on in the nursery and the associated hazards. Focus on significant hazards that could result in harm or injury too people. Talking to other employees about hazards that they have experienced and their concerns on health and safety.

Finally inspect the work place and look for anything that could be reasonably expected to cause harm. The inspection should cover all parts of the premises, internal and external, activities, heating, ventilation, lighting and noise.

Step 2 – Decide who is at risk

List all the people who might enter the premises and/or who might be affected by the activities and surroundings. Giving particular attention to vulnerable people – under 18's, elderly, new and expectant mothers, and people with disabilities – learning or physical.

Step 3 – Evaluate risks and control measures

For each hazard, identified in step 1, you have to evaluate the associated risks. You will be deciding how likely it is that the hazard will result in harm. This will depend on how many people and the frequency of contact with the hazard – the more people in contact with the hazard and frequently in contact with the hazard, the greater the risk. Evaluate also who is doing the activity – a member of staff who is new undertaking a hazardous activity is at more risk than a member of staff who has been at the premises for longer.

After considering all these factors, you are then able to rate each risk as high, medium or low risk. Now consider what control measures, if any, are already in place and what additional control measures are needed. Are existing control measures adequate to control the risk? Is the remaining risk high, medium or low? If you decide that the risk have not been controlled as far as is reasonably practicable, then further action is required. Select the control measures according to the Hierarchy of Control Measures.

Based on the findings of your risk rating, you will be able to prioritise actions. You should also assign someone the responsibility for completing the actions and specify a completion date.

Risk Rating – The Formula

RISK = LIKELIHOOD OF OCCURANCE X SEVERITY OF HARM

	Severity of Harm		
	Very Harmful (Death or Major	Harmful (Injured more than 3 days)	Harmful (Minor injury or Damage)
Extremely likely to occur	VERY HIGH RISK	HIGH RISK	MEDIUM RISK
Frequent, often or possible	HIGH RISK	MEDIUM RISK	LOW RISK
Slight chance of occurring	MEDIUM RISK	LOW RISK	VERY LOW RISK

Suggested Actions

Once you have decided on the risk rating for each hazard in the workplace, you will be able to priorities actions. The higher the risk, the greater the need to implement control measures to control the risk. All hazards involving children are classed as a priority.

Very high risk	Must receive immediate attention to eliminate or reduce risk
High risk	Must receive attention as soon as possible to reduce risk
Medium risk	Should receive attention to check if risk can be reduced and if satisfactory systems are in place
Low risk	Low priority
Very low risk	Low priority

Step 4 – Record Findings

These recordings should include the significant hazards, existing control measures, and the extent to which they control risk and the people affected, including groups of people at particular risk. Risk assessments should be reviewed where significant changes occur, or if no changes occur the Health and Safety Executive recommend the assessments should be reviewed at least annually.

It is important to make your records clear and accessible, in case someone else needs to look at the assessment, for example, OFSTED, Health and Safety Inspector. The easiest way to ensure that nothing is forgotten is to document your risk assessment as you are doing it – you can always type it out after for neatness.

Keep everyone informed of any findings in your assessment. You should distribute the information through Staff Meetings or where applicable.

Ensure that all Risk Assessments that should be displayed, are displayed in the appropriate areas and also kept in a file – all staff are to sign the bottom of the Risk Assessment to state that they have read and understood the assessment.

Step 5 – Monitor and Review

The five step risk assessment process is an ongoing process involving monitoring, review and improvement. This ensures that risk assessments remain valid and up to date, and that you have a consistently high standard of health and safety in the workplace.

Once control measures have been implemented, monitoring may be required to ensure they remain effective.

On the following page is a Risk Assessment Checklist to enable you to ensure continued awareness

Risk Assessment Checklist

<p>Identify the Hazards</p> <ol style="list-style-type: none"> 1. Examine all health and safety documentation – accident books may show a pattern of the same accidents that keep occurring 2. Identify possible hazards associated with all work activities, taking into account the frequency or duration of the activities 3. Inspect all work areas to identify possible hazards. Do not forget outside areas 4. Decide which hazards are significant and need a risk assessment 	
<p>Decide who is at Risk</p> <ol style="list-style-type: none"> 1. List all people who may enter your workplace or would be affected by your activities 2. Identify any vulnerable people at particular risk – under 18's, new or expectant mothers, inexperienced workers, people with disabilities When carrying out risk assessments on individuals, ensure they have been given a copy of their own risk assessment form and it is kept in their personnel file 3. Identify any property or equipment at risk 	
<p>Assess the Risks and Action Required</p> <ol style="list-style-type: none"> 1. For each significant hazard, evaluate the risk, taking into account the frequency of contact, the severity of harm and who may be doing the activity 2. Rate the risk for each hazard using the risk rating table 3. Identify control measures already in place and decide if they are adequate to eliminate or reduce the risk 4. Determine whether additional control measures are required 5. Determine the implementation date for each new control measure – some will be ongoing and should be noted as such 	
<p>Record Findings</p> <ol style="list-style-type: none"> 1. Complete and sign the risk assessment form 2. Ensure all staff are aware of the findings, and have signed it to say they have read and understood it. 3. File the risk assessment in the health and safety file 4. Display the risk assessment where applicable 	
<p>Monitor and Review</p> <ol style="list-style-type: none"> 1. Ensure recommendations are actioned by the date specified Carry out the Weekly Premises Checklists to ensure hazards are continuously identified and acted on 	

Section 18 Safety Representatives and Safety Committees

General Statement

Donyland Lodge acknowledge the importance of employee involvement in health and safety matters and the importance of the positive role played by safety representatives appointed under the Health and Safety at Work etc Act 1974 and the Safety Representatives and Safety Committees Regulations 1977.

The company will provide the facilities and assistance that safety representatives can reasonably require in order to carry out their functions.

The appointed safety representatives must represent employees in consultation with the company and the company must consult these safety representatives so that arrangements can be made which will enable both the company and our employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of our employees.

Function of Safety Representatives

The function of the safety representative appointed by recognised trained unions is to represent employees in consultations with our company about health and safety matters.

Safety representatives will be permitted time off with payment to perform their functions and to undergo such training in relation to those functions as may be reasonable in all the circumstances.

Our safety representatives are entitled to inspect our workplace if they have given us reasonable notice in writing of their intentions to do so and, if they have not inspected it in the last three months.

Safety Committee

The company has a safety committee whose function is to review the measures taken to ensure the health and safety at work of our employees. The committee consists of company and employee representatives.

Section 19 Statutory Inspections

General Statement

Donyland Lodge will arrange for regular examinations and tests to be carried out on equipment in line with the statutory requirements.

We will ensure that the inspections are carried out by a competent person who has the appropriate knowledge and experience relating to the use and examination of the equipment.

We will provide any information and training necessary to ensure that the examinations present no risk to the safety of the examiner, employees or other persons.

Arranging Inspections

The maintenance manager is responsible for arranging inspections. We will ensure that tests and examinations of all listed equipment are undertaken by a competent person, before the equipment is taken into use and that the manufacturer/installer's test report has been provided.

Following the inspection and receipt of the report, any listed defects must be reported to the maintenance manager to take appropriate action.

All records of tests and inspections will be retained on site and updated regularly.

Section 20 Stress Policy

General Statement

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

This makes an important distinction between pressure, which can be a positive state if managed correctly and stress, which can be detrimental to health.

Donyland Lodge is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Our company will provide adequate resources to enable our managers to implement this policy.

Assessments

Risk assessments in relation to stress and psychological hazards must be carried out by the Manager.

Assessment of the hazards associated with work related stress should aim to identify:-

- Factors at work likely to cause stress
- Whether these factors are currently causing stress
- Those staff who are at risk of experiencing work stress
- Existing preventative or precautionary measures
- Action required to eliminate or reduce the risk

The principles of risk assessment for work related stress do not differ from other forms of risk assessment. There is, however, a need to take into account the individual's perceptions of stress as well as objectively assessing working conditions which are likely to cause stress. Any assessment should therefore contain both these subjective and objective elements.

We will provide training for all of our managers and supervisors in good management practices and stress awareness.

The company will provide confidential counselling for staff affected by stress caused by either work or external factors.

Causes of Stress

The Health and Safety Executive groups the causes of workplace stress into seven categories. If you think about what causes you stress at work, it is likely that it will fall within one or more of these causes.

Causes of Stress	Examples
Organisational Culture	<ul style="list-style-type: none">• Lack of communication and consultation• Blaming others when things go wrong• Ignoring or denying problems• Expectation that staff will regularly work excessive long hours or take work home with them
Demands of the Job	<ul style="list-style-type: none">• Too much to do and too little time• Too little (or too much) training for the job• Boring or repetitive work• Not enough to do• The working environment – busy, noisy, crowded etc• Having to deal with difficult people
Control over Work	<ul style="list-style-type: none">• Lack of control over work activities
Relationships	<ul style="list-style-type: none">• Poor relationships with colleagues• Poor relationships with clients of other organisations• Bullying• Sexual or racial harassment
Change	<ul style="list-style-type: none">• Uncertainty about what is happening• Fears about job security
Role	<ul style="list-style-type: none">• Lack of clarity about what is expected• Confusion about how everyone fits in
Support	<ul style="list-style-type: none">• Lack of support from managers and co-workers• Difficulty balancing the demands of work and home life

Impact of Stress on the Individual

The impact of stress for individuals can be serious as it can lead to a number of problems relating to their physical and mental health. Often, the clearest signs of stress are changes in behaviour, which can be observed by the person's colleagues. The following table shows some of the observable signs of stress.

Observable Signs that there may be a problem with Stress	
<p>Work Performance</p> <ul style="list-style-type: none">• Declining or inconsistent performance• Difficulty concentrating• Difficulty making decisions• Loss of enthusiasm/apathy• Having more accidents• Failing to take annual leave• Taking a lot of sick leave• Not finishing tasks• Putting of doing tasks	<p>Emotional/Physical</p> <ul style="list-style-type: none">• Crying a lot• Aggressive behaviour• Passive behaviour• Sudden mood changes• Irritability• Over-reacting to situations• Loss of sense of humour• Constant headaches• Sleep disturbances• Anxiety attacks
<p>Withdrawal</p> <ul style="list-style-type: none">• Arriving late• Leaving early• Extended lunches• Absenteeism	<p>Relationships</p> <ul style="list-style-type: none">• Being over critical of others• Being uncooperative• Poor relationships with colleagues

Auditing Stress Levels

Managers are not responsible for diagnosing whether an employee is suffering from stress; however, they are responsible for monitoring performance and this would include noticing any changes in behaviour. To determine whether stress is a problem in the workplace, some form of stress audit should be conducted. There are three main ways that information can be gathered for the purpose of auditing stress levels:

- Talking to the individual staff members and actually listening to them
- Running group sessions and facilitating group discussions about stress
- Conducting stress surveys or assessment exercises

There are two Tools that Donyland Lodge will use to assess stress in the workplace.

1. **What Stresses You at Work?** - *This tool is a survey that staff can complete to identify the causes of their stress. It focuses on work but recognises that juggling work and home responsibilities can cause stress.*
2. **Checklist of Stress Symptoms** – *This questionnaire will enable staff to identify any symptoms of stress they may be experiencing. Staff confidentiality around these issues must always be respected.*

Section 21 Visitors Policy

General Statement

Our company accepts its responsibilities to conduct our undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in our employment who may be affected thereby, are not exposed to risks to their health and safety.

Upon arrival, visitors will be directed to the administration office to sign into our premises. Visitors must sign out prior to leaving the company.

All visitors will be informed of the risks which they may be exposed to, whilst on our premises and of the emergency arrangements, including the location of our assembly points.

All visitors shall be supervised whilst they are on our premises to prevent them from entering hazardous areas, exposing them to any danger and for reasons of child protection. Prior permission must be ascertained and approved by senior management for any visitors to enter any limited access areas.

If an emergency arises we will ensure that our visitors comply with our company procedures. We will ensure that they are accompanied to a place of safety and that they are accounted for during any emergency evacuations.

Responsibility for Visitors

Our management team have overall responsibility for visitors who enter their areas of authority.

All of our employees must seek approval from senior management before they bring any visitors onto our premises.

Particular additional care and attention must be taken when either children or disabled visitors are permitted onto the premises.

Section 22 Welfare Facilities

General Statement

The Workplace (Health, Safety and Welfare) Regulations 1992, as amended, apply to all workplaces and cover a broad range of issues affecting the working environment.

It is Donyland Lodge policy to ensure the health, safety and welfare of all employees, so far as is reasonably practicable. We recognize the need to provide a safe working environment and this includes the provision of sufficient washing and sanitary conveniences.

Workplace Definition – What the Regulation says

“Workplace” means any premises or part of premises which are not domestic premises and are made available to any person as a place of work, and includes:

- Any place within the premises to which such a person has access while at work
- Any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from the workplace or where facilities are provided for use in connection with the workplace other than a public road

Employer’s Duties

The following provisions are covered by the Regulations:

- Regulation 4a – Stability and Solidity
Where a workplace is in a building, the building shall have a stability and solidity appropriate to the nature of the use of the workplace
- Regulation 5 – Maintenance of the Workplace, and of Equipment, Devices and Systems
All workplaces and equipment shall be maintained in an efficient state, in efficient working order and in a good state of repair
- Regulation 6 – Ventilation
Effective and suitable provision shall be made to ensure that every workplace is ventilated by a sufficient quantity of fresh or purified air
- Regulation 7 – Temperature in Indoor Workplaces
The temperature in all indoor workplaces shall be reasonable at all times during working hours. The minimum acceptable temperature is 16 degrees in most premises and the World Health Organisation recommends 24 degrees as a comfortable maximum temperature.

- Regulation 8 – Lighting
Suitable and sufficient lighting should be provided and, where possible, this should be natural light. Lighting should be adequate for people to work and move around safely, without eye strain
- Regulation 9 – Cleanliness and Waste Material
Every workplace should be kept clean and free of rubbish
- Regulation 10 – Room Dimensions and Space
There should be sufficient space for workers to get to and from their workstations and to move around the room easily and safely. Workers should normally have a minimum of 11 cubic meters of work space
- Regulation 11 – Workstations and Seating
Every workstation shall be so arranged that it is suitable for any person at work at the workstation and any work that is likely to be carried out there. Providing protection from adverse weather, to enable safe quick exit in case of an emergency evacuation and to ensure there are no hazards that can cause a slip or fall
- Regulation 12 – Conditions of Floors and Traffic Routes
Floors should be level and free of unsafe holes or slippery surfaces, be constructed so as to be suitable for use, be kept free from obstruction and have effective drainage. Handrails should be provided on all staircases
- Regulation 13 – Falls or Falling Objects
Measures should be taken to prevent people from falling or being struck by falling objects
- Regulation 14, 15 & 16 – Windows, Skylights and Ventilators
Windows should be made of shatter-proof glass and it should be safe to open and close windows and to clean them safely
- Regulation 17 – Organisation etc, of Traffic Routes
Pedestrians should be safe from moving vehicles and traffic routes for pedestrians and vehicles should be clearly marked
- Regulation 18 – Doors and Gates
Doors and gates should be safe and suitably constructed. It should be possible to see through doors that open both ways
- Regulation 19 – Escalators and Moving Walkways
These shall function safely and be fitted with safety devices
- Regulation 20 – Sanitary Conveniences
There must be sufficient toilets, which are adequately ventilated and lit, and kept clean and tidy. Unisex toilets should be marked as such

- Regulation 21 – Washing Facilities
Washing facilities must be provided if required by the nature of the work and they should be in the vicinity of the toilets and changing facilities. There should be hot and cold running water, soap and a means of drying hands
- Regulation 22 – Drinking Water
Drinking water should be provided in clearly marked and accessible locations
- Regulation 23 – Accommodation for Clothing
Suitable storage facilities should be provided if staff need to change into other clothes for work
- Regulation 24 – Facilities for Changing Clothes
If changing clothes for work, somewhere should be provided that is private - separate facilities should be provided for men and women
- Regulation 25 – Rest Facilities
Workplaces should have suitable rest facilities including appropriate facilities for pregnant women and nursing mothers
- Regulation 25a – Disabled Persons
Where necessary, those parts of the workplace used or occupied directly by disabled persons at work shall be organised in such a way to take into account their needs.

Donyland Lodge Health and Safety Forms

Accident Form to go here

Dear ,

RE: The Health & Safety Executive's Core Criteria for assessing Contractor Safety

All contractors must undergo 'pre-qualification' assessments from clients and main or principal contractors when tendering for work. These assessments look for evidence of contractors' basic health and safety competencies and associated credentials. This type of assessment is a legal requirement for all clients and main contractors as a means of demonstrating they are engaging 'competent' contractors. As a way of standardising and avoiding unnecessary bureaucracy the Health and Safety Executive (HSE) have developed a set of 'core criteria' against which all contractors' health and safety arrangements and competencies can be judged.

The HSE's 'core criteria' are based on the key requirements stipulated by the *Management of Health & Safety at Work (Amendment) Regulations 2006* and the *Approved Code of Practice* accompanying the new *Construction (Design & Management) Regulations 2007*. The 'core criteria' clearly identify what contractors must have in place to demonstrate that they are operating within minimum health and safety legal requirements. In addition to identifying what a Company must be doing to operate within the law the criteria also specify the minimum health and safety training and competencies of employees.

There are fourteen main questions which have to be answered by providing supporting evidence. If any of these questions cannot be answered in the affirmative then the Company cannot be considered competent and should not be appointed by the client or main/principal contractor unless remedial measures are put in place before the contractor is permitted to start work.

These arrangements apply to all clients, principal contractors and sub-contractors. They have been designed to not only help improve safety performance on site but to also enable standardised health and safety assessments, so that all contractors are assessed equally.

I would appreciate it if you can complete and return this assessment as soon as possible so as to enable us to fulfil their duties under CDM 2007 and ensure that the highest standards of health and safety are met at all times.

Persons completing this competency assessment should provide their contact details on the last page and forward to myself at the above address.

I would like to take this opportunity to thank you for your co-operation in this matter.

Yours sincerely

Contractor Competency Assessment

Core Criteria for Assessing Competence: Companies & sub-contractors		
Core criteria	Standard to be achieved (by contractor)	Information to be submitted
1. Health & Safety Policy & Safety Management System	<p>Companies must have a unique Health & Safety Policy, regularly audited and reviewed and signed by Managing or Safety Director.</p> <p>The Health & Safety Policy and Management System must comply with the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work (Amendment) Regulations 2006.</p>	<p>Health & Safety Policy submitted: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Policy signed by a Director: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2. Arrangements for ensuring Health & Safety Measures and tasks are carried	<p>These should set out in the Arrangements Section of the Health & Safety Policy and should be relevant to the nature & scale of the Company's work.</p> <p>The Arrangements must clearly allocate delegated health and safety tasks and responsibilities to persons within the Company, e.g. named supervisors, managers with specific safety tasks.</p> <p>The Arrangements should also set out how the Company will discharge its duties under the CDM Regs 2007, and how the Arrangements will be communicated to the workforce.</p>	<p>Health & Safety Arrangements submitted? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do the Arrangements identify all the key or relevant health & safety tasks, functions and requirements Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3. Competent Health & Safety Advice (Safety Advisor)	<p>All companies must have ready access to competent health & safety advice either through directly employed advisor or a consultant</p> <p>The advisor would as a minimum have a NEBOSH General & Construction Certificate or an equivalent NVQ level 4 qualification. The advisor must be able to provide general safety advice and specific advice relating to the construction Company's undertakings</p>	<p>Has the name & qualifications of the Health & Safety Advisor (if consultant include Company name & address) been provided? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name:</p> <p>Qualifications:</p> <p>If consultant include Company name & address</p>

Core criteria	Standard to be achieved (by contractor)	Information to be submitted
<p>4. Company health & safety training & information</p>	<p>All companies must have in place training arrangements to ensure employees have the skills & understanding necessary to implement Company and statutory health & safety duties.</p> <p>Each company must have a training programme for health and safety that will keep employees up-to-date on new developments and changes to legislation or good health and safety practice. This applies throughout the company from the Board to site labourers.</p> <p>Companies must maintain training records that provide evidence of minimum safety training e.g. CITB 1 day Site Workers' Safety Awareness, CITB 2 day Site Supervisors Safety Training Scheme (CITB: SSSTS), CITB 5 day Site Managers' Safety Training Scheme (CITB: SMSTS), etc</p>	<p>Has the Company provided health and safety training records? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5. Individual workers' health & safety qualifications & experience</p>	<p>Employers must ensure (and provide evidence) that all their staff have appropriate qualifications and experience for their assigned safety tasks. Records must provide evidence that their staff have as a minimum either CSCS cards or possess/attended the relevant courses, e.g. CITB 1 day Site Workers' Safety Awareness, CITB 2 day Site Supervisors Safety Training Scheme (CITB: SSSTS), CITB 5 day Site Managers' Safety Training Scheme (CITB: SMSTS), etc</p>	<p>Do the records demonstrate evidence of minimum safety training e.g. CITB Site Workers' Safety Awareness, Site Supervisors Safety Training Scheme (CITB: SSSTS), Site Managers' Safety Training Scheme (CITB: SMSTS), etc Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>6. Arrangements for Health & safety monitoring, audit & review</p>	<p>Every company must be able to demonstrate it has a system for regular site safety monitoring and for periodic safety auditing & review.</p> <p>Records of site monitoring must be maintained & held on site and demonstrate that the company/managers have responded to the results of the inspections.</p>	

Core criteria	Standard to be achieved (by contractor)	Information to be submitted
<p>6. Arrangements for Work force consultation & involvement in health & safety</p>	<p>Every company must have an established means of consulting with its workforce including subcontractors on relevant safety issues, e.g. safety committee, on-site discussions, etc. Minutes can be used as evidence of these meetings take place</p>	<p>Have arrangements & evidence for consultation been provided? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7. Accident reporting & enforcement action, follow up investigations</p>	<p>Every Company must have an accident reporting and investigation procedure in place that allows analysis of all accidents and the interpretation of events leading to the accident. It should also provide recommendations for remedial action to prevent future recurrence. Part of this procedure should allow statistical information to be stored and analysed for a period up to five years.</p>	<p>Has the company's annual accident statistics been provided? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Has the Company's accident reporting & investigation procedure been provided? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. Sub-contracting</p>	<p>All companies employing sub-contractors, labour only and agency staff must have arrangements in place for assessing & appointing contractors, sub-contractors, consultants, etc.</p> <p>Companies must be able to demonstrate that an assessment of health & safety competency has been included in the procurement process and that contractor safety performance is being continually assessed to ensure standards are being routinely achieved and where deficiencies are noted remedial action is taken to improve.</p>	<p>Has the Company's procedures for assessing subcontractor competence & performance been provided Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do the procedures correspond or exceed those defined in the HSE's Core Criteria Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. Risk assessment, method statements & safe systems of working</p>	<p>All companies must have in place the means for developing and carrying out risk assessments and for developing and implementing and supervising safe systems of work on site.</p> <p>Sub-contractors must provide evidence of a procedure and examples of how they have controlled risks and how these are implemented and supervised on-site</p>	<p>Has the Company's procedures for developing & writing risk assessments been provided? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have the arrangements for implementing risk assessments on site been provided Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have examples of relevant risk assessments been provided? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Core criteria	Standard to be achieved (by contractor)	Information to be submitted
10. Cooperating & coordinating with contractors on-site	Companies must be able to demonstrate how they achieve coordination & cooperation with other companies, main contractor, etc on site.	Have arrangements for coordination & cooperation on site been provided? Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Welfare provision	Companies must be able to demonstrate practical commitment & evidence of how they ensure adequate welfare facilities.	Has the company provided evidence of the level of welfare they provide on site? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Health and Safety Executive/ Environmental Agency Notices or Prosecutions	Please provide details of any improvement or prohibition notices issued by authorities, or prosecutions against your organisation.	Improvement Notices Prohibition Notices Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Similar Projects	Please supply details of any similar projects undertaken in the past (you may wish to provide references).	Contact details/references from clients that you have undertaken similar projects in the past Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of person completing this assessment:

Company Name:

Address:

Contact no:

Date:

**For Completion By Donyland Lodge
Personnel Only**







Assessor:

Contractor Competency Assessment: **Pass** **Fail**

Date:

Completed by:

Date:

SUBSTANCE											
HAZARD											
WHO COULD BE HARMED											
 HARMFUL		 FLAMMABLE		 CORROSIVE		 IRRITANT		 TOXIC		 HARMFUL TO THE ENVIRONMENT	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
EXISTING CONTROLS											
RISK RATING AND REASON											
FURTHER CONTROL MEASURES REQUIRED											
BY WHOM											
BY WHEN AND HOW OFTEN											
SIGNED											
DATED											
REVIEW DATE											

DISPLAY SCREEN EQUIPMENT & WORKSTATION

RISK ASSESSMENT

Name of Operator:	
Department:	
Location:	
Name of Manager:	
Assessment Completed by:	
Number of Daily Hours:	Number of Days Per Week:
Number of Hours on DSE:	Date of Assessment:
ENVIRONMENT:	
<p>1. Lighting Describe the lighting at your usual workstation. Is it: About Right <input type="checkbox"/> Too Bright <input type="checkbox"/> Too Dark <input type="checkbox"/></p> <p>Do you get distracting glare or reflections on your screen: Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Constantly <input type="checkbox"/></p> <p>What control do you have over local lighting: Full Control <input type="checkbox"/> Some Control <input type="checkbox"/> No Control /10</p>	
<p>2. Temperature and Humidity At your workstation, is it usually: Comfortable <input type="checkbox"/> Too Warm <input type="checkbox"/> Too Cold <input type="checkbox"/> Cold most of the time <input type="checkbox"/></p> <p>Is the air around your workstation: Comfortable <input type="checkbox"/> Too Dry <input type="checkbox"/> /10</p>	
<p>3. Noise Are levels of noise comfortable: Yes <input type="checkbox"/> No <input type="checkbox"/> /10</p>	
<p>4. Space Describe the amount of space around your workstation: /10 Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/></p> <p>If space inadequate can:</p> <p>a) Space be created Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>b) the office be rearranged to create greater space Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

FURNITURE:
<p>5. Chair Can you adjust the height of the seat: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Can you adjust the seat back height and tilt adjustment			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the chair stable:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does it allow movement:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the chair in a good state of repair:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			/10
If your chair has arms do they get in the way:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		No Arms	<input type="checkbox"/>
Is the small of the back supported by the chair's backrest:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are forearms horizontal and eyes at roughly the same height as the top of the VDU:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are feet flat on the floor:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6. Desk			
Is the desk surface large enough to allow you to place all your equipment where you want it:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the height of the desk suitable:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the desk have a matt surface (non reflectant):			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			/10
7. Footrest			
If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Feet placed flat on floor	<input type="checkbox"/>
			/10
8. Document Holder			
If it would be of benefit to use a document holder, has one been supplied:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have a document holder, is it adjustable to suit your needs:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			/10

DISPLAY SCREEN EQUIPMENT:			
9. Display Screen			
Can you easily adjust the brightness and the contrast between the characters on screen and the background:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the screen swivel and tilt:			

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Is the screen image stable and free of flicker and jitter:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Is the screen at a height which is comfortable for you:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	/10

10. Keyboard				
Is the keyboard separate from the screen:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Can you raise and lower the keyboard height:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Can you easily see the symbols on the keys:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Is there enough space to rest your hands in front of the keyboard:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Has a keyboard wrist rest been supplied:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	/10

11. Mouse, Trackball etc				
Is the device suitable for the tasks it is used for:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Is the device positioned close to the user:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Is there support for the device user's wrist and forearm:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	/10
Does the device work smoothly at a speed that suits the user:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Can the user easily adjust software settings for speed and accuracy of the pointer:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Has a mouse mat with wrist rest been supplied				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

12. Software				
Do you understand how to use the software:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	/5

13. Eyesight				
Has the user been advised of their entitlement to eye and eyesight testing:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
When was their last eye test:				
Do you wear glasses/contact lenses:				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	/10

Do you wear them all the time: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you wear glasses/contact lenses for (please tick relevant boxes) Reading <input type="checkbox"/> Distance Vision <input type="checkbox"/> Only when working on DSE <input type="checkbox"/> Do you wear bi-focals <input type="checkbox"/>	
14. Breaks Does the user take regular breaks working away from VDU's: Yes <input type="checkbox"/> No <input type="checkbox"/> If not, why not:.....	
15. Health Effects When using the DSE do you get any of the following aches, pains or sensory loss:	
The Neck	Yes <input type="checkbox"/> No <input type="checkbox"/>
Back	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shoulder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Upper Limbs	Yes <input type="checkbox"/> No <input type="checkbox"/>
/20	
Do the symptoms ever persist after you have finished DSE work: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, approximately for how long a period of time:.....	
TOTAL	/150 = % compliance

RISK MATRIX

RISK = LIKELIHOOD OF OCCURANCE X SEVERITY OF HARM

SEVERITY OF HARM		
Very Harmful (Death or Major Injury)	Harmful (Injured more than 3 days)	Harmful (Minor injury or Damage)

Extremely likely to occur	VERY HIGH RISK	HIGH RISK	MEDIUM RISK
Frequent, often or possible	HIGH RISK	MEDIUM RISK	LOW RISK
Slight chance of occurring	MEDIUM RISK	LOW RISK	VERY LOW RISK

Below identifies the recommendations and time frames in which corrective actions must be implemented and assessment review undertaken

- Very High Risk/High Risk = within 3/12**
Medium Risk = within 6/12
Low/Very Low Risk = within 1 year

Assessors Comments:	
Signature:	Date:
Manager's Comments:	
Signature:	Date:

DSE USER ACKNOWLEDGEMENT

Training

Employers must provide adequate health and safety training in the use of workstation equipment (Regulation 6 of The Display Screen Equipment Regulations 1992).

Where a person has DSE equipment but does not fall within the definition of a “user”, the general duty to give instruction and training etc, under Section 2 of The Health and Safety at Work etc Act 1974 applies.

Training under Regulation 6 should be directed towards reducing the risks of musculoskeletal problems, visual difficulties and mental stress. The “user” needs to understand:

1. The importance of comfortable posture and postural change
2. How and why to adjust furniture and equipment

3. Sensible layout and positioning of workstation equipment
4. Requirements for screen cleaning and other maintenance
5. The importance of breaks and/or changes of activity
6. The need to report problems promptly and the procedures for this

Employees' Duties

The Management of Health and Safety at Work Regulations require each employee to properly use any equipment, system of work or other measures provided by the employer in accordance with the instruction and advice that has been given. This general duty extends to the proper use of DSE. A similar but more general requirement also exists under Section 7 of The Health and Safety at Work etc Act 1974.

I understand the findings of this risk assessment and agree to comply with the identified remedial actions identified therein.

I also understand my rights to a two yearly eye screening and how to obtain access to it.

It is understood that should I experience any difficulties with the computer, workstation or my health, that I must inform my Line Manager immediately.

Name of DSE User:.....

Signature of DSE User:.....

Date:.....

ELECTRICAL ITEMS REGISTER

Name of Premises:.....

ELECTRICAL ITEM	LOCATION	PURCHASE/ACQUIREMENT DATE

Assessor:
Date of Fire Risk Assessment:
Date of Previous Fire Risk Assessment:
Suggested Date for Review:

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

This fire assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect it is no longer valid or there have been significant changes.

GENERAL INFORMATION

1. THE BUILDING

1.1	Number of Floors:	
1.2	Brief details of construction:	

2. THE OCCUPANTS

2.1	Approximate maximum number:	
2.2	Approximate number of employees at any one time:	

2.3	Maximum number of members of public:	
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3. OCCUPANTS AT SPECIAL RISK

3.1	Sleeping occupants:	
3.2	Disabled occupants:	
3.3	Occupants in remote areas:	
3.4	Others:	

4. FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

4.1	Reasonable measures taken to prevent fires of electrical origin?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2	Fixed installation periodically inspected and tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Portable appliance testing carried out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable policy regarding the use of personal electrical appliances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable limitation of trailing leads and adapters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. SMOKING

5.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	More specifically:		
5.2	Smoking prohibited in the building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Smoking prohibited in appropriate areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable arrangements for those who wish to smoke?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5.3	Comments and hazards observed: No Smoking Allowed on premises.
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6. ARSON

6.1	Does basic security against arson by outsiders appear reasonable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.3	Comments and hazards observed:		

Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

7. PORTABLE HEATERS AND HEATING INSTALLATIONS

7.1	Is the use of portable heaters avoided as far as practicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.2	If portable heaters are used:		
	Is the use of the more hazardous type (e.g. radiant bar fire or LPG appliances) avoided?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are suitable measure taken to minimize the hazard of ignition of combustible materials?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.3	Are fixed heating installations subject to regular maintenance?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.4	Comments and hazards observed:		

8. COOKING

8.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.2	More specifically:			
	Filters changed and ductwork cleaned regularly?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable extinguishing appliances available?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.3	Comments and hazards observed:			

9. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION

9.1	Ignition sources;	
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9.2	Comments and hazards observed:

10. HOUSEKEEPING

10.1	Is the standard of housekeeping adequate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	More specifically:		
	Combustible materials appear to be separated from ignition sources?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Avoidance of unnecessary accumulation of combustible materials or waste?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Appropriate storage of hazardous materials	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
	Avoidance of inappropriate storage of combustible materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.2	Comments and hazards observed:		

FIRE PROTECTION MEASURES

11. MEANS OF ESCAPE

11.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.2	More specifically:		
	Adequate provision of exits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Exits easily and immediately open where necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Fire exits open in direction of escape where necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Avoidance of sliding or revolving doors as fire exits where necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Satisfactory means for securing exits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Reasonable distances of travel:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Where there is a single direction of travel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Where there are alternative means of escape?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable protection of escape routes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Suitable fire precautions for all inner rooms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Escape routes unobstructed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.4	Comments and deficiencies observed:		

12. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

12.1	It is considered that there is:		
	Compartmentation of a reasonable standard*.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Reasonable limitation of linings that may promote fire spread.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.2	Comments and deficiencies observed:		

*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

13. EMERGENCY ESCAPE LIGHTING

13.1	Reasonable standard of escape lighting system provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.2	Comments and deficiencies observed:		

14. FIRE SAFETY SIGNS AND NOTICES

14.1	Reasonable standard of fire safety signs and notices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.2	Comments and deficiencies observed:		

15. MEANS OF WARNING IN CASE OF A FIRE

15.1	Reasonable manually operated electrical fire alarm system provided ⁵ ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15.2	Automatic fire detection provided?	Yes <input type="checkbox"/> (throughout building)	Yes <input type="checkbox"/> (part of building only)	No <input type="checkbox"/>
15.3	Remote transmission of alarm signals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

15.4	Comments and deficiencies observed?
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16. MANUAL FIRE EXTINGUISHING APPLIANCES

16.1	Reasonable provision of portable fire extinguishers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16.2	Hose reels provided?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.3	Comments and deficiencies observed:			

MANAGEMENT OF FIRE SAFETY

17. PROCEDURES AND ARRANGEMENTS

17.1	Person responsible for fire safety:	Manager		
17.2	Competent person(s) available to assist in implementation of fire safety legislation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Comments:			
17.3	Appropriate fire procedures in place? (including arrangements for summoning the fire and rescue service)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Comments:			
17.4	People nominated to respond to fire?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Comments:			
17.5	People nominated to assist with evacuation?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments:				
17.6	Appropriate liaison with fire brigade?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:				
17.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:				

18. TRAINING AND DRILLS

18.1	Are all staff given instruction on induction?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:				
18.2	Are all staff given periodic “refresher training” at suitable intervals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:				
18.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:				
18.4	Are fire drills carried out at appropriate intervals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:				

19. TESTING AND MAINTENANCE

19.1	Adequate maintenance of workplace?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments and deficiencies observed:				
19.2	Weekly testing and periodic servicing of fire detection and alarm system?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments and deficiencies observed:				
19.3	Monthly, six-monthly and annual testing routines for emergency lighting?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments and deficiencies observed:				
19.4	Annual maintenance of fire extinguishing appliances?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Comments and deficiencies observed:			
19.5	Routine checks of final exit doors and/or security fastenings?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Comments:			

20. TESTING

22.1	Appropriate Records of:			
	Fire Drills?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Fire Training?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Fire Alarm Tests?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Escape Lighting Tests?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Maintenance and testing of other protection systems?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.4	Comments:			

FIRE RISK ASSESSMENT

RISK MATRIX

RISK = LIKELIHOOD OF OCCURANCE X SEVERITY OF HARM

	SEVERITY OF HARM		
	Very Harmful (Death or Major Injury)	Harmful (Injured more than 3 days)	Harmful (Minor injury or Damage)
Extremely likely to occur	VERY HIGH RISK	HIGH RISK	MEDIUM RISK
Frequent, often or possible	HIGH RISK	MEDIUM RISK	LOW RISK
Slight chance of occurring	MEDIUM RISK	LOW RISK	VERY LOW RISK

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Very Low Low Medium High Very High

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the even of fire would be:

Slight chance of occurring Frequent, often or possible Extremely likely to occur

In this context, a definition of the above terms is as follows:

Slight chance of occurring: Outbreak of fire unlikely to result in serious injury or death of any occupant

Frequent, often or possible: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extremely likely to occur: Significant potential for serious injury or death of one or more occupants.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Negligible Low

Definition of priorities (where applicable):

	Recommendations	By When/Whom	Actions Completed

WEEKLY FIRE PRECAUTIONS CHECKLIST

Completed by:

Premises:.....

Date:

To Check	Tick or N/A	Any Action
Fire exit doors are easy to open		
Fire exit doors free from obstruction		
Internal escape routes clear and safe		
External escape routes clear and safe		
Internal fire doors are kept shut		
Fire extinguishers are readily available		
Fire alarm system works		

correctly		
Fire alarm heard by everyone		
Exit signs in good condition and correct		
Fire extinguishers visible/unobstructed		
Fire doors close properly		
Fire extinguishers refilled if used		
Smoke detectors work		
Fire drills carried out 6 monthly		
Fire drill reports completed & filed		
Extension lead use is kept to a minimum		
Extension leads not overloaded		
Actions carried over – check each week that any issues have been rectified		
Report any defects to the Manager immediately		

To be completed by the Duty Personnel and filed in the health and safety file for auditing purposes.

FIRE ACTION

IF YOU DISCOVER A FIRE

- Immediately operate nearest alarm call - point

ON HEARING THE ALARM

- leave the area calmly taking any children in your care with you taking the register with you
- Inform the Manager/Deputy immediately
- Direct the children to the Assembly Point and check all are present.

MANAGEMENT TEAM

- Call the fire brigade immediately by TELEPHONE
 - a. Lift the receiver and dial '999'

**USE THE NEAREST AVAILABLE EXIT
DO NOT USE LIFTS**

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

RECORD SHEET

WEEKLY FIRE BELL/EMERGENCY LIGHT TEST

(Please ensure fire alarms are heard throughout the premises and grounds)

DATE	BELL NUMBER	EMERGENCY LIGHTS	FAULTS TO REPORT	SIGNATURE

Q2 Can the operation be avoided/mechanised/automated at a reasonable cost?

If 'NO' complete detailed assessment. If 'YES' no assessment required

Section B – Overall Assessment of Risk

Q3 What is your overall assessment of the risk of injury?

Insignificant / Low /Medium/ High

If insignificant, the assessment is complete, otherwise identify remedial action required to reduce risk.

Section C – Remedial Action

Q4 What remedial steps need to be taken in order of priority?

(1)

(2)

(3)

(4)

DETAILED ASSESSMENT

Question	YES/NO	Level of Risk Low/Med/High	Controls
The tasks, do they involve?			
Holding loads away from the trunk			
Twisting			
Stooping			
Reaching upwards			
Large vertical movements			
Long carrying distances			
Pushing or pulling			
Unpredictable movements of the load			
Repetitive handling			
Insufficient rest or recovery			
The loads, are they?			
Heavy			

Bulky			
Difficult to grasp			
Unstable/unpredictable			
Intrinsically harmful			
The working environment, are there?			
Constraints on posture			
Poor floors			
Variations in levels			
Hot/Cold/Humid conditions			
Strong air movement			
Poor lighting conditions			
Tripping Hazards			
Individual capability, does the job?			
Require unusual capability			
Hazard those with a health problem			
Hazard those who are pregnant			
Call for special information/training.			
Other Factors?			
Is movement hindered by clothing			
Is PPE required			

RISK ASSESSMENT

AREA OR ACTIVITY	
HAZARD	
WHO COULD BE HARMED	
EXISTING CONTROLS	

RISK RATING AND REASON	
FURTHER CONTROL MEASURES REQUIRED	
BY WHOM	
BY WHEN AND HOW OFTEN	
SIGNED	
DATED	
REVIEW DATE	

Risk Rating – The Formula

RISK = LIKELIHOOD OF OCCURANCE X SEVERITY OF HARM

				Severity of Harm		
				Very Harmful (Death or Major	Harmful (Injured more than 3 days)	Harmful (Minor injury or Damage)
Extremely likely to occur		VERY HIGH RISK		HIGH RISK		MEDIUM RISK
Frequent, often or possible		HIGH RISK		MEDIUM RISK		LOW RISK
Slight chance of occurring		MEDIUM RISK		LOW RISK		VERY LOW RISK

Suggested Actions

Once you have decided on the risk rating for each hazard in the workplace, you will be able to priorities actions. The higher the risk, the greater the need to implement control measures to control the risk. All hazards involving children are classed as a priority.

Very high risk	Must receive immediate attention to eliminate or reduce risk
High risk	Must receive attention as soon as possible to reduce risk
Medium risk	Should receive attention to check if risk can be reduced and if satisfactory systems are in place
Low risk	Low priority
Very low risk	Low priority

NEW AND EXPECTANT MOTHERS RISK ASSESSMENT

PERSONS AFFECTED AND MAIN ACTIVITIES	
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Please tick as appropriate	New mother <input type="checkbox"/>	Expectant mother <input type="checkbox"/>	Breast feeding <input type="checkbox"/>
DATE INFORMED IN WRITING OF PREGNANCY			
IDENTIFY THE SPECIFIC HAZARDS FROM THE CATEGORIES OVERLEAF			
IDENTIFY CONTROL MEASURES			
RISK RATING AND REASON			
FURTHER CONTROL MEASURES REQUIRED			
BY WHOM			
BY WHEN AND HOW OFTEN			
SIGNED			
DATED			
REVIEW DATE			

HAZARD CATEGORIES - Please tick the appropriate hazards

Physical risks

- Movements and postures: prolonged sitting ; prolonged standing ; work in confined space ;
 Manual handling of loads
 Shocks and vibration

Noise

Biological agents

- Biological agents known to cause abortion or physical and neurological damage
Examples of biological agents :Brucella spp, Chlamydia (psittaci/trachomatis), Listeria monocytogenes, Mycobacterium tuberculosis, Treponema pallidum (syphilis), Toxoplasma gondii, Cytomegalovirus, Herpes simplex. Hepatitis virus, HIV, Paramyxoviridae (mumps/measles), Parvovirus and Rubella
- Chemical agents and industrial processes subject to the control of carcinogenic substances procedures in COSHH
- Antimitotic (cytotoxic)drugs
- Chemical agents that can be absorbed through the skin eg pesticides
- Carbon monoxide

Working conditions

- Resting facilities
- Hygiene facilities
- Storage facilities
- Mental and physical fatigue and working hours
- Occupational stress
- Passive smoking
- Extremes of temperature
- DSE work
- Lone working
- Working at height
- Travelling inside and outside the workplace
- Work-related violence
- Work equipment and personal protective clothing ie ill fitting
- Appropriate meal and refreshment breaks

Personal factors

- Morning sickness
- Backache
- Varicose veins
- Haemorrhoids
- Frequent visits to the toilet
- Increasing size
- Tiredness
- Balance
- Comfort

WEEKLY PREMISES CHECKLIST: PREMISES:.....

Completed by: Date:

Actions Carried Over From Last Week		
To Check	Tick	Any Action

Heating equipment working		
All lights are working		
Is shelving stable and not overloaded		
Floors/passageways/stairs unobstructed		
Condition of flooring/mats adequate		
First Aid Boxes correctly stocked		
Electrical equipment in good order		
Perimeter fencing undamaged and in good condition		
Garden free from uneven surfaces/paving slabs		
Garden maintained and kept in good condition		
Garden furniture in good condition		
Hazardous substances kept locked away		
All accidents/incidents have been recorded		
Accident Forms filed correctly		
Any RIDDOR reportable accidents/incidents reported to Incident Contact Centre		
Housekeeping completed to a high standard		
Laundry room/area clean and tidy		
Stock rooms tidy		
Have any defects been reported – if yes, what action has been taken to rectify the problem		
Toilets clean and well supplied		
Health and Safety File well maintained		
Health and Safety Notice Board has appropriate information displayed		
New staff have completed their induction		
Furniture undamaged and clean		
Windows closed and are secure		
Doors open and close safely		
No trailing cables		
Actions To Carry Over to Next Week		

Any issues with any of the above must be reported to the Manager immediately. Ensure this is filed in the Health and Safety file for auditing purposes.

WHAT STRESSES YOU AT WORK

Look at the list and decide which of the following work situations you find most stressful. Rate them according to their level of stressfulness for you. 10 being extremely stressful and 1 being not stressful at all. If you find other situations stressful, add them to the bottom of the page.

Possible Stress Inducer	Your Rating
Being overloaded with work	
Getting to grips with a new position/task	
Travelling to and from work	
Travelling in the course of your work	
Having to work extra hours	
Having to take work home	
Managing or supervising others	
Difficulties/fears about superiors	
Lack of communication at work	
Inability to delegate	
Difficulty to be assertive in the workplace	
Attending meetings	
Public speaking	
Administration of paperwork	
Office politics	
Working to deadlines	
Not having enough time to do your work	
Effects of work on home and family life	
Effects of home and family life on work	
Feeling unsure about your abilities	
Feelings of not being liked	
Other – details:	
Other – details:	
Other – details:	
Other – details:	
Other – details:	

This form does not have to be seen by anyone as it is for your information and assistance only.

If there are any issues you would like to discuss confidentially, you can contact the Health and Safety Advisor, who will only discuss your feelings with your Manager (if your permission is given).

CHECKLIST OF STRESS SYMPTOMS

To assess your current level of stress, indicate how often you have been troubled by the following 'symptoms' within the last 3 months:

0 = Never/rarely 1 = Occasionally 2 = Frequently 3 = Always

Physical Symptoms				
Headaches or migraine	0	1	2	3
Neck or back ache	0	1	2	3
Sleep disturbances or insomnia	0	1	2	3
Constant tiredness	0	1	2	3
Upset stomach/nausea	0	1	2	3
Loss of appetite	0	1	2	3
Craving for food/comfort eating	0	1	2	3
Feeling faint or dizzy	0	1	2	3
Sweating without good cause	0	1	2	3
Breathlessness without exertion	0	1	2	3
Nail-biting	0	1	2	3
Nervous twitches	0	1	2	3
Constipation or diarrhoea	0	1	2	3
Anxiety attacks	0	1	2	3
High blood pressure	0	1	2	3
Eczema	0	1	2	3
Indigestion/heartburn	0	1	2	3
Mental Symptoms				
Difficulty concentrating	0	1	2	3
Difficulty making decisions	0	1	2	3
Poor memory	0	1	2	3
Difficulty solving problems	0	1	2	3
Emotional Symptoms				
Suppressed anger	0	1	2	3
Feeling unable to cope	0	1	2	3
Frustration	0	1	2	3
Bored and dissatisfied	0	1	2	3
Crying a lot	0	1	2	3
Loss of sense of humour	0	1	2	3
Feeling like a failure	0	1	2	3
Fear of disapproval	0	1	2	3

Behavioural Symptoms				
Putting off urgent tasks	0	1	2	3
Not finishing tasks before starting a new one	0	1	2	3
Irritability/over-reacting	0	1	2	3
Aggressive behaviour	0	1	2	3
Passive behaviour	0	1	2	3
Loss of enthusiasm for work/apathy	0	1	2	3
Sudden mood changes	0	1	2	3
Having more accidents	0	1	2	3
Using coffee, tobacco or drugs more than usual	0	1	2	3
Lack of interest in doing things at home	0	1	2	3
Being over critical of others	0	1	2	3
Being un-co-operative	0	1	2	3
Extended lunches	0	1	2	3
Arriving late and leaving early	0	1	2	3
Taking a lot of sick leave	0	1	2	3
Absenteeism	0	1	2	3

It is not the score that is important but the number of 'symptoms' on which you score 2 or 3. If you are showing more than 6 'symptoms' with scores of 2 or 3, then you may have a current stress problem.


Adapted from Cartwright and Cooper, 1994

This form does not have to be seen by anyone as it is for your information and assistance only, although if you are showing signs of stress problems it is advised that you seek advice and be open with your Manager, as Donyland Lodge will not be in a position to assist you if they are unaware of any problems you may have.

If there are any issues you would like to discuss confidentially, you can contact the Health and Safety Advisor, who will only discuss your feelings with your Manager if your permission is given.

Do's and Don't's for Visitors to Donyland Lodge

Visitors to Donyland Lodge are expected to adhere to a few basic principles in order to keep themselves and the young people safe.

- Do not be alone or in an isolated situation with a young person. If this happens, remove yourself from the situation or contact a member of staff.
 - Do not offer young people cigarettes, even if they are, or say they are, over sixteen.
 - Do not light cigarettes for young people, even if they are, or say they are, over sixteen.
 - Do not smoke in front of young people and smoke only in designated areas.
- 
- Do not allow young people to use tools, equipment or materials.
 - Do not deal with any situation that arises with a young person – call a member of staff immediately.
 - Do ask a member of staff for help if a young person is preventing you from carrying out your job.
 - Do listen to any advice or instruction from staff.
 - Do ensure a member of staff is aware of where you are working at all times.
 - Do ensure your vehicles are locked and your tools and belongings are safe at all times – Donyland Lodge can accept no responsibility for loss or damage.
 -

I have read, understood and will adhere to the procedures above

Signature:.....

Date:.....

Print

Name:.....

.....