

January 2024



HEALTH & SAFETY POLICY

**HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

DOCUMENT CONTROL	
ISSUED	CHANGES FROM PREVIOUS VERSION
Date reviewed: January 2024 Date of next review: January 2025 Reviewer: Kim Taylor, CEO Date of ratification by Governing Board: FPP – January, 2024	<ol style="list-style-type: none"> 1. Head Teacher to convene Health and Safety Committee and ensure risk owner complete the school risk log half termly for Operations Manager. Alert CEO of high risks. 2. OM to review Contracts for procurement to check Health & Safety is an aspect that is monitored. 3. DSE Risk Assessment added as Appendix 2

Health and Safety Policy - CONTENTS

A. GENERAL STATEMENT OF POLICY: WHO THE POLICY IS INTENDED FOR AND WHAT IT COVERS

B. WHO IS RESPONSIBLE FOR EACH ASPECT OF THE HEALTH AND SAFETY POLICY.

- B.1 Trustees and Policy review.
- B.2 Head of School and monitoring / impact assessments.
- B.3 All Staff responsibilities and staff consultation.
- B.4 Functions of the Safety Committee and Health and Safety Representatives.

C. ARRANGEMENTS FOR HEALTH AND SAFETY

1. How staff and students are made aware of safety rules and practices
2. Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
3. Training of staff in health and safety, including competence in risk assessment
4. Off-site visits with children and students
5. Selecting and controlling contractors
6. First Aid and support of pupils' medical needs
7. School security
8. Occupational health services and work related stress
9. Consultation arrangements with staff
10. Work place safety for teachers, pupils and visitors
11. Violence to staff
12. Manual handling
13. Slips and trips
14. on site vehicle movements
15. Management of asbestos
16. Control of hazardous substances
17. Maintenance and, when necessary, examination and testing of equipment
Such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing.
18. Recording and reporting accidents to staff, pupils and visitors, including those reportable under the Reporting of injuries, Diseases and dangerous occurrences regulations 1995 (RIDDOR).
19. Fire safety including testing of alarms and evacuation procedures
20. Dealing with health and safety emergencies, procedures and contacts.
21. Fire Safety
22. Management of sickness absence and stress related absence

D. RECORDING AND REPORTING ACCIDENTS

E. OTHER RELATED POLICIES:

School Minibuses

Intimate Care, hygiene and infection control.

This policy is based on advice from the Department for Education on **health and safety in schools** and the following legislation:

- **The Health and Safety at Work etc. Act 1974**, which sets out the general duties employers have towards employees and duties relating to lettings
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Control of Substances Hazardous to Health Regulations 2002**, which require employers to control substances that are hazardous to health
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- **The Health and Safety (Display Screen Equipment) Regulations 1992**, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- **The Gas Safety (Installation and Use) Regulations 1998**, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- **The Regulatory Reform (Fire Safety) Order 2005**, which requires employers to take general fire precautions to ensure the safety of their staff
- **The Work at Height Regulations 2005**, which requires employers to protect their staff from falls from height

The school follows **national guidance published by Public Health England** when responding to infection control issues. The school nurse will be informed of any issues that arise.

This policy complies with our Master funding agreement with ESFA.

A. GENERAL POLICY STATEMENT OF POLICY: WHO THE POLICY IS INTENDED FOR AND WHAT IT COVERS

We the Trustees of Horizons Education Trust recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System.

This policy should be read with the Covid addendum which has control measures which could be switch on if deemed necessary by Public Health in the event of further covid notifications having an impact on the operation of the school. In April 2022 the government outlined guidance on living with Covid and the UK health security agency (UKHA) now monitors Covid and viral infections such as Rhinovirus adenovirus and human metapneumovirus. The NHS and DFE alerted and provided all schools with Scarlet fever and Strep A advice in 2022 and increased prevalence as we recover from the Covid pandemic and this advice was alerted to parents in our schools in December 2022. Other strains of Covid and increased prevalence of measles is notified for 2024.

The aim of the Trust is to provide a safe and healthy working and learning environment for staff, pupils and visitors in our schools. The Trust believes that the prevention of accidents, injury or loss is essential to the effective operation of every school within the Trust and is part of the education of its pupils. There is a unanimous commitment within the Board of Trustees to a pro-active approach to health, safety and environmental management within all of the premises and undertakings and accountabilities.

Horizons Education Trust notes the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are, and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Trustees accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other visitors.

The arrangements outlined in this policy statement and the various other safety provisions made by the Trust cannot in themselves prevent accidents or ensure safe and healthy working conditions in our schools. This can only be achieved through the adoption of safe methods of work and good practices by every individual at every school. The Governing Body of our Academy Advisory Groups will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must be informed and appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The Trust will review this policy statement annually and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and pupils/students. The details of the organisation and arrangements of this Health Safety & Environmental Policy will also be subject to the same annual review and amendments to reflect any significant changes in either operational matters or legal requirements. As a minimum, the Trustees are committed to ensuring that all legislative requirements, duties of care are properly discharged as well as conformity with any relevant standards adopted by all our schools.

Our objective is to manage our Health Safety & Environmental Systems in such a manner as to achieve continuous improvements in our performance.

B. WHO IS RESPONSIBLE FOR EACH ASPECT OF THE HEALTH AND SAFETY POLICY

B.1 Responsibilities of Governance: the Governing Body of the Academy Advisory Boards and Board of Trustees and Policy review:

- Health and safety will feature as a permanent agenda item at AAG for each school in the Head Teacher report and CEO will report any escalated advice to Finance, Premises and People (FPP) meetings.
- The Head Teacher will monitor and review the effectiveness of the schools Health and Safety Policy and ensure that any concerns are notified
- CEO will update the policy from consultations with the Head Teachers of our schools.

B2. Responsibilities of the Head Teacher.

- **Convene a Health & Safety Committee with risk owner to complete the school risk log and circulate this to the Operations Manager for the Trust.**
- Adequate allocation of resources, including time, for work and activities with implications for health and safety checks and monitoring to take place.
- A safe environment for staff, pupils and visitors to go about their various activities.
- Adequate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Supervision, training and instruction so that all staff and students can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training commensurate with their duties and responsibilities.

The Head Teacher and Senior Managers will:

- Understand the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means for the minimization of risks to staff, students and others.
- Set standards for health and safety and ensure responsibility is assigned for:
 - Reporting accidents and related procedures

- Recording and investigating accidents.
- Establishing and participating in the school health and safety committee).
- Recording and reviewing risk assessments
- Staff training and impact assessment.

B3. Responsibilities and Duties of all Staff and Staff Consultation

HSE Health and safety guidelines Poster is displayed and responsible persons named.

From the point of induction staff will understand that Health and Safety is a shared responsibility.

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school and also the particular area in which they work.-This will include:

- Be familiar with this Health and Safety Policy and all safety arrangements including those for fire, first aid, moving and handling and responding to other emergencies including evacuation and school in-evacuation. Staff working with disabled children will have working knowledge of PEEP (Personal emergency evacuation Plans) to have safe exit from pool or from building in case of fire.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments.
- Take part in health and safety training and provide feedback.
- Inform their line manager if there is any reason they are unable to perform any task or school regulated activity without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order, checked prior to use and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment and COSHH data sheets.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices (PPE).
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Incident Report form.
- Report any environmental concerns on site to a member of the management team.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risk within the school.
- When dealing with hygiene and health, staff must take note of the need to protect children and themselves from risks of infection.

Employee induction:

The Senior Management Team (SMT) will induct new employees with the safety precautions and procedures associated with their work. All staff will have access to Health and Safety folder, which will include the Health and Safety Policy, relevant guidelines and risk assessments.

B4. Functions of the Health and Safety committee and Health and Safety Representatives.

The Health and safety committee will meet and review for the Head Teacher termly:

- statistics on accident records, ill health, sickness absence
- accident investigations and subsequent actions
- risk assessments
- health and safety training
- emergency procedures
- changes to the workplace affecting health, safety and welfare of employees

If the Health and Safety committee is discussing incidents, the aim is to stop them happening again, not to give blame. The committee should:

- look at the facts in an impartial way
- consider what precautions might be taken
- recommend appropriate actions
- monitor progress with implementing health and safety interventions

Health and Safety Representatives:

The Health and Safety representatives act as advocates for the school to champion Health and Safety for the school and will receive and provide updates from the Head of School and assist as follows:

- To attend the Health and Safety committee meetings.
- To raise health and safety complaints by employees.
- Make representations to the Senior Management Team or Executive Head for the Trust on matters arising or any perceived gaps.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees if required.
- To receive health & safety information from the Head of School.

C. ARRANGEMENTS FOR HEALTH AND SAFETY AT THE SCHOOL.

C1. How staff and students are made aware of safety rules and practices:

Pupils will receive support on safety rules and practices through the PSHE taught programme and from the class teacher. Our pupils have special needs and safety rules will need to be regularly revisited. Staff will provide additional supervision and prompts to ensure all activities or movement through the school building is safe at all times

The Head Teacher will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on all relevant Health and Safety matters.

Where responsibility for carrying out a particular health and safety function is delegated to an employee, that person must be aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

The governing Body (AAG) are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

Where contracts such as cleaning, catering services and building works are awarded proper consideration should be given by the Trust Operations Manager for the health and safety aspects before the tendering of any such contract takes place and the school must be satisfied that successful contractors comply with all relevant safety legislation.

C2. Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.

All members of staff and the Head Teacher has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school.

The Head Teacher will take reasonable, practicable steps to achieve this aim and assign clear safety functions to other members of staff as appropriate.

In particular, the Head Teacher will:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the CEO for the attention of Trustees, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.

- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that maintenance records are kept for all tools, machinery, plant and equipment that receive planned maintenance, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and students and make recommendations on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
 - Monitor the effectiveness of the implementation of this policy and submit a report each term to the Executive Head on health and safety matters.

C3. Training of Staff in health and safety, including competence in risk assessment

The school retains a Health and Safety training log

Training will be given-when an employee commences work as part of Induction and forms part of an annual update for all staff.

Staff/student training requirements will be regularly reviewed and updated as required and form part of the staff appraisal process.

All staff receive a copy of the Health and Safety Policy and are informed about fire procedures and drills, other emergency procedures, first aid and hygiene facilities, accident reporting procedures including RIDDOR and major hazards and risks. Additional training is provided to staff on manual handling and use of hoist equipment and slings for pupils with physical disabilities from an accredited trainer.

All staff will have regular updates on Health and Safety and risk assessment. Classroom staff receive training in the administration of medication, relevant medical conditions and procedures, moving and handling, intimate care and hygiene procedures, Team Teach positive handling techniques and behaviour management to ensure safety in a special school.

5 C procedures:

As part of their induction support staff and caretaking staff will receive training in policies and procedures in place such as 5c's procedures for managing contractors, management of asbestos. They may also receive external training in using ladders and working at height if they are medically fit to do so, quality of water testing for the pool and pool plant operation if applicable to the school in the trust.

Cleaning staff are trained in the safe use of specialist cleaning equipment and use and storage of hazardous substances. The Trust out sources most cleaning and they have responsibilities to train their own employed staff to provide an effective and safe service.

Pupils will receive such training as is considered appropriate to the school-related activities that they carry out and within a special school for pupils with severe learning disabilities; there is an expectation that staff will be anticipatory and ensure pupil safety. However as far as possible children and students within the special school will be supported to take risks and to learn to protect themselves and be safe in their daily living.

Risk assessment

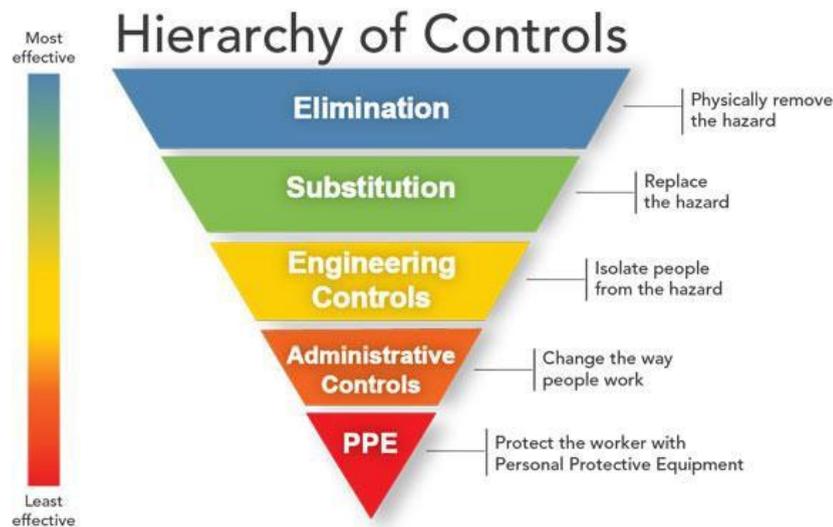
All staff will have regular updates on Health and Safety and risk assessment. Classroom staff receive training in the administration of medication, relevant medical conditions and procedures, moving and handling, intimate care and hygiene procedures, Team Teach positive handling techniques and behaviour management to ensure safety in a special school.

Risk assessments are available for all aspects of school life involving pupils and students in lessons for delivery of curriculum activities, use of equipment, premises and off - site activities. It is intended that the Risk Assessments at Horizons Education Trust will follow the general premise and intent of HSE guidance.

Risk assessment is about identifying hazards and reducing risk, providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious

consequences. It should be about enabling innovation and learning not stifling them

Risk management at Riverside Meadows Academy follows the Hierarchy of Control of Hazards model:



New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Risk assessment for Lone working:

Lone working may include:

- Late working
- Home or site visits
- Weekend working

- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

C4. Off - site visits:

When planning trips and visits staff should:

- Follow school policies and procedures. Consider carefully any health and safety implications. If this is a new destination a preparatory visit is required.
- Complete the online system for educational visits called EVOLVE.
- Complete a formal risk assessment for the trip or review the existing risk assessment if it is a regular trip or one that has been undertaken before. The risk assessment must include details of medical needs, behaviour strategies, staffing ratios and allocation of pupils to staff for supervision purposes.

Educational Visits out the UK require notification to the Trustees. Teachers should ensure that they are familiar with "Educational Visits and Journeys", the Cambridgeshire policy guidance on Evolve which is an online platform and ensure that they have fulfilled all the requirements set out in that document. Medical protocols and information/ care plans must be part of the Educational visits procedures.

C5. Selecting and controlling contractors:

The Academy will use contractors that have staff with DBS clearance for Single central record or ensure that they are accompanied at all times on site.

On arrival contractors will report to reception for security clearance and have opportunity to view the Asbestos register and health and safety Policy. All contractors will wear a visitor badge and on exit contractors will return to the office to provide business sheets for works and hand in security badge so they can be escorted off site.

Contractors on the school site

The school follows Cambridgeshire County Council's '5C's policy for contractors working on school premises. There is an information booklet at reception for

contractors 'Contractor rules for safer working in our schools.

All contractors are required to read and sign the school site Hazard and Asbestos register before starting work. (No asbestos at Riverside Meadows Academy sites)

All contractors are 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 the accordance with this Act as well as under other various statutory instruments. Contractors are aware that their arrangements could be monitored by HSE and that they have duty to cooperate with the school for site deliveries or noisy works during school core hours.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect persons in his or her care from a risk of injury. This may include instructing the contractors to cease work and possibly to leave site. Any such instances should be reported immediately to the HSE. Such contractors should not be permitted to return to the premises until they can satisfactorily demonstrate their intentions to comply with the Horizons Education Trust, Health & Safety Policy.

We expect that contractors coming on site will report to the office on arrival and familiarise themselves with relevant Health and Safety information including signing they understand the location and details of asbestos on site from the Asbestos survey. All contractors will follow safe working practices bearing in mind the levels of disability of the children in school. They must ensure that all tools, equipment and vehicles are used sensibly and safely. Particular attention should be paid to ensuring that all sharp tools are kept out of the reach of the children and students and that there are no trip hazards caused by trailing cables. Consideration should be given to levels of noise and whether contractor works in the method of work statement should schedule work prior or after school core hours to minimise operational disruption.

C6. First Aid, Health and Hygiene and Supporting Children with Medical Conditions

See DFE guidance 'Supporting children with medical conditions' 2014 and 2017, Trust policy on medical conditions and 'Intimate care Policy'

Staff will complete relevant training, including administration of medicines, asthma and epilepsy awareness and anaphylaxis.

The school has appointed first aiders. Their names are displayed in each site.

First aid boxes are held in each site – specific locations are listed separately. A portable first aid kit (grab bag) is available for use during all external school trips.

A few pupils in school require regular medication for medical conditions. Overall responsibility for this medication lies with the Head Teacher. The following procedures must be observed in accordance with the school 'Supporting pupils with medical conditions Policy'.

Key information as follows:

MEDICINES WILL BE ADMINISTERED AND CONSULT FIRST AIDER IN FIRST INSTANCE ABOUT OVER THE COUNTER MEDICATIONS FROM PARENTS.

1. Medicines must be clearly labelled with contents, child's name and dosage.
2. Medicines must be kept locked in a labelled drugs cupboard of approved design.
3. Only trained or qualified and authorised persons may administer medicines.
4. All medicines must be administered by two people to corroborate dosage, time etc.
5. A record of child's name, dose given, drug and date must be kept in the logbook in the drugs cupboard.
6. Controlled drugs should be recorded separately, keeping a running record of the number of tablets in school
7. Where emergency medication may be required by a child, it is the responsibility of the teacher to carry the necessary drug when leaving school premises and to replace it in the drugs cupboard upon their return by signing in and out as required in the administrations of medicines book.
8. Any leftover medication or tablets should be collected by parents.
9. All staff who administer medication will complete training in the 'Administration of medicines'.

Pupils returning to school after an operation must have a plan for the return from the appropriate medical professional(s) and a risk assessment in place. The school or GP practice nurse will provide advice to staff to ensure safety.

Pupils returning to school after an injury must have a risk assessment in place which includes any special arrangements which may need to be made.

Sun safety:

The Trust has a Sun Safety policy which includes guidance for the application of sun screen and sun protection for pupils and students. Our schools will also follow NHS guidance to prevent heat exhaustion to protect pupils, staff and visitors.

Hygiene and Personal Care

All staff are expected to practise good personal hygiene to limit the spread of infection and to support infection control to support pupils. Covid compliant hand washing and antibacterial gels are available including the reception areas. Gloves and aprons must be used for all personal care procedures and benches should be wiped using the disinfectant provided. Staff carrying out personal care sign each time and report any concerns. 'Intimate Care Policy' for guidance.

Infection prevention and control

(For Covid-19 guidance and measures see addendum, risk assessment and operating procedures)

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable

Handwashing

- Wash hands with liquid soap and warm water, and dry with papertowels
- Use sanitiser when soap and water is not available.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Dispose of tissues in a bin with a lid.
- Wash hands after using or disposing of tissues
- Spitting is to be discouraged.

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor.

Animals (Check DFE guidance for animals in school)

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action and take that action in consultation with the Local Authority and DFE.

Smoking

Smoking or vaping is not permitted anywhere on the school premises or perimeter to the road.

C7. School security

Our Schools have a security Policy to support local decisions about safety on the school site and this is managed by the Head Teacher. Our schools have an electronic door system monitored remotely by staff in reception. All visitors attend school by appointment and must report to the school reception before being allowed into school buildings.

Buildings are accessed through an electronic fob system. Permanent staff are issued with a fob. Visitor fobs may be issued at the discretion of the Senior Management Team. Regular visitors to the school such as specialist teachers or Health professionals may be permitted to access areas of the school independently. All other visitors must be accompanied. Staff must challenge unaccompanied visitors they do not recognize or who not being complaint wearing security lanyards and identification badge.

Where a court injunction exists preventing a parent or family member having access to a pupil, the police will be called should that person attempt to come onto school premises.

All visitors to the school must report to reception and sign in. Any pupils or staff leaving the site should sign out at reception and back in on their return.

Staff in school during holiday periods must sign in and out in case of emergency evacuation.

C8. Occupational health services and work - related stress

Staff returning to school after an operation or injury must present a medical certificate stating that they are fit for work. They may as part of a return to work procedure need a risk assessment.

School will consider request for a phased return or provision of temporary and time limited reasonable adjustments if this is recommended and does not cause detriment to other colleagues. The Head Teacher will consider these requests on a case by case basis only.

C9. Consultation arrangements with staff

As the Employer, Horizons Education Trust shall consult employees on matters that may affect their health and safety. This is achieved by establishing a health and safety committees for each school site, which meets at least termly and reports to the Head Teacher of that school. The Trustees' FPP Committee will provide a standing item for their meeting agenda for health and safety issues and receive information from the Trust CEO either escalated from Head Teachers or from direct evidence of visits to schools.

C10. Work place safety for teachers, pupils and visitors

The Trust fulfils responsibilities to ensure all employees have access to their legal right to be consulted about health & safety matters to enable them to make significant contribution towards achieving safe conditions at work.

The trust has a leaflet for visitors in reception which contains guidance for Health and Safety reporting directly to the school prior to exit of the school site.

In regular Health and Safety updates the Head Teacher will remind all employees of their legal duties to report all Health and safety concerns and to check that action has been taken to make the area of the school safe.

Working at height

Only those members of staff who have received recognised training and certification for climbing ladders and changing plugs and fuses may do so within school. At appraisal we check that staff approved to use ladders are medically fit to climb ladders to ensure the health and safety for employees.

C11. Violence to staff

The Trust has a view that every school has a zero tolerance approach to violence and aggression towards staff from members of the public, visitors or parents. We have a notice in reception and in upper school to make this clear to all. All incidents will be reported to the Police.

Pupils may occasionally exhibit challenging behaviour as a result of their learning difficulty or disability. All classroom staff are trained in Team Teach positive handling techniques and will use de-escalation strategies and where necessary physical intervention to keep the pupil, other pupils or themselves safe (See Behaviour and Physical Intervention policies on the website).

There may be times when a pupil with special needs in crisis will hit, kick, bite or throw things resulting in injury to a member of staff. Where a member of staff is or thinks they may be injured they must see a first aider immediately. The first aider may advise further medical treatment from a GP or hospital.

All incidents must be reported to a member of the Head Teacher and recorded using our recording and reporting procedures outlined in this document.

Physical Intervention should only be carried out by staff trained in Team Teach and following the Physical Intervention Policy guidelines for circumstances in which it can legitimately be used, except in exceptional circumstances where the result of non-intervention could be serious injury or fatality. The trust will refuse admissions to the school if parents and carers will not give consent for staff to protect children and staff from significant harm.

C12. Manual Handling

Staff involved in moving and handling will receive training from qualified trainers. Advice may also be given by occupational therapists as part of a drop in if part of an EHC Plan.

All pupils requiring moving and handling procedures will have a written protocol which will be reviewed regularly and signed by the staff team. Staff will make full use of all equipment provided to assist with moving and handling and follow the protocol. Failure to do so may result in disciplinary procedure.

Staff should never attempt to lift a pupil from the floor or carry a pupil except in exceptional circumstances where the result could be serious injury or fatality.

Staff should only lift a pupil manually in a specific situation where there is no appropriate alternative, using an agreed technique and following a written protocol and advice from moving and handling trainers.

For tasks requiring lifting and moving loads, risks must be assessed and action

taken to incorporate resultant control measures. Heavy goods and equipment must always be handled with care to avoid the risk of injury.

Testing of lifting equipment is conducted in line with Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998 and BS: 10535:2007. All moving and handling equipment is tested and serviced annually to exact manufacturer guidelines and safe working load tests. Where equipment is not working, this should be reported to the Head Teacher for urgent action.

C13 Slips and trips

It is the responsibility of all staff to ensure trip hazards are avoided. Bags should be kept in lockers or on pegs. Wires should be clipped or tied together and not trail across the floor. Chairs should be pushed in when not in use. There should be clear passage in corridors and classrooms for pupils with physical difficulties, visual impairments and wheelchair users.

Any uneven surfaces causing trips should be reported to Premises staff and discussed at the Health and Safety Committee.

Any spills should be reported immediately to premises staff or Manager. A 'wet surface' warning sign should be put in place as soon as possible. A member of staff should stay by the spillage until the sign is in place to be sure the area is safe and avoid accident.

C14. On-site vehicle movements

During the pupil arrival and departure times the school operates a supervised system for vehicle movements in the car park. There is a one way flow of traffic, Cars should use designated parking bays and not block access for emergency vehicles at site entrances. Parking for parents is limited in all school sites and visitors may phone the school office to clarify this prior to visit.

Delivery vehicles notify reception before being let into the grounds and unloading may be supervised by the Site Manager.

Arrangements for contractor vehicles are agreed prior to work starting on site with the Head Teacher.

During the school day pupils move around the site without needing to access the car park area, except when accompanied by an adult to leave the site or use the minibuses.

At the beginning and end of the day, pupils are accompanied to and from taxis and minibuses by a member of staff.

Local Authority transport team carry out spot checks on the roadworthiness of transport provided for pupils and the health and safety of transport arrangements.

C15. Management of asbestos

- Staff are briefed on the hazards of asbestos in our schools that have an Asbestos Register, the location of any asbestos in the school in the Asbestos register and location map and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site in reception.

C16. Control of hazardous substances

Trustees will delegate responsibilities to the Head Teachers to implement measures to identify and control the risk of occupational ill health attributable to harmful substances. The Trust will ensure that compliance with current COSHH Regulations is maintained for the school through school monitoring outcomes reported to CEO by Head Teachers.

COSHH risk assessments identify measures to eliminate or reduce exposure; these may include elimination, substitution, engineering design, enclosure, extraction (LEV), general dilution ventilation, administrative controls or work instructions and lastly use of personal protective equipment (PPE) and respiratory protective equipment (RPE).

Trained assessors will carry out suitable assessments for all substances classified under the COSHH Regulations and results will be recorded

Appropriate information and/or training on the safe use of hazardous substances will be given. Containers must be marked with contents and unless you can reliably identify the contents, do not use materials from unmarked containers. No harmful substances are to be permitted to be stored in any of the classrooms and all cleaning chemicals are to be properly stored as part of the responsibility of the cleaning staff.

No unauthorized or unapproved chemicals are permitted to be on any school premises. Anyone wishing to bring new substances onto the premises is not to do so without the authorisation of the Head Teacher or a suitably qualified Risk Assessor.

Disposal of Waste from school site:

Clinical waste is double bagged and put in identified clinical waste bins as approved by a licensed waste disposal company.

Food waste is put in appropriate containers and disposed of separately to other waste. The school meals is a bought in professional service to sites and meals are cooked on site by an approved catering provider. Catering staff are responsible for food hygiene and preparation of food and waste disposal. They are subject to regular external inspections from the Environmental Health team.

The school has very few Hazardous substances used for the delivery of the curriculum or for cleaning purposes. Such as chemicals and empty containers are taken away by a specialist contractor.

Large electrical items, computer monitors and fridges are taken to the local authority recycling centre to be disposed in accordance with national guidelines. These electrical items are replaced according to BREEAM with energy saving products.

C17. Maintenance and, when necessary, examination and testing of equipment such as electrical equipment. Local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing.

Electrical equipment:

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any child or student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs and within our schools, this will be an appointed electrical contractor.
- As part of a planned timetable of checks or as required a portable appliance test (PAT) will be carried out by a competent person and staff notified.
- All isolators switches are clearly marked.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Guidance from the HSE for the checking of electrical equipment is followed at the school using qualified electricians.

PAT testing:

The school has all electrical equipment tested annually by certified testers. Equipment requiring more frequent testing is checked according to HSE guidance. The Site Manager responsible for maintaining copies of receipts for new electrical equipment and ensuring all equipment is checked.

Statutory 5 year testing of electrical circuits is carried out in accordance with guidance

Gas appliances on premises:

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work can have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

Lifting equipment

All hoists if required on site are tested and maintained by contractor and a member of staff monitors that equipment is in working order.

PE and sports equipment

School PE equipment and outdoor activity equipment are tested and maintained annually by an accredited contractor.

Trampolines are tested annually by specialist provider qualified to test and ensure safety.

Sensory equipment Sensory room equipment is tested and maintained twice a year by an accredited specialist contractor.

Other testing includes:

**Water temperature testing,
Blending valves,
Showerhead cleaning
Boilers and associated equipment,**

Asbestos self-assessment (no asbestos on sites)

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school in the Asbestos Survey and location map and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of asbestos clearance on the school site in reception.

C18. Recording and reporting accidents to staff, pupils and visitors, including those reportable under the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR).

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and 2013 (RIDDOR) some accidents that occur in schools or during educational activities elsewhere, must be reported to the Health and Safety Executive (HSE). The Trust buys in professional services from the LGSS Health and Safety service to provide advice and guidance for RIDDOR and HSE reporting.

All accidents or injury to staff, pupils or visitors must be reported to the Head Teacher and an Incident Report Form (IRF96) completed as soon as possible. The front of the form is filled in by the injured party or on their behalf if the person is too injured to do this personally at time of accident. The reverse of the form is completed only by the Senior Manager. If the injured person has received first aid and accident report form should also be completed on the same day so all information is known to the school about the pupil, visitor or member of staff.

The IRF96 once completed, will be handed to the Head Teacher who acts as the Health and Safety Officer; who will decide if it requires reporting to the Health and Safety Wellbeing Service – CCC for advice.

All incidents resulting in 3 consecutive days lost or where medical treatment for an injury has been required should be reported using the CCC reporting system for IRF. Following disclosure of information, the Health and safety officer for the CCC will decide whether to report the incident to the Health and Safety Executive. (HSE) to monitor and comply with regulations.

Reporting to the Health and Safety to CEO and Central Team

The Head Teacher has responsibility for the as Health and Safety on site and will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and within 10 days of the incident following discussion with the CEO and CCC Health & Safety Wellbeing Service, to report to the HSE on the school's behalf .

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Notifying parents

A Senior Manager will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head Teacher informs the Local Authority and LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

C19. Fire safety including testing of alarms and evacuation procedures

- Fire drills will be held each term and there is a record kept about the time taken to evacuate to the assembly point. Staff are encouraged to report any issues with evacuation or in- evacuation in terms of supporting pupils to evacuate the building and whether there is a problem with the alarm sounders.
- Termly fire safety audits will be carried out to ensure that all fire safety signage is compliant with current regulatory requirements and all emergency lighting is being maintained in a serviceable condition. Fire alarm equipment is serviced and tested twice yearly.
- Staff will ensure fire exits are clear and familiarize themselves with fire routine notices and detailed map posted in all rooms or call points. When the fire bell sounds staff will ensure that all children and visitors vacate by the closest exit and assemble in their designated Fire Assembly Point in the Playground. Windows and fire doors should be closed when the room is vacated. However, due to the vulnerability of the pupils with special educational needs and disabilities, the first priority is to evacuate the premises and ensure the safety of the students, visitors and all staff.
- See appendix 1 for check list about Fire safety.

C20. Dealing with Health and Safety emergencies, procedures and contracts.

The Trust has in place a Critical Incident Plan to deal with emergencies which may require the closure of the school or partial closure. A base may need to be established away from the school site at a nearby building if requested by the Police or emergency services.

The plan outlines procedures to be followed in the event of an incident including establishing a critical incident management team, how information will be shared

with staff, parents and Trustees, informing the local authority, ensuring continuing care for vulnerable pupils.

A critical incident folder is available in the school office, and also kept by the Trust and Head Teacher.

C21. Management of sickness absence and stress related absence.

The school has a policy for the management of sickness absence. Any workplace issues identified as contributing to the sickness absence at a return to work or sickness absence meeting, will be recorded and investigated by a senior manager and reported to the Head Teacher. Measures to resolve the issues raised will be implemented wherever possible.

The school has a policy for stress management. Any member of staff suffering from work related stress will be offered the opportunity of an occupational health consultation which will identify possible stressors. Access to a free employee assistance scheme is offered to employees in all our schools.

D. OTHER RELATED POLICES:

School Minibuses

Only employees who have successfully complete the MIDAS driver assessment and who meet the government criteria will be permitted to drive the minibus and must sign the Mini bus Policy. Some vehicles allow all drivers to use if permitted by Head Teacher.

A portable first aid box is available in the school bus, which must be checked with each use to ensure it is complete. Other details for the use of the school bus will be made available as part of the induction process.

A check of authorised drivers' licences will be carried out annually at the start of the year and it is additionally incumbent upon all authorised drivers to notify the school immediately if they are prosecuted by the police for any traffic or motoring offence.

The minibus will be serviced as per the recommendations of the manufacturer or servicing agent and the vehicle will be submitted for the required regulatory safety checks (MOT's) on a six-monthly basis as required for passenger minibuses.

It is the responsibility of the Head Teacher to ensure that any school vehicles are properly taxed and insured at all times.

MONITORING OF THE HEALTH AND SAFETY POLICY

The Health and Safety Policy will be monitored and evaluated through the termly Health and Safety walks by the Head Teacher and the Health and Safety representatives.

The Head Teacher will review the Health and Safety Policy if updates are required and will recommend any changes to the CEO for approval of Trustees.

APPENDIX 1: FIRE SAFETY CHECK LIST

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

APPENDIX 2: DSE Risk Assessment [HSE]

PAGE 1



Health and Safety Executive

Display screen equipment (DSE) workstation checklist



This is a web-friendly version of Display screen equipment (DSE) workstation checklist published 05/18

Workstation location and number (if applicable):

User:

Checklist completed by:

Assessment checked by:

Any further action needed: Yes/No

Follow-up action completed on:

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

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

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

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

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

1

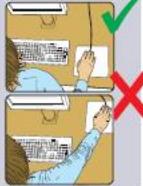
PAGE 2

Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?    			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.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> ■ hands bent up at the wrists; ■ hitting the keys too hard; ■ overstretching the fingers. 	
Are the characters clear and 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.	

2

Display screen equipment (DSE) workstation checklist

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

3

Display screen equipment (DSE) workstation checklist

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

4

Display screen equipment (DSE) workstation checklist

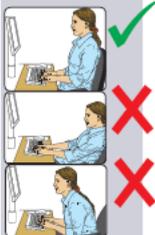
Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections? 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
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 specialist help.	
4 Software				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

5

Display screen equipment (DSE) workstation checklist

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers etc? 			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.	
Can the user comfortably reach all the equipment and papers they need to use?			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.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides? 			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

6

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

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

7 Final questions to users...

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

Write down the details of any problems here:

Further information

Working with display screen equipment (DSE): A brief guide Leaflet INDG30(rev4)
HSE books 2013 www.hse.gov.uk/pubns/indg30.htm

For information about health and safety visit <https://books.hse.gov.uk> or <http://www.hse.gov.uk>. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

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Policy agreed on: _____

Signed on behalf of the Trustees _____

Committee: Finance People and Premises _____

Author: Kim Taylor -CEO _____

Review date (optional): _____

Website Y/N