



The Federation of Sacred Heart and St Mary's RC Primary Schools, Battersea

SACRED HEART PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Approved By	Governors
Reviewed On	March 2026
Review Due	March 2027
Review Cycle	Annually

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The Governing Body of the Federation of Sacred Heart and St Mary's RC Catholic Primary School recognises and accepts its statutory duty as an employer to provide a safe and healthy environment for its Pupils, Staff, Parents and visitors to the school engaging in educational activities both on site and away from the site. In discharging its responsibilities, the Governing Body will ensure that the school fulfils its obligations under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1992. At Sacred Heart RC and St Mary's RC Primary Schools, we shall continuously endeavour to improve Health and Safety performance in light of new knowledge and changing needs.

Organisation

The Governors are aware of their responsibility in this field and recognise their liability. They call upon the LEA to fulfil its overriding responsibility in certain areas and to provide appropriate levels of funding, service, and expertise which will enable high standards to be maintained.

The Governing Body through the leadership and management of the Executive and Associate Headteacher, and Senior Leadership Team has responsibility for ensuring compliance with this Health and Safety Policy document.

The Governing Body is responsible for:

- Ensuring a health and safety policy is in place;
- Monitoring the application of the health and safety policy including consideration of inspection reports;
- Prioritising actions where resources are required; ensuring actions are taken;
- Including health and safety on governor's meeting agenda; producing an annual report on health and safety;
- Ratifying the local health and safety policy.

The Executive Headteacher

The Executive Headteacher, in his role as the school's internal manager and as the designated Health and Safety Officer, is committed to undertaking overall responsibility to ensure that all staff are made aware of the requirements of this policy, and to monitor its effectiveness in daily practice. The Executive Head Teacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors.

The Executive Headteacher is responsible for:

- Ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- Ensuring that an emergency evacuation procedure is in place and is regularly tested;
- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Passing on information received on health and safety matters to appropriate people;
- Chairing the school health and safety committee;

- Liaising with governors and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives.

Associate Headteacher

- Carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Wandsworth Council;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to the Governing Body and Wandsworth Council Health and Safety Team;
- Ensuring remedial action is taken where appropriate;
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- Identifying staff safety training needs;

Senior Leadership Team

- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- Exercising effective supervision over those for whom they are responsible; being aware of safe working Practices and setting a good example personally; carrying out regular inspections and making reports to the Headteacher;
- Ensuring remedial action is taken where appropriate;
- Passing on information received on health and safety matters to appropriate people;
- Acting on reports from the Headteacher or subordinate staff.

The Premises Officer is responsible for:

- Inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to Wandsworth Borough Council and to the Headteacher;
- Recording all defects noted and, if minor, effecting immediate repair;
- Reporting major defects to be repaired by outside contractors/authorities to the Headteacher;
- Ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at by operating a manual call point;
- Assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- All external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- Notifying the Headteacher of any hazards introduced by contractors on site; the correct storage of all equipment, tools, etc.;
- Annually undertaking a risk assessment relevant to his/her work environment; and
- Ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.
- Ensuring that maintenance provisions, which form part of the centrally administered contracts are update to date. Ensure that inspections are carried out in a timely manner (weekly, monthly annually).

Supervision

Teachers and all adults working directly with the pupils are required to maintain good order and discipline as agreed and detailed in the School's Behaviour Management Policy and Guidelines.

Pupils are supervised by teachers from 9.00am (nursery 8.45am) each morning, from their 1265 hours of directed time, until 3.30pm each day, when the school day ends. During the school day pupils are supervised at all times. Teachers are required to supervise the orderly dismissal of their pupils, to maintain discipline and ensure safety.

Teachers / Sports coaches for after school activities owe the same duty of care as during school hours.

In the eventuality of Parents failing to collect their children on time, the teacher / Sports coach will make the necessary telephone calls and ensure that the children are delivered to their Parents.

No child will be allowed to leave the premises during the school day unless accompanied by a Parent, Guardian, teacher or other responsible persons. Permission for a child to leave the site during the school day rests with the Headteacher only (or delegated to the Deputy Headteacher).

Lunchtime Supervision

The midday supervisors assume immediate responsibility for the pupils in the lunch halls and on the playgrounds. They receive training regarding their roles and have proper regard for pupils' safety. A direct line of contact exists between the midday supervisory team and the teaching staff and the Senior midday supervisor and Headteacher so that issues pertaining to pupils' safety can be dealt with promptly.

The Inducting member of staff will inform all new members of staff on current arrangements for health and safety and any relevant training as soon as possible following their arrival at the school. The Health and Safety Policy will be made accessible to all members of staff.

The Working Environment

We endeavour to ensure that:

- Each classroom, the kitchen and withdrawal rooms are cleaned daily and kept tidy.
- Passages and fire exit routes are kept free from obstruction.
- Learning resources are properly stored and are accessible without risk of injury.
- Banisters and handrails are sound and in correct positions
- Passages and steps are adequately lit.
- Heating, ventilation and lighting are adequate.
- Furnishings and fittings are in good repair.

Display Screen Equipment (DSE)

Sacred Heart places high priority on the safety and welfare of its staff. It is the responsibility of line managers to ensure that workstations of all staff under their control are properly assessed, in terms of adjustable chairs, lighting, and the work environment. The individual can determine their own needs for short frequent breaks and the employee's entitlement to eyesight tests shall be given. (See appendix 1)

Accidents to Pupils and Staff

All staff and parents must be acquainted with the safety rules for children and parents in the School Handbook.

In the case of accidents, an online form with the LA must be completed by a responsible adult

In the case of serious accidents copies will also be sent to the Insurance Company and the Diocese.

Minor injuries must be recorded by the staff member who is dealing with the incident using the accident forms provided. Any injuries that warrant a visit to Hospital, an accident form will be filled out, one form will be left in the office and the second copy to go home to parent/carer. Any head bumps, a parent will receive a phone call.

Parents are advised that they provide hats and sunscreen for pupils when they are playing outside in hot weather to avoid over-exposure to the sun and sunburn.

First Aid

Qualified First Aiders on site during the day at Sacred Heart:

- Lorraine Mills
- Sharon Graham
- Lisa Taylor
- Lisa Harris
- Patricia Cummings
- Kelly Stewart
- Flora Gjoni
- Lisa Clayton
- Stephanie Church
- Judith Coley
- Chloe Winter

Paediatric first aiders

- Jessica Murphy
- Svetlana Galben

First Aiders are responsible for:

- Dispensing medicine (once daily, with parental authority only).
- More serious accidents.
- Ensuring that minor injuries are reported to them and treated correctly by the member of staff.
- Ensuring that all accidents are recorded.
- Reporting all major accidents to the Head Teacher.
- Ensuring that parents are contacted for all head injuries/marks to the face and any other incidents deemed necessary.

First Aid kits are kept in the staffroom, KS1 and KS2. First Aid kits will be taken on all outings and spares are kept in the office. Playground and meal supervisors will deal with minor first aid issues at break times. All incidents must be recorded by them in the accident form with details of what treatment has been given and a code to indicate if parents have been informed. The record should also state who dealt with the situation. If any serious incidents occur at lunchtime, they must be reported to the Senior Meal Supervisor

Class teachers must read the accident slips daily and give them to the parents. All staff must wear the disposable gloves provided when dealing with open wounds or vomit.

If an accident requires hospital treatment the school will telephone for an ambulance, inform the parent and accompany the child if parent is unobtainable.

Copies of all letters both to parents and outside agencies will be kept by the school and in some cases in the pupil's folder.

Administration of Medicines (see supporting pupils with medical conditions policy and First Aid Policy)

Each request for medicine to be administered to a pupil should be considered on its own merits and is at the discretion of the Headteacher. Permission will be given when the Class teacher and

Headteacher judge, on grounds of continuity of education, that the pupil is well enough to attend.

Should a child require medicine during the school day, parents must fill in a form giving consent. This must state:

- Child's name
- Directions
- Time medication to be administered
- Dosage
- Reason for medication

School Security

Visitors/Trespassers/Outside Contractors

Entry to the School site is controlled through the main office where an intercom system is operated and visitors are asked to identify themselves.

The school operates an entry signing in system. All visitors must wear the signing in badge, and when leaving the premises all visitors must sign out so that the Headteacher and Staff know who exactly has been authorised to be in the building.

In the event of any unauthorised persons being found on the school site, the Headteacher, or the nearest available Senior Leader will ascertain the reason for the person's presence on site and if necessary ask that they leave. If appropriate any unauthorised intrusion will be reported.

Cleaning

The cleaning of the premises is carried out by the team of school cleaners. The standard will be monitored by the Premise Officer under the direction of the Headteacher and where necessary report to contracts, Children's Services at the LA.

COSHH

The Control of Substances Hazardous to Health Regulations 1999 requires that as a school we determine necessary control measures for risks posed by hazardous substances used in the workplace.

All substances which are capable of causing adverse health effects (cleaning agents, photocopy toner, paints) whether by inhalation, ingestion or skin absorption shall be kept out of reach or in a locked cupboard in the Premises Officer's office, and not made accessible to pupils. A COSHH Assessment form should be completed for any hazardous substances kept on site. (See appendix 2)

Manual Handling Operations

The School recognises its responsibilities under Manual Handling Regulations 1998. Where possible, manual handling operations should be avoided. Where manual handling operations are unavoidable, all reasonable means will be employed to ensure that the risk of injury is reduced to the lowest possible level.

Risk Assessments

The Headteacher will ensure that a risk assessment survey of the premises, methods of work and activities will be conducted termly by the premises officer and submitted to the LA. This survey will identify all defects and deficiencies, and together with the necessary remedial action or risk control measures, and will make reports to the Governing Body. Separate fire assessments will be completed for each room in the building and will be kept up to date. The Premises officer will note all faulty or dangerous items and report them to the Headteacher or School Business Manager who will authorise the appropriate action i.e. for repair or disposal. The Premises Officer will be responsible for heating, lighting and good ventilation. This should be monitored daily.

Playground Safety

- All staff and pupils are made aware of playground rules.
- Children are well supervised at all times on the playground in line with LEA's guidance.
- The Head Teacher will be visible at the front gate until before and after school.

The Premises Officer will check all outdoor equipment on a regular basis and record his findings.

Trips and Outings

Before any trip takes place, a member of staff will make a risk assessment on the outing. They will ensure that all aspects of Health & Safety are investigated and appropriate measures taken. A risk assessment form will be completed and discussed with the Head before full permission is granted for the trip to take place. The RA is then sent to the borough in advance of the trip, as requested.

Cash Handling

Staff should keep to a minimum the amount of cash entering and being handled on the premises. No more than £1000 cash is kept, in a safe, and monies are banked weekly or more often if necessary. Counting of accumulated cash occurs at an appropriate location within the school office. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would-be assailant.

Smoking

In line with the 'No Smoking' law, a no smoking policy has been adopted throughout the school premises. All school staff and parents have been informed and 'No Smoking' signs are displayed on the school premises (this includes vaping).

Contractors

All contractors who work on the premises are required to abide by the schools Health and Safety procedures and are also required to ensure safe working practices by their own employees under the provisions of The Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, The Headteacher will take such actions as are necessary to prevent persons in her care from a risk or injury.

Fire

The LA is responsible for making regular checks of equipment. The school will monitor such checks and note any work to be done. (See appendix 3) Staff will be aware of fire point extinguishers and how to use them.

Fire drill will take place at different times and days once each term. the first drill of the year staff will not be notified of the days or times in advance. Social stories will be shared by the Sendco for staff to use with all pupils whole class. Some children eg those with additional needs or for those who have suffered personal fire traumas in the past will need repeated exposure to reading social stories. These children may require additional support and reassurance during a fire drill.

Pupils are fully informed about their escape route and assembly point Teachers accompany their classes to the assembly point in the main playground, where a register is called. The Office staff checks that all staff and visitors are present. (Any member of staff who leaves the building during their normal working hours signs out and in again on their return.) The Headteacher and Deputy Headteacher and Site Manager will undertake a full search of the premises before the all clear is given, and permission granted for pupils and staff to re-enter the buildings during a fire drill and if safe to do so in the event of a fire (following advice from the Fire Brigade). Escape routes are clearly marked, kept clear and effective fire alarm system maintained. Evacuation instructions are clearly displayed in each room.

The alarm system is properly certified and maintained by a contractor.

In the case of an extended emergency it will be the responsibility of the Head to ensure all children are safe and parents are notified.

The Headteacher will be in charge and will liaise with the emergency services. The Head will be assisted by the Senior Leadership Team.

Any person discovering a fire, or suspecting a fire, will immediately operate a break-glass point.

All staff will assist with evacuating all persons from the school via the nearest available exits, in line with practised fire drills and procedures.

St Mary's:

The Emergency Assembly point is on the Newton Prep Playground, where classes normally line up.

Administration staff will call the Fire Service by dialling 999 giving the following details:

Fire at: St Mary's RC Primary School, 7 St Joseph's Street, SW8 4EN. Access for fire engines is Lockington Road.

Telephone Number: 020 76225460.

Sacred Heart:

The Emergency Assembly point is the KS1 playground for KS1 and the Pen for KS2 – astro turf. If these are not useable staff will escort students to the secondary assembly points (Banana Park).

Administration staff will call the Fire Service by dialling 999 giving the following details:

Fire at: Sacred Heart RC Primary School, Estes Road, SW11 2TD.

No-one will re-enter the building until the Headteacher gives the all-clear, in liaison with the Fire Service.

Electrical Safety

- All electrical equipment purchased and in use throughout the school must conform to the relevant British standard.
- Equipment will be regularly monitored to ensure that it is suitable for use; safe when supplied and properly maintained to prevent risk of injury.
- If it is necessary to use cabling on site it will not be positioned across walkways and will be taped to the floor.
- Portable Appliance Tests are carried out on an annual basis on all electrical equipment and reports are produced on any recommendations to the premises officer.

Emergency Evacuation Procedures

The following plan describes the actions to be taken in the event of emergencies. Staff must be aware of their duties and required actions, to safeguard themselves and those in their care.

Emergency events may take the form:

- Fire
- Flooding
- Severe weather damage
- Bomb threat/terrorist incident Civil disorder

Bomb/Terrorist Threat

Evacuation will proceed as for a fire. Headteacher will call the Police and Fire Service. In the event of a terrorist event requiring us to contain all children in school, a message will be sent to every class. The Headteacher will instruct whether children remain in classrooms or gather in the hall together. The Headteacher will decide, in liaison with the Police, whether to release children for collection by parents, or return to school.

Toxic Gas Release

If there is a warning of toxic or dangerous fumes in the atmosphere, the school will not be evacuated. All doors and windows will be closed. Children will remain in classrooms. The Headteacher or Deputy Headteacher will liaise with emergency services and await further instructions. The Chair of Governors and Wandsworth LA will be informed.

Flooding or Severe Weather

Affected part(s) of the school will be evacuated, with children assembled in the unaffected hall/room(s). Premises Officer will isolate local electrical supply, if necessary.

The Headteacher will decide whether to evacuate the school (or parts affected) depending on circumstances at the time.

The Chair of Governors and Wandsworth LA will be informed of any actions taken to evacuate the school.

Civil Disorder

If there is an incident of any type in the surrounding area, which threatens the safety of the children, the Police will be called and advice sought.

All doors and windows will be secured. No-one will leave the school until the Headteacher (or Deputy Headteacher) has been given the all-clear by the Police.

Any Other Emergency Incident

The Headteacher will decide on the appropriate course of action. Advice will be available from local emergency services, etc.

As far as is reasonably practicable, parents will be kept informed through the texting system.

This Policy statement will be kept under review by the Governing Body, Headteacher and Designated Officer for Health and Safety and shall be revised and amended as required by changing circumstances.

Display Screen Equipment (DSE)

Workstation Checklist and Self-Assessment Form

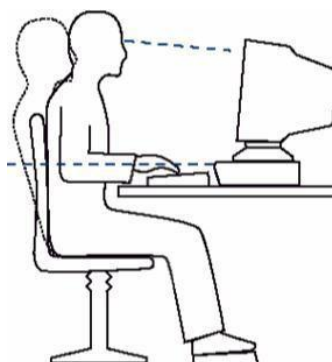


Name: _____

Department: _____

Location: _____

Date of assessment: _____



Introduction

Wandsworth Borough Council (WBC) places a high priority on the safety and welfare of its staff. Working in poor ergonomic conditions can lead to ill health or physical injury, especially when using display screen equipment such as computers.

This form is intended to assist in identifying the hazards in your local working environment which may be potentially dangerous to your health. It will also assist WBC to comply with the statutory requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Part 1 of this form should be completed by you as the user of the equipment, in conjunction with your line manager if necessary. Possible hazards indicated by a 'no' answer will be assessed by a DSE assessor or your line manager in Part 2.

If you have any queries or comments, consult your DSE assessor, line manager or the Occupational Health and Safety Unit.

Risk Assessments

- It is the responsibility of Line Managers to ensure that the workstations of all staff under their control are properly assessed (workstations which are used infrequently must also comply with the DSE Regulations). Specifically, trained DSE assessor/s should be appointed to undertake this duty for all the line managers within a location or group. The Occupational Health and Safety Unit run courses on DSE assessment.
- **When conducting a risk assessment, assessors are required to look at and consider the following hazards:**
 - The whole workstation including equipment, furniture and the work environment. They are required to ensure that they meet the minimum requirement.
 - **The workstation is part of the working environment and includes:**
 - the DSE hardware
 - the surrounding space
 - the lighting, reflections & glare
 - heat/humidity
 - extraneous or intrinsic noise
 - the DSE software
- The job being done.
- Any special needs of an individual and, in all cases, the user must be consulted and should also contribute to the assessment.
- The provision of health and safety training and information.
- Where one workstation is in use by more than one worker, it should be assessed for each individual worker who is classified as a user.
- Note that a 'workstation' may consist of more than one IT system. The assessment should include all systems accessed from the same work position.
- If a display screen user is working at home or away from the office, other than on an adhoc basis, a risk assessment is still required and Line Managers are responsible for checking that all the issues have been addressed.

Review of Risk Assessments

Completed Assessments will need Reviewing when:

- major changes to the Display Screen Equipment; furniture or software is made;
- new users start work, or existing users change workstations;
- workstations are re-sited. A workstation moved within an organisation does not count as new, but the environmental factors will need reassessing when it is repositioned;
- the nature of the work changes considerably; or
- annually whether any of the above apply or not.
- If no changes have been made to the workstation etc. since the last assessment a completely new assessment is not required, the old assessment can be signed off as valid by the user and Assessor/Line Manager.

Part 1: Self-Assessment Questionnaire

This section is to be completed by the user at the workstation that is normally or most frequently used. For any “No” answers please complete the “Action to take” column.

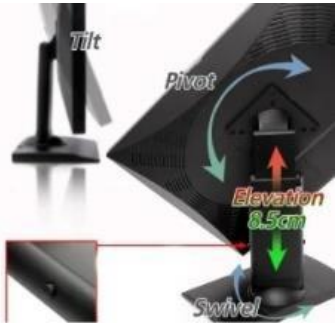
Percentage of Time Spent using the Workstation:

0 – 25 % 26 – 50 % 51 – 75 % 76 – 100 %

1. Display Screen

Help: Place the screen at a comfortable reading distance, approximately arm’s length away. Try and position it directly in front of you to avoid twisting your back or neck. Adjust the height of your screen to ensure a slightly downward viewing angle but without hunching your shoulders. Eyes should be about level with the top of the screen.

	Risk Factors	Tick		Ways of reducing the risk	Action to take
		Yes	No		
1.1	Are the characters clear and readable? Health & Safety  Health & Safety 			Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	
1.2	Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
1.3	Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problem still exist, get the set-up checked, e.g. by the ICT Department.	
1.4	Is the screen’s specification suitable for its intended use?			For example, intensive graphics work, work requiring fine attention to small details or work involving large spreadsheets may require large display screens.	
1.5	Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential provided the user can read the screen easily at all times.	

1.6	Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. <u>However, you may need to replace the screen if:</u> - Swivel and tilt is absent or unsatisfactory. - Work is intensive; and/or - The user has problems getting the screen to a comfortable position.	
1.7	Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
1.8	Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek help from OHSU.	

2. Keyboards

Help: A comfortable keying posture involves keeping the wrists in a neutral position i.e. relatively straight avoiding extreme wrist angles up, down, left or right. Maintaining a space in front of the keyboard can be helpful for resting the arms or wrists especially when waiting for the system to respond. The desk surface is usually fine for this purpose although some people find that a wrist pad, extending the full width of the keyboard, more comfortable.

	Risk Factors	Tick		Ways of reducing the risk	Action to take
		Yes	No		
2.1	Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
2.2	Does the keyboard tilt?			Tilt need not be built in.	

2.3	Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
2.4	Does the user have good keyboard technique?			<u>Training can be used to prevent:</u> - hands bent up at wrist; - hitting the keys too hard; - overstretching the fingers.	
2.5	Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

3. Mouse, trackball etc.

Help: The mouse should be positioned close to the keyboard to avoid reaching. Aim to have your upper arm close to the side of your body with the elbow bent to approximately a right angle. The forearm or wrist can usefully be supported by the work surface or the elbow by the chair arm.

	Risk Factors	Tick	Ways of reducing the risk		Action to take
		Yes	No		
3.1	Is the device suitable for the tasks that it is used for?			If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes.	

3.2	Is the device positioned close to the user? 			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: - prevent arm overreaching; - tell users not to leave their hand on the device when it is not being used; - encourage a relaxed arm and straight wrist.	
3.3	Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
3.4	Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. a mouse ball and rollers). Check that the work surface is suitable. A mouse mat may be required.	
3.5	Can the user easily adjust the software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings. The ICT Department should be contacted.	

4. Software

Help: Software should help the user carry out the task, minimise stress and be user-friendly.

	Risk Factors	Tick		Ways of reducing the risk	Action to take
		Yes	No		
4.1	Is the software suitable for the task?			Check users have had the appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

5. Furniture

Help: Do not work at odd angles if it can be avoided, your body position should be “squared up” to the table. Therefore, if you are interacting with the computer (e.g. searching a database), the screen should if possible, be directly in front of you. If you are copy typing, place the copy directly in front of you. Adjust the seat height so that the elbows are approximately level with the edge of the desk. The wrists should be in a relaxed neutral position.

	Risk Factors	Tick		Ways of reducing the risk	Action to take
		Yes	No		
5.1	Is the work surface large enough for all the necessary equipment? 			Create more room by moving printers, reference materials, etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
5.2	Can the user comfortably reach all the equipment and papers they need to?			Rearrange equipment, papers, etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
5.3	Are surface free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
5.4	Is the chair suitable?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
5.5	Is the chair stable?				
5.6	<u>Does the chair have a working:</u> - seat back - height and tilt adjustment? - seat height adjustment? - swivel mechanism? - castors or glides?				

5.7	Is the chair adjusted correctly? 			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop a user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
5.8	Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
5.9	Are forearms horizontal and eyes at roughly the same height as the top of the screen?			Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	
5.10	Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	

6. Environment

Help: Think about the positioning of other equipment, especially any items which are frequently used. You should not have to stretch excessively for the telephone, or regularly used reference material. Printers should not be positioned close to users (e.g. on user's desks).

	Risk Factors	Tick		Ways of reducing the risk	Action to take
		Yes	No		
6.1	Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
6.2	Is the lighting suitable, i.e. not too bright or too dim to work comfortably? 			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider sharing or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by	

				reflecting off walls or other surfaces).	
6.3	Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
6.4	Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
6.5	Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	

7. Final Questions to Users:

Note any problems that you may have in working with your computer that haven't been covered by the checklist.

Note any discomfort or other symptoms which you attribute to working with your computer.

Are you aware of your entitlement to eye and eyesight testing?

Yes

☐

No

☐

Do you take regular breaks working away from your computer?

Yes

☐

No

☐

Part 2: Risk Assessment

Any hazards ("No" answers) highlighted by the user in Part 1 should be risk assessed and remedial action identified. Overall Risk is the likelihood of a hazard being realised, i.e. **risk = likelihood x hazard**

Likelihood	Score	Enter score	Hazard (from Part 1) For example:	Score
Frequent user	1		Lack of keyboard cleaning (low risk)	1
Long duration or missed breaks	2		Some glare from windows (medium risk)	2
Intense deadline uses	2		Uncomfortable chair (high risk)	3
Existing musculoskeletal problem	3			
Likelihood = total (addition)				

Hazard (from assessment sheets) Use additional sheet if necessary	Risk				Remedial action	By who and when	Comment
	Hazard	Likeliho	Like x	Overall			
	x	=					
	x	=					
	x	=					
	x	=					
	x	=					
	x	=					

An overall score of 1 to 3 is Low risk; 4 to 7 Medium risk; >8 High risk.

For example, a DSE User is working in an office as a frequent user working to tight deadlines. He is suffering with headaches attributed to glare on the screen caused by a lack of blinds on the windows.

As a frequent user he would score "1" and if working to an intense deadline a further "2" making a total "Likelihood" of "3". An assessment of the hazard is a score of "2" thus the "likelihood x hazard" is "6" making the overall risk "Medium". Action should be taken to remove the risk or at least minimise it to "Low".

Part 3: Sign Off

Assessor's Sign off:

Signature: _____ Print name: _____ Date: _____

Line Manager's sign off: I agree/disagree with the Risk Assessment at Part 2

Comments:

Signature: _____ Print name: _____ Date: _____

User's signature: _____ Print name: _____ Date: _____

Date for review: _____

Appendix 2

COSHH Assessment Form

Location: _____

Information about the Substance (from the Safety Data Sheet)

Substance/Material:		Trade Name:	
What is the substance used for? (e.g. cleaning surfaces, chemical experiments)			
Is the Substance:			
☐ Highly flammable?	☐ Toxic?	☐ Sensitising?	☐ Other? Specify below
☐ Flammable?	☐ Corrosive?	☐ Irritant?	
☐ Oxidising?	☐ Harmful?		
Is the Substance Hazardous to Health when?			
☐ In contact with skin?	☐ Breathed in?	☐ Other? Specify below	
☐ In contact with eyes?	☐ Swallowed?		

How the Substance is being used

How is the Substance being used? (e.g. diluted in water, applied by brush, sprayed)	
How much is used each week? (i.e. approximate amount in litres or kilos as appropriate)	
Who is exposed to the Substance? (e.g. those using it, pupils, service users, etc.)	
Does the Substance present additional risks to certain groups of people? (e.g. young people, new and expectant mothers)	

Control Measures

Could a less hazardous Substance be used to do the same job? ☐ Yes ☐ No

(if you don't know, please contact your supplier for further information)

What controls are required for this substance, other than Personal Protective Equipment (PPE)? (e.g. well-ventilated areas, not in spray/mist form, mechanical ventilation, fume cupboard, etc.)			
Is any Personal Protective Equipment required when using this Substance?			
	☐ Eye protection? (state type required)		☐ Gloves? (state type required)

	☐ Overalls/clothing? (state type required)		☐ Mask/respirator? (state type required)
	☐ Other? (state type required)		

Other Precautions and Emergency Procedures

<u>Spillages</u> How should an accidental release or spillage be dealt with?		
<u>First Aid</u> What should be done if the Substance is:	Swallowed?	In contact with eyes?
	Inhaled?	In contact with skin?
<u>Fire Precautions</u> What actions should be taken in the event of fires involving this Substance?		
<u>Chemical Reactions</u> Is there any other Substance that this substance must not come into contact with?		
<u>Storage</u> How should the Substance be stored? (e.g. locked cupboard which is appropriately labelled, away from other substances, etc.)		
<u>Disposal</u> How should the Substance be disposed of? (or not disposed of?) (e.g. using a registered waste disposal company, not to be washed down sinks, etc.)		
<u>Health Surveillance</u> Do staff/users using the Substance require any health surveillance?		

Assessment of Risk

Are all the controls detailed above currently in place? Yes ☐ No ☐

If the controls are not in place, or additional controls are required, state the remedial actions to be taken:

Remedial Actions Required	By When?	By Who?

Are hazards to health adequately controlled with additional control measures in place? Yes ☐ No ☐

If “No” the Substance must NOT be used until adequate control measures have been implemented.

Assessor(s) name(s):	Assessor(s) signature(s):	Date:
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.		
Line Manager’s name:	Line Manager’s signature:	Date:
Remedial Actions complete: (insert date)	Line Manager’s signature:	Review date:
Reviewed on:	By:	Signature:
Reviewed on:	By:	Signature:
Reviewed on:	By:	Signature: