

# HEALTH AND SAFETY POLICY

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## GENERAL POLICY STATEMENT

1. The Federation regards the promotion of Health, Safety, Welfare and Environmental Protection as a mutual objective for the Federation and its employees at all levels. This policy shall be reviewed at least annually or as legislation changes.
2. It is the Federation's policy to do all that is reasonable to prevent personal injury and hazard to health by protecting persons including the public from foreseeable work and environmental hazards in so far as they come into contact with the Federation or its work.
3. In particular the Federation undertakes to:
  - 3.1 Provide and maintain safe and healthy working conditions, as is reasonably practical and comply with statutory Health & Safety requirements.
  - 3.2 Adhere to appropriate local and national health & safety standards.
  - 3.3 Provide training, instruction, information and supervision to enable employees to perform their work safely.
  - 3.4 Control emissions to the atmosphere and disposal of waste materials so as far as is reasonably practicable and comply with statutory environmental health legislation.
  - 3.5 Assess the risks associated with substances used in the course of our business and advise on the Health & Safety precautions to be taken.
  - 3.6 Provide necessary safety devices and personal protective equipment and provide instructions on their use.
  - 3.7 Carry out regular inspections of the workplace and take appropriate action to safeguard against hazards and eliminate / reduce the risk of accidents.
  - 3.8 Carry out audits to ensure the Federation's Health & Safety and Environmental Policies and Procedures are being complied with.
  - 3.9 Maintain a constant and continuing awareness and interest in Health and Safety and Environmental matters.
  - 3.10 Actively participate in developing occupational Health & Safety standards within the organisation and through involvement with external organisations.

4. Employees have a duty to:

- 4.1 Take reasonable care of the Environment and the Health & Safety of themselves and other persons who may be affected by their acts or omissions whilst at work.
- 4.2 Co-operate in performing any duty or comply with any requirement in the interests of health, safety and environmental protection and in particular: -
  - a) By using the personal protective equipment provided;
  - b) By reporting incidents that have led or may lead to injury, or may be a hazard to health or the environment and by co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence;
  - c) By carrying out their work in such a way so as not to put the Health & Safety of the users of our equipment at risk;
  - d) By carrying out Federation policy and procedures, ensuring a safe place of work.

## ORGANISATION

Every employee has a responsibility for carrying out the Federation's Health and Safety Policy.

In particular, specific responsibility is assigned as follows:

### EXECUTIVE PRINCIPAL

Overall responsibility for ensuring compliance with the Federation's Health, Safety, and Environmental Policies. Responsible for promoting Health & Safety awareness and ensuring that employees use safe working methods and procedures at all times. Investigating and reporting hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents, responsible for providing day-to-day instruction on safe working methods.

- Accident investigation and reporting.
- Workplace safety inspections.
- Ensuring employees are provided with suitable personal protective equipment.
- Ensuring that employees are aware of any hazards or risks involved with any material, equipment or substance used and that proper precautions are taken where necessary.

The Executive Principal has overall responsibility for ensuring compliance with the Federation's Health and Safety Policy.

## OPERATIONS MANAGER

- Ensuring that electrical hand tools and equipment are regularly tested and recorded in line with Federation policy.
- Ensuring that all work equipment is examined regularly and tested in line with statutory requirements.
- Responsible for ensuring the monitoring of emissions to the atmosphere through air, drains and local sewers from premises.
- Responsible for ensuring fire/emergency procedures and equipment are in place and that procedures are communicated to all employees, sub-contractors and visitors along with the provision of suitable training in the use of fire/emergency equipment for all employees.

## ALL EMPLOYEES

All employees must take reasonable care for the Health & Safety of themselves and other persons, including the public who may be affected by their acts or omissions whilst at work.

All employees are responsible for observing Health, Safety and Environmental Policies, and Procedures, reporting accidents, dangerous occurrences and conditions promptly to supervision. Ensure proper use and care of personal protective equipment supplied in the interest of Health & Safety. Ensuring proper use of work equipment and machinery and adhering to safe systems of work.

All employees must assist in promoting Health & Safety, & Environmental awareness.

## SUB-CONTRACTORS

Sub-contractors employed by the Federation are required to comply with requirements of all relevant Health & Safety legislation and in particular with: -

- taking reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their work;
- using safe systems and methods of work;
- providing suitable personal protective equipment;
- reporting accidents and dangerous occurrences promptly in line with statutory requirements.

It is Federation policy that sub-contractors employed by the Federation have the same level of Health and Safety cover as our Federation and are to provide information on safe systems of work, including method statements and risk assessments for potentially hazardous work tasks that may be carried out at our premises.

## ARRANGEMENTS

### TRAINING

All employees will be interviewed and assessed during annual performance reviews to establish their training requirements. Records will be kept and a training programme will be established giving priority to the most hazardous areas and needs of young and/or new employees. No person will be permitted to use an article of plant unless they are selected and trained to do so. In addition, they will not be permitted to operate any machinery, apparatus, tool or installation until appropriate training has been provided. Arrangements will be made, where necessary, for suitable training of staff in the use of the firefighting equipment and its proper maintenance. Where appropriate, Management provides new employees with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, advising on Health & Safety hazards and explaining safe systems and methods of work. Where necessary employees are provided with suitable personal protective equipment and record the issue of such equipment in the Health & Safety file.

### HEALTH & SAFETY PROMOTION

All employees are responsible for promoting a positive and active attitude and approach toward Health & Safety at work and Environmental Protection. The management will issue information and advice regarding Health & Safety matters to help employees keep abreast of current issues and new initiatives. The Executive Principal and supervisors will constantly enforce the need for safe working on our premises.

### HOUSEKEEPING

Good housekeeping and sensible safety precautions are the foundation of the Safety Policy and everyone must play their part. All employees are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.

### *A CLEAN WORKPLACE IS A SAFE WORKPLACE*

### HAZARD AND RISK ASSESSMENT

The Federation has a duty to identify hazards at work and assess the risks of accidents occurring. Hazard and Risk Assessment will be carried out in all work areas. Management will ensure that such assessments are carried out by competent persons. In all cases, steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Hazard and risk assessment must be reviewed when significant changes in the working environment or working processes occur.

## SAFE SYSTEM OF WORK

The Federation will provide a safe system of work and to this end will ensure that detailed instructions and information is made available for all works / operations carried out by the Federation. This will enable all employees to carry out their tasks in a safe and efficient manner.

## MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

The Federation will undertake to make a suitable and sufficient assessment of the risks to workers and others who may be affected by its undertaking and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to take the relevant action to protect the Health & Safety of its workforce and others who may be affected.

### THIS WILL INVOLVE: -

1. Ensuring that all relevant risks and hazards are addressed.
2. Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions.
3. Taking account of existing preventative or precautionary measures.
4. Addressing what actually happens in the workplace or during the work activity.
5. Ensuring that all groups of employers and others who might be affected are considered.
6. Identifying groups of workers who might be particularly at risk.

The risk assessments will be used positively by the Federation to change working procedures and improve health & safety performance.

## REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents must be reported immediately to supervision and recorded in the Accident Book (loose leaf Accident Form accessible on the computer network shared area). Accidents and dangerous occurrences must be thoroughly investigated by the Executive Principal to establish the cause and action taken to eliminate or minimise the risk of reoccurrence. Cases of industrial injury will be reported to the Executive Principal at the earliest opportunity. The appointed Health & Safety Consultants must be informed of accidents and dangerous occurrences and be given the opportunity to investigate and make recommendations where appropriate. Reportable accidents and dangerous occurrences must be reported using form (F2508). This form is to be sent directly to the local area Health & Safety Executive Office and a copy given to the Executive Principal. In addition, accidents and/or injury to personnel or the general public must be reported to the Federation's insurers. Reportable accidents and dangerous occurrences which are for fatalities or major injuries only may also be reported to the Incident Contact Centre by telephoning: 0845 300 9923. The Operations Manager can do this on your behalf.

## PROCEDURE IN THE EVENT OF SERIOUS OR FATAL ACCIDENT

This is a summary of the action to be taken in cases of a serious or fatal accident or serious incident.

This procedure applies in cases where employees, in the course of their work, are seriously or fatally injured and also in cases of a serious incident that may have resulted in serious or fatal injury.

This procedure also applies in cases where persons not employed by the Federation are involved in a serious or fatal accident or serious incident directly associated with work carried out by employees of the Federation.

The employee, or in cases where the employee is incapacitated, the first person on the scene of an incident or accident must, where an accident or incident occurs on our premises: -

Contact immediate supervision by the quickest means. In cases when the Executive Principal is not immediately available, the following information must be obtained and passed on to the Executive Principal urgently: -

- (a) NAME OF CALLER
- (b) LOCATION AND ADDRESS OF ACCIDENT OR INCIDENT
- (c) TELEPHONE NUMBER
- (d) NAME (S) OF EMPLOYEES/PERSONS INVOLVED
- (e) NATURE OF ACCIDENT OR INCIDENT AND CURRENT STATUS OF PERSON INVOLVED.
- (f) WHAT ACTION HAS BEEN TAKEN

In cases where the Executive Principal cannot be contacted, the information must be given to the management in ascending order of seniority. The Vice Principal must assume the role of the Foreman in respect of this procedure. This procedure does not replace other Health & Safety procedures currently in force. You must also continue to report all accidents in the usual way through supervision.

## PROTECTIVE CLOTHING AND EQUIPMENT

The Team Leader/Team Manager (TL/TM) will ensure that adequate supplies of all necessary protective clothing or equipment are available in the workplace for issue as required.

The TL/TM will ensure that before employees are set to work that any necessary protective clothing is provided. Any person in the workplace carrying out any process which requires the use of protective clothing or equipment will be informed of the statutory or Federation policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The TL/TM will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Federation. All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE. All management staff will set a good example in the wearing of personal protective equipment where required.

### MANUAL HANDLING

Whenever possible, lifting and moving heavy items should be carried out using mechanical handling equipment. If such equipment is not available and the load is too much for one person, assistance must be sought and an assessment of the task carried out. Employees must not attempt to lift or move something that is beyond their capability. If the load has sharp edges or abrasive surfaces, gloves must be worn. An assessment of all potentially hazardous manual handling operations will be carried out by a competent person in line with the Manual Handling Regulations 1992.

### WORKING WITH ELECTRICAL EQUIPMENT AND HAND TOOLS

Whenever possible, work on electrical systems should be carried out after the system has been isolated. This should include actual isolation of the equipment from the power supply. In order to prevent inadvertent reconnection, the isolation mechanism should be 'locked off' whenever possible and clearly marked as such. Where it is necessary to work on live equipment, suitable precautions must be taken to prevent injury. A suitably qualified competent person must carry out any such work under a Permit to Work. Whenever possible, low voltage equipment and supplies should be used.

### PORTABLE APPLIANCE TESTING AND INSPECTION

The Operations Manager will ensure that all portable electrical equipment is regularly visually inspected and PAT tested. This includes electrically operated office equipment. Equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested. A record must be maintained of the inspection and test and kept on file.

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (as amended in 2004)

We are required to monitor substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Information regarding the substances currently in use are summarised in our COSHH Assessment sheets. Any person responsible for purchasing substances for use at work for example, paint, solvents, oils, adhesives etc. must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on precautions it be taken. A copy of this information should be given to the Operations Manager for inclusion in the Health & Safety File. Management must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. All substances must be issued and stored in suitably marked containers, clearly identifying the contents.



## ASBESTOS

All work involving asbestos in any form will be carried out in accordance with The Control of Asbestos at Work Regulations 2012 and approved codes of practice. Disposal of waste containing asbestos will be carried out in accordance with Hazardous Waste Regulations 2005. Work involving the removal of asbestos materials covered by the Control of Asbestos at Work Regulations 2012 will be carried out by licensed contractors in accordance with the current approved code of practice with asbestos insulation and asbestos costing and asbestos insulating board. In the event of any unintentional release of or discovery of any asbestos materials, employees are instructed to cease work immediately and inform the Operations Manager. Work is not to commence again until the area has been made safe.

The College campus is completely free of any asbestos materials. CP and CN have an Asbestos Survey identifying presence.

## WASTE CONTROL

Waste oils, solvents etc. and other industrial waste materials must be disposed of using approved licensed disposal agents or contracts. Under no circumstances must waste oils and other substances be 'tipped' into drains, waterways, skips or any other un-approved or non-licensed point of disposal.

## VEHICLE SAFETY

Only authorised persons may drive a Federation vehicle. All drivers of Federation vehicles must ensure the vehicle is safe and properly maintained. All drivers must have a full, current UK driving licence applicable to the vehicle they are driving. Under no circumstances must mobile telephones be used whilst driving.

All Federation vehicle users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving.

## OFFICE SAFETY AND DISPLAY SCREEN EQUIPMENT

Trips, slips and falls are the most common occurrences of accidents in an office environment. The workplace must be kept clear of obstructions for example, open filing cabinets, paper and litter on floors, trailing cables etc. Particular care should be taken to keep stairs and landings clear and that lighting levels are adequate. When working at a desktop computer ensure that your workstation is suitably organised and that: -

- The seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and back.
- You avoid excessive glare and reflection.
- The keyboard is at the correct angle.
- If copying from documents, they are the same distance as the screen and ideally at the same height.

- It you are working repetitively for long periods, take short breaks to give your hands and eyes a rest.
- Display screen equipment will be assessed by a competent person to identify any hazards that may exist and to advise on actions to be taken.
- Habitual users of display screen equipment will be provided with vision screening and eye tests in line with our Display Screen Policy.

### FIRST AID

The first aid facilities (per workplace) provided by the Federation shall be of: -

1. The provision of the appropriate number of qualified first aiders as described by statutory Regulation 9SI 917 / 1981).
2. The provision of adequate first aid facilities which shall comprise of: -
  - (a) First aid kit(s) appropriate to the size of the workplace / workforce as describe by statutory Regulations (SI 917 / 1981 and in First Aid at Work, Health & Safety Executive Booklet HR (R) 11 / 1981 as revised).
  - (b) An occupational first aider where required and defined by statue.

### FIRST AID TRAINING

1. The Federation shall ensure that first aid training is given by persons or organisations qualified to do so. This shall be made available to any members of the workforce expressing an interest provided that there is a need for additional first aider in the first aid contingent.
2. The Federation shall also: -
  - (a) Explain to new employees what they shall be required to do and to whom they will bear direct responsibility.
  - (b) Ensure that any new employees read and understand the Federation Safety Policy. (All employees are expected to sign to confirm this).
  - (c) Discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for this.
  - (d) Ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Federation's area of responsibility.
  - (e) Bring to the attention of new employees any prohibited or dangerous practices in connection with their work.

- (f) Ensure that adequate instruction has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing.
- (g) Give clear directions as to the first aid and emergency procedures.

When attempting to aid an accident victim, an untrained person may do more harm than good. The following points are particularly important:

- Do not try to remove a particle from a person's eye;
- Do not move an injured person or try to get him/her to stand. Moving a person with spinal injury can cause damage to nerves and may result in paralysis;
- Summon help immediately and keep the victim calm and warm. Where appropriate, first-aiders will be trained and appointed and provided with suitable facilities.

### FIRE AND EMERGENCY PROCEDURES

The Operations Manager will be responsible for providing and having maintained all firefighting equipment, fire doors, fire warning systems, fire blankets, notices and all associated equipment. At least once a year there will be an emergency escape drill. Fire procedures will be displayed along with notices for fire points, alarm points and directional signage on all workplaces under the Federation's control. It will be the responsibility of the Team Leaders/Team Managers to ensure that all new employees receive training in the Fire and Emergency Procedures on their first day at work along with training on the use of firefighting equipment.

The Operations Manager will ensure that all statutory checks/tests on firefighting appliances and associated alarms and equipment will be carried out.

Fire and Emergency Procedures will be drawn up for each individual premises under the Federation's control, along with the provision of the appropriate fire-fighting, warning system, associated equipment and signage for each individual location. Organisational responsibilities have been allocated to ensure that all Fire and Emergency Procedures including induction training are carried out within premises under the Federation's control and premises not under the Federation's control.

### COMMUNICATION & CONSULTATION

The Federation will encourage the active participation of all employees in promoting good health and safety practice within the Federation in line with The Health & Safety (Consultation with Employees) Regulations 1996.

1. Arrange for appropriate measures for the health and safety of employees.
2. The appointment of competent persons to provide advice and to implement emergency procedures. The Federation engages Brown's H&S to fulfil this statutory requirement.

3. The provision of information on risks to health and safety and on preventive measures.
4. The provision of adequate health and safety information and training before starting work and when exposed to new risks.

### NEW AND EXPECTANT MOTHERS

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999.

### YOUNG PERSONS

All risks to young persons (under 18 years old) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks and immaturity; specific factors in the risk assessment will be addressed. Information will be provided to the parents of school-age children about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over minimum school leaving age, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

### HIGHLY FLAMMABLE LIQUIDS

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instruction of the manufacturers. No materials will be allowed to be stored at the workplace unless we have a current instruction sheet from the suppliers. The workplace supervisor will ensure that such instructions are supplied and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres. The highly flammable store will be a strong metal container, located away from the any building and clearly marked 'NO SMOKING - HIGHLY FLAMMABLE'. The keys to the highly flammable store will be held by the Team Manager.

### WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992

The Federation will provide a safe place of work and working environment. Safe means of access and egress shall so far as is reasonably practicable be provided and maintained to and from every place at which any of the facilities provided in pursuance of these regulations is situated and every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the said facilities.

### STRESS

The Federation is committed to reducing so far as is reasonably practicable the causes of stress to its workforce. Whilst a reasonable degree of challenge and stress is acceptable as providing an added incentive to work, the management realise that excess stress amongst employees is very

counter-productive and they will endeavour to ensure that the causes of undue stress are avoided, enabling our employees to work at their best potential.

If an employee is suffering from or suspects that they are suffering from the effects of stress it is imperative that supervision is informed; also should any employee suspect that a colleague is suffering from stress, supervision should immediately be informed in order that corrective action may be taken. The Team Leader/Team Manager/Chief Finance Officer (CFO) is required to monitor the staff under their control for the possible signs of stress and report to the Executive Principal. Factors are monitored that might suggest a problem with stress-related illness in school, for example:

- High rates of absenteeism
- Staff turnover
- Poor performance
- Conflict between staff (or between staff and students)

Sickness Management processes also identify colleagues who might benefit from intervention, eg off site confidential counselling sessions

#### POLICY ON DRUGS AND ALCOHOL AT WORK

The Federation is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The Federation therefore aims to promote a healthy environment to minimise such problems, identify employees with possible problems at an early stage and offer all employees known to have alcohol or drug problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary. Employees are encouraged to approach a nominated partner to seek advice and assistance where appropriate. All information will be treated in utmost confidence. Should any employee suspect that an employee is affected by over indulgence in alcohol or any other substance, the Executive Principal requests that he is informed of the details. He will treat the information confidentially and be tactful in his endeavour to provide advice and assistance to the effected employee.

Every employee is reminded that under section 7 of the Health and Safety at Work etc. Act 1974 employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

#### OUT-OF-HOURS WORKING

Where operatives are required to work outside of normal working hours, special attention will be paid to their safety in respect of lighting access and egress and the need for supervision for employees working on their own in isolated areas of the workplace. Procedures will be set in place i.e. communication to ensure that the emergency services can be summoned if necessary.

## WORKING HOURS

In line with the Working Time Regulations 1998, the Federation will ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their full agreement. In addition, the required rest periods and breaks shall be arranged along with the appropriate holiday entitlement.

## NOISE

The Executive Principal will ensure that where it is reasonably practical to do so all plant provided is fitted with silencers, mufflers, doors, canopies, and that all equipment and noise reducing doors, are used.

Supplies of ear defenders or other hearing protection will be made available on the site / workplace for any operation where it is not practicable to reduce the noise levels to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise. A noise assessment will be carried out in areas of the workplace where the effect of noise may be potentially hazardous.

## WORKING AT HEIGHT

Prior to the commencement of any work at height a full assessment of the task will be completed by a competent person e.g. someone with the required knowledge, experience and qualifications.

## CONFINED SPACES

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces, e.g. sewers, ducting, silos, roof voids etc, is carried out in accordance with the Confined Space Regulations 1997. No person shall be permitted to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements set in place. All work in confined spaces shall be subject to a Permit to Work.

## HEALTH SURVEILLANCE

In line with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Regulations 2002, employees will be provided with appropriate health surveillance based on the outcome of risk assessment associated with work activities.

## THE CONTROL OF VIBRATION AT WORK REGULATIONS 2005

The Control of Vibration at Work Regulations 2005 requires that the Federation ensures that no employee shall be placed at risk from exposure to excessive vibration.

With respect to the dangers associated with HAVS, our Federation aim is to:

- Highlight those work activities that have the potential to cause hand-arm vibration syndrome (HAVS).
- Give information on identifying the level of risk associated with such activities.
- Suggest ways of reducing any significant risks to an acceptable level.

This we endeavour to do by:

1. Checking whether it is necessary to use the current types of tool or whether a task may be achieved a different way.
2. Minimise the need for operations and tools that expose workers to hazardous vibration.
3. Minimise the forces needed to control tools. Consider the maintenance of the equipment and whether there is likely to be deterioration in anti-vibration mountings, etc.
4. Reduce exposure times, e.g. by breaking up activities to minimise prolonged exposure, e.g. job share and rotation.
5. Operators will be able to maintain good blood circulation, with suitable gloves worn to assist. Heated handles, warm, weatherproof clothing, heating pads are amongst other aids that the Federation will also consider to minimise the risks.
6. A review of the above will be undertaken on a regular basis to ensure that a safe system of work is developed and maintained.

#### POLICY REVIEW

Employees are encouraged to bring to the attention of their immediate manager any areas which in their opinion this policy appears inadequate, such comments will be passed on to the Executive Principal for consideration and review. The Federation are committed to constant improvement in safety performance throughout the Federation. Review of this Policy will occur at least annually, provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, codes of practice or guidance notes.

## SITE ACCESSIBILITY

### INTRODUCTION

This document provides a framework on which the Federation base their arrangements for Accessibility Plans that are compliant with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010.

Federation Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period.

1. The Accessibility Plan has been drawn up based upon information available to the Federation, and in conjunction with students, parents, staff and governors of the school.
2. The Accessibility Plan will be reported upon annually in respect of progress and outcomes, and provide a projected plan for the four years period ahead of the next review date.
3. The Accessibility Plan is structured to complement and support the Federation Equality Objectives, and will similarly be published on the College website. We understand that the LA will monitor the Federation activity under the Equality Act 2010 (and in particular Schedule 10 regarding Accessibility) and will advise upon the compliance with that duty.
4. We are committed to providing an environment that enables full curriculum access, that values and includes all students, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs.
5. We are committed to taking positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the Federation.
6. The Accessibility Plan shows how access is to be provided and improved for disabled students, staff and visitors in a given timeframe and anticipating the need to make reasonable adjustments to accommodate their needs where practicable.
7. The Accessibility Plan contains relevant and timely actions to:
  - increase access to the curriculum for students with a disability, expanding the curriculum as necessary to ensure that students with a disability are as equally prepared for life as are the able-bodied students; this covers teaching and learning and the wider curriculum of the College such as participation in after-school clubs, leisure and cultural activities or College visits. It also covers the provision of specialist



- or auxiliary aids and equipment, which may assist these students in accessing the curriculum within a reasonable timeframe;
- improve access to the physical environment of the College, adding specialist facilities as necessary - this covers improvements to the physical environment of the Federation and physical aids to access education within a reasonable timeframe.
  - improve the delivery of written information to students, staff, parents and visitors with disabilities; examples might include hand-outs, timetables, textbooks and information about the College and College events; the information should be made available in various preferred formats within a reasonable timeframe.
8. The Accessibility Plan relates to the key aspects of physical environment, curriculum and written information, development training for staff will recognise the need to continue raising awareness on equality issues with reference to the Equality Act 2010.
9. The Accessibility Plan should be read in conjunction with the following College policies, strategies and documents:
- Curriculum Policy;
  - Equality Objectives;
  - Health & Safety Policy (including off-site safety);
  - Special Educational Needs Policy;
  - Behaviour Management Policy;
  - Federation Transformation Plan;
  - College Brochure / Prospectus and Vision Statement.
10. The Accessibility Plan for physical accessibility relates to the Access Audit of the College. It may not be feasible to undertake all of the works during the life of this Accessibility Plan and therefore some items will roll forward into subsequent plans. An accessibility audit will be completed by the Federation yearly, covering this plan in order to inform the development of a new Accessibility Plan for the on-going period.
11. Equality Impact Assessments will be undertaken as and when Federation policies are reviewed. The terms of reference for all governors committees will include the need to consider Equality and Diversity issues as required by the Equality Act 2010.
12. The Accessibility Plan may be monitored by Ofsted during inspection processes in relation to Schedule 10 of the Equality Act 2010.

## ACCESSIBILITY AUDIT

Consider each question from the perspective of each type of disability:  
Tick the Y or N column as appropriate and add notes if necessary

- Wheelchair
- Ambulant
- Dexterity
- Visual
- Auditory
- Comprehension

A mark in the 'N' column indicates that the element should be given consideration in the College Accessibility Plan.

A - APPROACH and CAR PARKING			
	Y	N	Notes
Is the building within convenient distance of a public highway?	Y		
Is the building within convenient distance of public transport?	Y		
Is the building within convenient distance of car parking?	Y		
Is the route clearly marked/found?	Y		
Is the route free of kerbs?	Y		
Is the surface smooth and slip resistant?	Y		
Is the route wide enough?	Y		
Is it free of such hazards as bollards, litter bins, outward opening windows and doors or overhanging projections?	Y		
Is it adequately lit?	Y		
Is it identified by visual, audible and tactile information?	Y		
Is there car parking for people with reduced mobility?	Y		

Is the car parking clearly marked out, signed, easily found and kept free from misuse?	Y		
Is the car parking as near the entrance as possible?	Y		
Is the car parking area suitably surfaced?	Y		
Is the route to the building kept free of snow, ice and fallen leaves?	Y		
Is the route level? (ie. no gradient steeper than 1:20 and no steps)	Y		

## B – ROUTES AND EXTERNAL LEVEL CHANGE INCLUDING RAMPS AND STEPS

	Y	N	Notes
Is there a ramp, with level surfaces at top/intermediate/bottom? (delete)	Y		
Is it wide enough and suitably graded?	Y		
Is the surface slip resistant?	Y		
Are there kerbs and are there edges protected to prevent accidents?	Y		
Are there handrails to one or both sides? (delete)	Y		BOTH
If a permanent ramp (or regraded levels) cannot be formed (perhaps to a listed building) is a portable ramp available?			N/A
Are ramps and steps adequately lit?	Y		
Are treads and risers consistent in depth and height?	Y		
Are all nosings marked and/or readily identifiable? (delete)	Y		

Are landings of adequate size and are they provided at intermediate levels in long flights? (delete)	Y		
If safe and convenient ramps and steps cannot be provided is vertical movement by powered means an alternative?	Y		

C – ENTRANCES, INCLUDING RECEPTION			
	Y	N	Notes
Is the door clearly distinguishable from the facade?	Y		
If glass is it visible when closed?	Y		
Does the clear door opening or one leaf when opened permit passage of a wheelchair or double buggy? (delete)	Y		
Does it have a level or flush threshold, and a recessed matwell? (delete)	Y		
Is there visibility through the door/way from both sides at standing and seated levels? (delete)	Y		
Is there a minimum 300mm wide wheelchair manoeuvre space beside the leading edge of the door to clear door swing?	Y		
Can the door furniture be used at both standing and seated height? (delete)	Y		
Can it be easily grasped and operated?	Y		
If the door has a closer mechanism does it have:			CP/CN SITES ONLY
(a) delayed closure action?	Y		

(b) slow-action closer?	Y		
(c) minimal closure pressure?	Y		
If the door is power-operated does it have visual and tactile information?			N/A
If the door is security-protected is the system suitable for use by and within reach of people with sensory or mobility impairments?	Y		
If there is a lobby, do the inner and outer doors meet the same criteria?	Y		
Do lobby layouts enable all users to clear one door before going through the next?	Y		
Are signs designed and positioned to inform those with visual impairments and wheelchair users with reduced eye-levels?	Y		
Does the lighting installation take account of the needs of visually disabled people?			
Are floor surfaces:			
(a) slip-resistant, even when wet?	Y		
(b) of a quality that is sympathetic to acoustics – i.e. not so “hard” as to cause acoustic confusion?	Y		
(c) firm for wheelchair manoeuvre?	Y		
Are junctions between floor surfaces arranged in a way that avoids presenting tripping hazards and causing visual confusion?	Y		
Is any reception point suitable for approach and use from both sides by people in standing and seated positions?	Y		
Is it fitted with an induction loop?		N	

D – HORIZONTAL MOVEMENT AND ASSEMBLY			
	Y	N	Notes
Is each corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?	Y		
Is each corridor etc free from obstruction to wheelchair users and from hazards to people with impaired vision?	Y		
Do any lobbies allow users, (inc. w.ch. users) to clear one door before approaching the next with minimal manoeuvre?			N/A
Is turning space available for w.ch. users?	Y		
Do natural and artificial lighting avoid glare and silhouetting?	Y		
Are there visual clues for orientation?			SOME
Do floor surfaces:			
(a) allow ease of movement for wheelchair users?	Y		
(b) avoid light reflection and sound reverberation?	Y		
Do textured surfaces convey useful information for people with impaired vision?		N	
Are direction or information signs (inc means of escape) visible from both sitting and standing eye levels, and are they in upper and lower case, and large enough type to be read by those with impaired vision?	Y		
Are there tactile signs and information for those with impaired vision?		N	Visually impaired are paired with staff who can support
Is sufficient circulation space allowed for wheelchair users?	Y		

Is it maintained clear of obstructions which could create hazards for people with visual disabilities?	Y		
Are seating arrangements/spaces suitable for use by people with visual disabilities?	Y		
Are all areas for assembly/meeting equipped with an induction loop system?	Y		
If the use of an induction loop system is precluded is an infra-red system in place?	Y	N	MIXED BETWEEN SITES
Is the functioning and operation of the induction loop or infra-red system checked regularly?	Y		

E – VERTICAL MOVEMENT AND INTERNAL LEVEL CHANGE			
	Y	N	Notes
Does any step/stairs/ramp have a handrail to one/both side(s), and do(es) it/they extend 300mm beyond the top and bottom of any flight?	Y		ONE SIDE & TWO SIDE VARIABLES
Is any level change clearly lit?	Y		
Is the pitch (risers & treads) of step/stairs or any ramp consistent, and are nosings clearly identifiable? (delete)	Y		
If there are landings are they large enough to permit passing and turning manoeuvres, and are they provided in any long flight?	Y		

Is any short rise within a single storey ramped; if so is the ramped surface indicated, and is it slip-resistant?	Y		
Are all ramp gradients easily negotiated? [Range length 3m max = 1 in 12, 6m max = 1 in 26, 10m max = 1 in 20]	Y		
If a permanent ramp cannot be provided (perhaps a listed building) can a moveable ramp be made available?	Y		CP SITE ONLY (CC HAS FULL ACCESS)
Where level change is less than a full storey in height is a power-operated system appropriate?	Y		CC RELEVANCE ONLY – LIFT AVAILABLE
Lift			
(a) Is the lift's location clearly defined by visual and tactile information?	Y		
(b) Are controls at all floors visible, identifiable and reachable from sitting and standing levels?	Y		
(c) Is there adequate, unobstructed space at each floor lift entry for wheelchair manoeuvre?	Y		
(d) Does the lift door open widely enough for wheelchair user access?	Y		
(e) Does door operation allow slow entry and exit?	Y		
(f) Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer?	Y		
(g) Does the car have appropriate support rails?			NOT REQUIRED
(h) Are the lift car controls inc. emergency call, located within reach of all users and with visual and tactile information?	Y		



(i) Is there audible floor indication?	Y		
(j) Is the lift an 'evacuation lift'? (see section J – MEANS OF ESCAPE)	Y		EVAC CHAIRS IN PLACE AT CC
(k) Is the lift regularly maintained and its functional operation routinely checked?	Y		

F - DOORS			
	Y	N	Notes
Do the doors serve a functional/safety purpose? (delete)	Y		
Can they be readily distinguished?	Y		
If glass, are they visible when shut?	Y		
Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?	Y		
Does the clear opening width permit wheelchair access?	Y		
On the opening side of the door is there sufficient space (300mm) to allow the door handle to be grasped and the door swung past a wheelchair footplate?	Y		
Is any door furniture/handle at a height for standing/sitting use?	Y		
Are door/handles clearly distinguished?	Y		
Can the door furniture/handles be easily operated/grasped? (delete)	Y		

If door closers/mechanisms' are fitted do they provide the following:			
(a) security linkage?	Y		CC
(b) delay-action closure?	Y		CC
(c) slow-action closure?	Y		CC
(d) minimum closure pressure?	Y		CC
Is door/mechanism function checked regularly?	Y		CC
G - LAVATORIES			
	Y	N	Notes
Is WC provision made for people with disabilities?	Y		
Do all lavatory areas have slip-resistant floors?	Y		
Are they easy to distinguish by colour contrast from walls?	Y		
Are all fittings readily distinguishable from their background?	Y		
Are all door fittings/locks easily gripped and operated?	Y		
Can ambulant disabled people manoeuvre and raise and lower themselves in standard cubicles?	Y		
Is provision made for wheelchair users? If so:			
Is wheelchair approach free of steps/narrow doors/obstructions, etc?	Y		
Is the location clearly signed?	Y		

Is there sufficient space at entry to the compartment for wheelchair manoeuvre and door opening?	Y		
Are the door fittings/locks and light switches easily reached and operated?	Y		
Is there an emergency call system and is someone designated to respond?	Y		
Can the emergency call system be operated from floor level?	Y		
Is the wheelchair WC compartment large enough to permit manoeuvre for frontal lateral/angled/backward transfer, with or without assistance?	Y		
Are the fittings arranged to facilitate these manoeuvres?	Y		
Are hand washing and drying facilities within reach of someone seated on the WC?		N	
Is the tap appropriate for use by someone with limited dexterity, grip or strength?	Y		
Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC?	Y		
Is the manoeuvring area free of obstruction, eg boxed-in pipework/radiators/cleaner's equipment/disposal bins/occasional storage, etc., and is any difficulty caused by the activity of service contractors?	Y		

H – FIXTURES AND FITTINGS			
	Y	N	Notes
Is any servery/counter accessible to all users, including those with hearing impairments?	Y		
If the building has fixed seating are there also associated spaces for wheelchair users and at regular intervals on long routes?			N/A
Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines/drinking water dispensers, etc?	Y		
Is it possible for people with disabilities to serve as volunteers?	Y		
Are all fittings readily distinguishable from their background?	Y		
Where there are display stands, bookstalls etc. are they visible/reachable/accessible by people with disabilities?	Y		WHERE RELEVANT TO AGE GROUP
In any eating/meeting space do tables, chairs and the layout allow for use by wheelchair users and other people with disabilities?	Y		
In any staff accommodation is it suitable for use by people with disabilities including wheelchair users, with slip-resistant floor, reduced level kitchen units and sink and lever action taps?	Y		
Are all relevant locations clearly signed?	Y		

I - INFORMATION			
	Y	N	Notes
Is the building equipped to provide hearing assistance?	Y		CC/CP
Does lighting installation of the building take into account the needs of people with visual disabilities?	Y		CC ONLY
Is there a tactile plan or diagram of the building?		N	
Are there large-print versions of information about the building/activities available?	Y		UPON REQUEST
Is there 'braille' information available for people with visual disabilities?	Y		UPON REQUEST THIS CAN BE SOURCED
Is there an 'audio' version of information about the building available?	Y		UPON REQUEST
Where there are staff available in the building at information/refreshment facilities, are they trained in communication with people with physical and sensory disabilities?		N	
Where a payphone is provided does it have a hearing aid coupler?			N/A
Are all relevant locations clearly signed?	Y		

J – MEANS OF ESCAPE			
	Y	N	Notes
Is there a visible as well as audible fire alarm system?		N	
Are final exit routes as accessible to all, including wheelchair users, as are the entry routes?	Y		
Is evacuation from upper and lower levels possible using an evacuation lift/platform lift with a protected power supply?	Y		
If people with disabilities cannot evacuate from the building independently are designated and signed refuges available?	Y		
If refuges are available are they equipped with 'carry chairs'?	Y		
Is there a 'management evacuation strategy' for staff, pupils and visitors, and are staff trained in evacuation procedures?	Y		
Is the evacuation strategy checked regularly for its effectiveness?	Y		THREE TIMES PER YEAR – EACH SITE
Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?	Y		
Are all fire warning devices and detectors checked routinely and regularly?	Y		

Audit Action Plan					
Item	Target	Strategy	Outcome	Time frame	Goal achieved
	Next Harington School Audit due March 2018	General H&S advisory visit	Good	-	Yes
	Next Catmose College Audit due before 8 March 2018	General H&S advisory visit	Good	-	Yes
	Next Catmose Primary Audit due before 10 March 2018 (Inc. Catmose Preschool)				
	Catmose College/Catmose Primary Kitchen – next audit due September 2017				

# CCTV

## INTRODUCTION

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) systems of the Federation buildings hereafter referred to as 'the College'.

- The system comprises a number of fixed and dome cameras located around the College site. All cameras are monitored within the College.
- This Code follows Data Protection Act guidelines.
- The Code of Practice will be subject to review periodically, but at least biennially.
- The CCTV system is owned by the College.

## OBJECTIVES OF THE CCTV SCHEME

- To protect the College buildings and their assets.
- To increase personal safety and reduce the fear of crime.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To protect members of the public and private property.
- To assist in managing the College.

## STATEMENT OF INTENT

The CCTV scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

The College will treat the system and all information, documents and recordings (obtained and used) as data which is protected by the act.

Cameras will be used to monitor activities within the College and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the College, together with its visitors.

Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Copies will only be released for use in the investigation of a specific crime and at the written request of the Police. Copies will never be released to the media for purposes of entertainment.

The planning and design of the CCTV system has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.



Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the College CCTV.

### OPERATION OF THE SYSTEM

The scheme will be administered and managed by the Executive Principal, in accordance with the principles and objectives expressed in the code.

The day-to-day management will be the responsibility of the Operations Manager during the day.

The CCTV system will be in operation 24 hours each day, every day of the year.

Access to the CCTV facilities will be determined by the Executive Principal.

### MONITORING PROCEDURES

Camera surveillance may be maintained at all times.

### RECORDING PROCEDURES

The images are stored on the CCTV systems hard drive and are automatically overwritten every 30 days.

Images may be viewed by the Police for the prevention and detection of crime.

A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.

Viewing of images by the Police must be recorded in writing in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

Should an image be required as evidence, a copy may be released to the Police under the procedures described in paragraph 1 of the Video Tape Procedures section of this policy. Images will only be released to the Police on the clear understanding that it remains the property of the College, and both the image and information contained on it are to be treated in accordance with this policy.

The College also retains the right to refuse permission for the Police to pass to any other person the copy or any part of the information contained thereon. On occasions when a court requires the release of an original copy, this will be produced from the secure evidence tape store, complete in its sealed bag.

The Police may require the College to download and retain the stored copies for possible use as evidence in the future. Such copies will be properly indexed and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release tapes will be referred to the Executive Principal. In these circumstances copies will normally be released

where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

#### BREACHES OF THE CODE (including breaches of security)

Any breach of the Code of Practice by College staff will be initially investigated by a member of SLT, in order for him/her to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be dealt with in accordance with the College complaints procedure.

#### ASSESSMENT OF THE SCHEME AND CODE OF PRACTICE

Performance monitoring, including random operating checks, may be carried out by the Team Manager IT Support or Operations Manager.

#### ACCESS BY THE DATA SUBJECT

The Data Protection Act provides Data Subjects (individuals to whom 'personal data' relates) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made in writing to the Executive Principal using the Access to Personal Data Request form.

# DISPLAY SCREEN EQUIPMENT POLICY

## 1. GENERAL STATEMENT

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as 'users' for the purposes of current legal requirements. This assessment will be carried out by completing a self-administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out.

## 2. LEGAL POSITION

The law relating to the use of DSE, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002.

## 3. DEFINITION OF 'USER'

The Guidance to the DSE Regulations defines a 'user' as someone who uses a computer for 'continuous spells of an hour or more at a time' on a 'more or less daily' basis.

## 4. PROCEDURES

In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- all new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within two weeks of starting work with us;
- all existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory any queries can be referred to your manager;
- where the questionnaire identifies problems, such as glare, it is the responsibility of the individual's manager to ensure that these are rectified;
- staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's manager;
- where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

## 5. EMPLOYEE DUTIES

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their manager as soon as possible.

## 6. EYE TESTS

Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician of the employee's choice. However, it is the employee's responsibility to make arrangements to have the eye test carried out. The cost of the eye test up to a maximum of £25 will be reimbursed upon production of a receipt on an expenses claim. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

## 7. SUPPLY OF GLASSES

Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, we will contribute up to £40.00 towards the cost. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the individual employee.

## 8. LAPTOP USERS

Some of our staff may use laptops instead of, or in addition to, desktop computers. This is most likely to apply to those who spend much of their day outside the office, e.g. sales staff. If so, this policy should be read in conjunction with our Laptop Health and Safety Policy. This contains guidelines on the safe use of laptops whilst being used in less than ideal conditions, such as cars.

## DSE SELF-ASSESSMENT QUESTIONNAIRE

Surname:..... Forename:.....

Department:..... Date:.....

Under the [Health and Safety \(Display Screen Equipment\) Regulations 1992 \(amended 2002\)](#), the Federation is required to perform a suitable and sufficient assessment of all workstations used by regular computer users. For the purposes of the Regulations, this is someone who uses computers continuously for an hour or more each day.

Please read each question fully and answer by ticking either the Yes or No box. These questionnaires are retained and could form part of an evidence file used in support of any action taken in the future with regard to your health and safety (H&S).

	Y	N
<b>A. TRAINING AND INFORMATION</b>		
Do you know how to adjust your workstation? .....	<input type="checkbox"/>	<input type="checkbox"/>
Have you received adequate training in how to use the software?.....	<input type="checkbox"/>	<input type="checkbox"/>
Have you received adequate information on H&S relating to your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. POSTURE</b>		
Can you sit comfortably and easily change your posture?.....	<input type="checkbox"/>	<input type="checkbox"/>
Can you adjust your equipment to a comfortable viewing position?.....	<input type="checkbox"/>	<input type="checkbox"/>
Can you place your feet firmly on the floor?.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. WORKSTATION/WORK SURFACE</b>		
Have you arranged your workstation to meet your specific needs?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is there space in front of the keyboard to support your hands and forearms?.....	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sufficient legroom?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is your workstation and surrounding area free from obstructions and hazards?..	<input type="checkbox"/>	<input type="checkbox"/>
Does most of your work require reading from hard copy documents? .....	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you require a document holder?.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. DISPLAY SCREEN</b>		
Is the information displayed on your screen clear and easy to read?.....	<input type="checkbox"/>	<input type="checkbox"/>
Can the brightness and contrast be adjusted easily?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is the image on the screen stable and free from flicker?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is your workstation free from reflected glare?.....	<input type="checkbox"/>	<input type="checkbox"/>
Does the monitor swivel adequately in each direction?.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. KEYBOARD</b>		
Is the keyboard separate from the screen?.....	<input type="checkbox"/>	<input type="checkbox"/>
Can the tilt of the keyboard be altered/adjusted?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are the key symbols easy to read?.....	<input type="checkbox"/>	<input type="checkbox"/>
Does the keyboard have a matt surface to avoid reflected glare?.....	<input type="checkbox"/>	<input type="checkbox"/>

**F. WORK CHAIR**

Is the chair comfortable and can the height and backrest be adjusted?.....    
Can all adjustments be made easily and safely?.....

**G. LIGHTING**

Has your equipment been situated to avoid direct glare?.....    
Does the lighting allow you to work comfortably?.....

**H. OTHER COMMENTS**

Do you know whom to contact if you experience problems with your workstation?    
Are there any other issues you wish to raise about your workstation?.....

If yes, please give further details below:

.....  
.....  
.....  
.....  
.....

**I. EYESIGHT**

Do you require an eyesight test?

SIGNED BY STAFF MEMBER..... PRINT NAME: .....

DATE: .....

SIGNED BY OPERATIONS MANAGER: ..... PRINT NAME:

.....

DATE:.....

**TO BE COMPLETED BY OPERATIONS MANAGER (PLEASE INCLUDE DATES):**

*Action required*

.....  
.....  
.....

# DISPLAY SCREEN EQUIPMENT EYE TEST FORM

## A. EYE TEST AUTHORISATION

Name:.....Date:.....

As a qualifying display screen equipment (DSE) user, you are entitled to undergo an eye and eyesight test with an optician. The purpose of this is to determine whether or not you require glasses solely for use with DSE.

You may attend an optician of your choice. This may be done during the working day. However, where possible, we would expect you to arrange an appointment for the beginning or the end of the working day.

Please retain the receipt and attach it to this form and pass onto the CFO. Please note that we cannot refund the cost of your eye test unless we receive this documentation. The refund will cover only the cost of the eye exam (excluding travel) and is subject to a maximum of £25.

## B. FOR OPTICIAN'S USE ONLY

Are glasses to be supplied exclusively for DSE use?

Yes ?  No ?

When should the eye test be repeated for DSE purposes?

3 years ?  2 years ?  1 year ?

I confirm that the above named employee has received a full eye and eyesight test in compliance with the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#).

Name:..... Date:  
.....

Branch stamp/address

## LAPTOP HEALTH AND SAFTY POLICY

As a responsible employer, we recognise our duties under the [Health and Safety \(Display Screen Equipment\) Regulations 1992](#) (as amended). Therefore, we have introduced a policy that applies to all users of laptop and portable computers, including tablets such as the iPad (referred to herein as 'laptop'), within the Federation. It should be read in conjunction with the Display Screen Equipment Policy.

### HEALTH AND SAFETY

The smaller size and design of laptops mean that, if used wrongly, users can experience discomfort. This is because the smaller screen and keyboard encourages users to bend over or use them in a suboptimal position, causing shoulder and neck problems. As a result, it is Federation policy that laptops will be used according to the following guidelines:

- Laptops are for use outside the Federation premises or where no desktop computer or docking station is available.
- Wherever possible, keep the use of laptops in stationary cars to a minimum. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space.
- Don't overload your laptop bag. Distribute weight as evenly as possible.
- Wherever possible the laptop should be positioned on a firm surface, which is the right height for its use.
- You are advised to angle the computer screen to minimise reflections.
- Ensure that you have enough space in front of the laptop to rest your wrists and forearms whilst working.
- Take regular breaks, at least ten minutes in every hour, where you perform another work related task not involving DSE.
- Any fault or damage to the laptop must be reported to IT Support immediately.
- If any discomfort is experienced whilst using a laptop, it must be reported immediately.

If a laptop is damaged or lost, the Federation reserves the right to charge the repair or replacement to the employee responsible for its care. If it is damaged within a Federation building, the Federation may alternatively charge the corresponding department at its discretion.

I have read and understood this policy and guidelines.

Name (print):..... Department: .....

Signed: ..... Date: .....



## EVACUATION POLICY

Each team has a responsibility to ensure that their classrooms and/or teaching areas are clear. To this end, Team Leaders should appoint two nominated Fire Marshalls (one to cover the other in case of absence) to ensure the areas are cleared before proceeding to the nominated assembly point (MUGA). Fire Marshalls should ensure any unlocked cupboards are clear and that toilets are empty, before proceeding to the assembly point.

## EVACUATION PROCEDURE FOR A DISABLED PERSON

1. On activation of the emergency alarm, stop and collect belongings that may be required in the evacuation.
2. As detailed in your PEEP remain at your workstation or place of study if you require assistance.
3. Once your assistance arrives (or if you don't require assistance) make your way to a designated refuge point.
4. Remain at your refuge point with your assistant until it is safe to evacuate (where possible use the communication at the refuge point to ascertain if an evacuation is required or if it's a false alarm).
5. Your refuge point will offer a minimum of 30 minutes protection against the spread of fire and smoke.
6. Once the area is clear, if required with the support of your assistant, make your way to the final exit of the building.
7. Once outside the building you or your assistant must report your presence to the person in charge of the evacuation.
8. Remain outside the building until told to return by the person in charge of the evacuation.

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

### 1.0 INTRODUCTION

- 1.1 The purpose of this guidance is to enable the Federation to implement policy and procedures in order to discharge part of its duties towards disabled students/young people or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Disability Discrimination Act 1995.
- 1.2 The 'PEEP' should be reviewed at least annually to ensure that the most up-to-date information is available. Further reviews will be undertaken where there is a change in the person's health, a change in procedures or an alteration of the premises.

### 2.0 USING THIS GUIDANCE

- 2.2 In order for a PEEP (Personal Emergency Evacuation Plan) to be developed for an individual, the school must consult with all persons involved (this includes both students and staff with any particular needs), including parents/representatives where necessary. The same principle can be applied to buildings where there are multiple-users in public access buildings. The questionnaire in Appendix 1 can be used to facilitate this.

- 2.3 Appendix 2 - The routes etc. should be considered in conjunction with the 'Fire Risk Assessment' and the emergency evacuation plan. Once the routes have been identified they must be travelled in the first instance to ensure that they are appropriate to an emergency evacuation situation.

Appendix 3 provides an example of a PEEP developed.

There should be a copy of this PEEP kept in appropriate locations, such as with the emergency plans and with appropriate staff. The individual concerned should hold a copy of this PEEP along with any items identified in the questionnaire that may be required in the event of an evacuation from the building. PEEPs for under 18 year olds must be signed by the parent/guardian.

### 3.0 DEFINITIONS

#### 3.1 REFUGE AREA

3.1.1 An area identified as a 'safe refuge' must be located within an identified fire-protected area and must be clearly signed. If you are unsure whether the area is fire protected then you must presume that it is not. Utilising identified refuge areas also enables the Evacuation Team to quickly locate students/others requiring assistance.

3.1.2 The refuge area is only to be used as a meeting point / contact point until sufficient help from trained staff arrives to ensure the person's safe evacuation. This is not the responsibility of the Fire Service. Under no circumstances is the person to be left unattended in this area.

#### 3.2 EVACUATION CHAIR (EVAC-CHAIR)

3.2.1 This is a device used to facilitate the evacuation of wheelchair users or personnel with mobility problems down a flight of stairs. It is usually located near the refuge point or by a stairwell. If an evac-chair is deemed appropriate and necessary, an adequate number of staff must be trained in its use – this can be delivered via multimedia. This device should only be used where the consultation process, indicated below, has identified that it is safe to do so.

## 4.0 PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

### 4.1 CONSULTATION

4.1.1 Prior to the staff member / young person starting at the school, a consultation will be initiated with them and other staff involved in their care and safe evacuation. The purpose of this consultation is to ensure that information is gathered, relevant procedures are drawn up and training requirements are met. It will also identify where any special equipment may be required.

4.1.2 This process should be repeated as circumstances change or annually whichever is the soonest.

### 4.2 IDENTIFICATION OF EVACUATION ROUTES.

4.2.1 The first priority is to examine the timetable and for each location identify the appropriate exit routes or refuge points.

4.2.2 Evacuation routes on the ground floor are generally straight forward, following a route to the nearest safe emergency exit.

Horizontal evacuation (through fire resisting doors) should be considered as well as vertical evacuation.

If assistance is required to facilitate a safe evacuation from other floors then the route should lead to a meeting point e.g. one of the refuge areas, where staff trained in the appropriate evacuation procedures will also meet.

## 5.0 TRAINING

5.1 Staff involved in the person's safe evacuation will be trained in the use of the evac-chair (where appropriate).

5.2 Staff will be informed of any specific responsibilities (according to the timetable and the emergency evacuation routes identified above) in an emergency evacuation. This must include a sufficient number of staff to cover in the event of some personnel being absent.

## 6.0 PRACTISING THE EVACUATION DRILL.

This will be in four phases.

1. Staff member / student should consider the safest evacuation routes, and travel the routes intermittently to go through the procedures.
2. There will be evacuation during a full school emergency evacuation drill.
3. After each practice review the process to identify any problems encountered and improvements to be made.

## 7.0 INSPECTING / TESTING OF EQUIPMENT

7.1 Evac-chairs or other essential safety equipment will be visually checked on a termly basis with a more thorough check annually (the equipment should be subject to visual inspection before a practice drill is carried out.)

APPENDIX 1  
PEEPS QUESTIONNAIRE

To be completed using input from the person with the disability or their representatives or carers where necessary

YES	NO
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1. Are you aware of the emergency evacuation procedures for the school/establishment?
2. Do you require written emergency evacuation procedures?
3. Do you require emergency evacuation procedures to be accompanied by:


a. BSL	
c. Braille	
e. On tape	
g. Large Print	
i. Other	

4. Are the signs indicating the Emergency Routes or the Emergency Exits clear enough?
5. Are the methods of fire or emergency evacuation warning you require available?
6. Could you raise the alarm if you discovered a fire?
7. Do you need assistance to evacuate the building in an emergency?
8. If yes are the arrangements with your assistant(s) formal?

YES	NO

- 9. Are you always in easy contact with those designated to help you?
- 10. Are you able to move quickly in the event of an emergency?
- 11. Are you able to negotiate the stairs?
- 12. Are you a wheelchair user?
- 13. Are there special circumstances to be taken into consideration during an emergency evacuation e.g.:
  - i. Are you able to use an evac chair?
  - ii. Is there anything that you must have with you?
  - iii. Have you identified other requirements?

Yes	No

Comments



## APPENDIX 3 - PERSONAL EMERGENCY EVACUATION PLAN FOR

NAME.....

DATE.....

REVIEW DATE.....

## INTRODUCTION

The purpose of this PEEP is to enable the school to implement policy and procedures in order to discharge part of its duty towards disabled students/young people or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Disability Discrimination Act 1995.

This plan will ensure that personnel with a mobility issue, whether permanent or temporary, are not put at any disadvantage or treated less favourably in the event of an emergency situation.

This plan will:

- identify any specific needs of the individual;
- identify staff responsibilities;
- identify staff training requirements;
- identify specific evacuation routes where appropriate;
- identify refuge areas and specific evacuation procedures.

This 'PEEP' will be reviewed at least annually to ensure that the most up-to-date information is available. Further reviews will be undertaken where there is a change in the person's health; a change in procedures or an alteration of the premises.

## Plan Objective

[Name of individual] is a permanent wheelchair user and special provision needs to be made for his/her evacuation from the first floor of xyz building in the event of an emergency. His/her regular access is via the lift at student support. In the event of an emergency situation, typically a fire evacuation, circumstances may be such that [name of individual] cannot use the disabled lift and alternative procedures need to be followed.

## Evacuation Procedure

In the event that [name of individual] is upstairs and the fire alarm sounds, the following procedures should be carried out:

- As part of the routine classroom evacuation, [name of individual]'s carer should take him/her to the nearest refuge point. In doing so, the carer should make an assessment of the safest route to take based on a visual check of the corridor on leaving the classroom. If there is no obvious danger/obstruction in either direction the nearest refuge point should be used. Each refuge area is deemed to be fire safe for a minimum of 30 minutes should there be a fire.
- A member of the Evacuation Team will check each refuge point to ensure staff and students have been evacuated and to establish whether the emergency relates directly to location of the refuge point.
- If the emergency does not relate directly to the student's location, the Evacuation Team will advise Carer and [name of individual] that it is safe to use the disabled lift for evacuation.
- If the emergency does relate directly to the student's location, the Evacuation Team member will advise the carer and [name of individual] to remain in the refuge area and await further instructions. Evacuation Team member will remain with [name of individual] and carer and liaise with Operations Manager by mobile phone or radios.

- In the event of an identified emergency, it is expected that the emergency services will be on site within 10 minutes of the alarm being raised. On arrival they will be advised of the location of carer and [name of individual] by the Operations Manager. At this point, the emergency services will oversee the evacuation of [name of individual] /carer.
- In the event that the Fire Warden team consider [name of individual] and carer to be at considerable risk from the emergency unfolding in the building, and the emergency services have not arrived, the Evacuation Team will evacuate [Name of individual] and advise carer to leave via the adjacent staircase.
- [Name of individual] will be physically carried down emergency exit staircase by members of the Fire Warden team using an appropriate procedure/evacuation chair. This will be reviewed as [name of individual] grows.

### Plan Requirements

Action Required	Action taken
All staff and [name of individual] to be advised of the procedure.	
New staff to be advised of procedures as part of induction training.	
Consultation with [name of individual] and care staff at each review	
Refuge Areas to be confirmed as suitable "identified fire-protected areas".	
Refuge Areas to be clearly marked and shown to [name of individual]'s care team and Fire Warden team.	
Care staff to carry mobile telephones at all times and have mobile numbers of school fire wardens.	



Fire warden team to be established.	
Fire warden team to be trained in “two-man lift” procedure for evacuation of [name of individual].	
Fire warden team to be aware of [name of individual]’s timetable at all times. FM Team will congregate at alarm indicator point to locate where the alarm has been triggered and to ascertain if [name of individual] is in an upstairs location.	
Personal Emergency Evacuation Plan to be practiced.	

## STUDENT EVACUATION GUIDANCE

Please make yourself aware of the refuge points/areas around your site.

1. On hearing the alarm bell, please keep calm and head towards your closest refuge point.
2. At no point should you be left on your own so make sure a member of staff stays with you.
3. On reaching the Refuge point, wait for the designated member of staff to come to you.
4. The designated member of staff will establish if the alarm is a real emergency or a false alarm.
5. If the alarm is real the directions below will be followed:
  - Position yourself away from the top of the staircase in the designated area.
  - The staff assisting will ensure that the evac-chair (if required) is removed from the wall and put up correctly.
  - It is only necessary for the evac-chair be used to remove you from the building.
  - Make sure that all straps and relevant supports are fastened before attempting to evacuate via the stairs.
  - Two members of the evacuation team will be present when the evacuation takes place. One towards the front and one towards the back.
  - When downstairs please proceed to your year group evacuation point or if not possible a safe location away from the building.