

DAC Education Ltd HEALTH AND SAFETY POLICY and guidance

Date of Issue: Jan 2021

Subject to annual review

Next Review Date: January 2022

Table of Contents

DAC EDUCATION LTD HEALTH AND SAFETY POLICY AND GUIDANCE	1
.....	1
WELCOME	3
HOW TO USE THIS POLICY.....	4
SECTION ONE.....	5
INTRODUCTION	5
THE LAW	5
CRIMINAL LAW	5
CIVIL LAW	6
DEFINITION OF ‘EMPLOYEE’	6
POLICY STATEMENT	6
GENERAL RESPONSIBILITIES	7
ADVICE AND TRAINING	7
RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY	8
MANAGING DIRECTOR	8
HEAD OF OPERATIONAL EFFECTIVENESS.....	8
OBLIGATIONS OF ALL EMPLOYEES	9
DAC EDUCATION LTD EMPLOYEES HOLDING POSTS/POSITIONS OF RESPONSIBILITY	9
SPECIAL OBLIGATIONS OF DAC EDUCATION LTD EMPLOYEES	10
LEARNERS’ OBLIGATIONS WHILE TRAINING OR ON A PROGRAMME.....	10
CONSULTATION WITH EMPLOYEES	11
PUBLICISING THIS POLICY	11
DAC EDUCATION LTD SAFETY REPRESENTATIVE	11
TRAINING AND INDUCTION	11
SUMMARY	12
SECTION TWO, OFFICE SAFETY.....	13
HOUSE KEEPING	13
ELECTRICAL SAFETY	14
DISPLAY SCREEN EQUIPMENT (DSE).....	18
FIRE	20
FIRST AID	21
MANUAL HANDLING.....	21
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	23
OFFICE ETIQUETTE	23
OFFICE LONE WORKING	24
EXPECTANT AND NEW MOTHERS	25
REPORTING INJURIES OR ACCIDENTS	26
RISK ASSESSMENT	26
CONTRACTORS.....	26
SECTION THREE: SAFER OPERATIONS.....	28
RISK ASSESSMENT.....	28
DYNAMIC RISK EVALUATION.....	29
FIRE	31
FIRST AID	32
<i>Required First Aid Cover Chart.....</i>	<i>32</i>
<i>Training and Competence</i>	<i>32</i>
<i>DAC Education Ltd First Aid Guidelines</i>	<i>33</i>

FIRST AID KIT.....	33
DSE SELF-ASSESSMENT	34
<i>DSE workstation set-up</i>	34
<i>Model workstation Layout</i>	35
<i>DSE Self-assessment form</i>	36

Welcome

Welcome to the Health and Safety policy for - DAC Education Ltd Ltd

This policy is provided as a reference source of good practices, and is fully endorsed by the Managing Director of DAC Education Ltd. You are strongly advised to adopt the learnings from this policy, but may be adapted with locally procedures where necessary.

All sections in the policy have been produced using the latest Health and Safety guides and/or available legislation and concern issues which are important to DAC Education Ltd. By following the advice and using the procedural forms provided, DAC Education Ltd employees should be able to continue to develop and maintain the proper management of health and safety issues.

Please take time to refer to the policy and make sure that all employees know where they can access it.

As always, no amount of written advice can be a substitute for the application of common sense and vigilance by individual employees at all levels.

I hope that you find this policy valuable but please remember that there are many other colleagues within DAC Education Ltd who have expertise to further help you. Contact details are given in each section where appropriate and a full list is provided at the end of the policy.

Finally, please do not hesitate to contact me if you have any suggestions or comments to improve this policy.

David Coyle
Managing Director



DAC Education Ltd

The information contained in this policy has been prepared by the DAC Education Ltd Health and Safety Representative.

How to use this Policy

The main body of the policy is a series of sections, which cover a range of everyday safety issues. Due to the nature of the work that the DAC Education Ltd carries out it is necessary to split this policy into 3 sections.

- Section One Policy statements
- Section Two Safer Office
- Section Three Safer Operations

Section One lays out DAC Education Ltd's commitment to Health and Safety, it also highlights where each and every individual fits into the safety culture within the organisation.

Section Two refers to a safer office environment. This section is designed to inform all DAC Education Ltd static offices.

Section Three safer operations. This includes anything operational outside of the office, included but not limited to the provision of any programme and site visits.

Hard copies of this policy, procedures and any forms can be obtained by contacting the DAC Education Ltd Central Team by emailing info@daceducation.co.uk

This policy is under constant review. Sections may be added and others may be revised.

Please make sure that all suggestions and ideas for amendments are passed on and that when updated versions are issued, out-dated hard copies are destroyed and irrelevant information is removed.

Wherever possible, sections contain the phone numbers of people who can be contacted for further advice or interpretation.

You should then make sure that you are adhering to any relevant requirements during your day-to-day functions in the workplace both within DAC Education Ltd premises and at any other venue where you might be working.

Section One

Introduction

This policy is written within the framework of the Health and Safety at Work etc Act 1974 and its subsequent regulations.

It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the DAC Education Ltd. Copies and subsequent amendments will be made available to all DAC Education Ltd employees.

The Law

It is not necessary for DAC Education Ltd employees to have a detailed knowledge of health and safety law but it is important for everyone to have an understanding of the 'spirit of the law', i.e. that unnecessary risks are to be avoided and that reasonable measures should always be taken to minimise risks.

In the event of a breach of statutory duty, either an individual or the DAC Education Ltd may face prosecution by the Health and Safety Executive. Penalties can be fines and/or imprisonment.

There are two basic types of health and safety law, which affect the DAC Education Ltd and its employees. They are criminal and civil law.

Criminal Law

Criminal law is the body of statutory requirements. Foremost amongst these is the Health and Safety at Work etc. Act 1974, which is the overarching legislation under which many regulations are formed which directly affect the DAC Education Ltd and its activities.

Most statutory duties are placed on the Employer. In all cases the employer is the DAC Education Ltd. To this end, the DAC Education Ltd provides advice, guidelines and support to its employees in all sites in a variety of ways, not least through this policy.

On a day-to-day basis it is the responsibility of the MD and trustees to ensure that the activities of the DAC Education Ltd fall within set guidelines and to bring to the attention of all employees any circumstances in which it cannot operate within them.

The law recognises that there is a limit to the ability of the DAC Education Ltd to direct and influence activities being undertaken at any given time. Employees must, therefore, have systems in place to identify their own unique risks and to control them accordingly.

DAC Education Ltd regional offices must carry out regular risk assessments and safety inspections. A written record of all of this information is essential to be able to demonstrate compliance. Help in doing all of these things is given within this Policy.

All employees must understand that they also carry legal responsibilities under the Health and Safety at Work etc. Act 1974, and associated legislation. We must all take care of our own health and safety and that of others affected by our acts or omissions and we must all co-operate with our employer in respect of health and safety.

Civil Law

The second type of law to affect the DAC Education Ltd is civil law. This is where someone sues for compensation because they believe that they have suffered harm or loss as a result of a breach of duty of care.

Most commonly this will be either an employee who has sustained an injury whilst at work or a third party (young person/visitor etc.) injured in connection with a DAC Education Ltd activity or premise.

Any such claim must be made by the injured party, usually through a solicitor, to the DAC Education Ltd's Insurance Provider.

In all such cases within DAC Education Ltd premises and/or activities, the Employers and Public

Liability Insurance held by the DAC Education Ltd will cover all claims.

No individual employee would therefore ever face being sued personally unless wilful neglect was involved.

Civil law claims can be extremely costly, running into tens and even hundreds of thousands of pounds – this gives further weight to the need for due diligence and thorough health and safety management.

Definition of 'Employee'

The term 'employee' includes all paid staff whatever their function in the DAC Education Ltd. 'Employee' does not include contractor's staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the DAC Education Ltd, for example assisting DAC Education Ltd

The success of this policy depends on the active support of all employees to achieve its objectives.

Policy Statement

The DAC Education Ltd Managing Director (MD) has overall responsibility for the implementation, management and monitoring of Health and Safety policy and procedures.

The MD recognizes and accepts responsibility, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, Learners, visitors and others who may be affected by the work of the DAC Education Ltd.

In discharging these responsibilities the MD will pay due regard to relevant regulations, codes of practice, guidance notes and also to professional advice agreed by the DAC Education Ltd senior management team.

The MD similarly requires all employees of the DAC Education Ltd to recognize their responsibilities to take care for the safety of themselves, of other workers, Learners, visitors and of others who may be affected by the work of the DAC Education Ltd and to co-operate fully with the MD and the DAC Education Ltd management team in implementing and fulfilling this policy.

The MD accepts responsibility as far as is reasonably practicable for the effect of the DAC Education Ltd's activities on the safety of contractors and others whilst working on DAC Education Ltd premises.

The MD similarly requires DAC Education Ltd Managers, employees, contractors and others when working on DAC Education Ltd premises to take all reasonable care for the protection of their own employees, DAC Education Ltd staff, visitors and others who may be affected by their work.

General Responsibilities

The MD is responsible to the Trustees for the implementation, management and monitoring of the relevant policies and procedures. The MD will co-operate with and maintain appropriate levels of communication with DAC Education Ltd National Managers, Project Managers and other employees with issues relevant to any and/or all DAC Education Ltd sites.

The MD will liaise with the trustees in matters where their responsibilities relate to the Health and Safety at Work etc Act 1974.

The MD will approve and monitor any arrangements made by managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other employees will take all reasonable measures to assist the MD in implementing this health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfill their responsibilities and that the areas in which they work are safe.

Employees have the duty to take responsible care for their own health and safety and that of others who may be affected by their actions and/or omissions. Employees are to co-operate with the MD and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

Advice and Training

The MD notes the range of professional advice, information and training available in support of health and safety and will make available such advice, information and training to appropriate employees. The MD will make available to all employees the information contained on the Health and Safety Executive poster/leaflet 'Health and Safety Law: what you should know'. The MD will also ensure that all employees receive appropriate health and safety training.

The overall aim of the above is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using DAC Education Ltd premises and:

- to establish and maintain a safe and healthy environment throughout all DAC Education Ltd sites
- to establish and maintain safe working procedures among all DAC Education Ltd employees
- to ensure the provision of sufficient information, instructions and supervision to enable all people working on DAC Education Ltd site's to avoid hazards and

contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided

- to ensure the provision of sufficient information, instructions and supervision to enable all visitors to DAC Education Ltd site's to avoid hazards and be aware of appropriate health and safety procedures
- to maintain a safe healthy place of work and safe access and egress from it
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating DAC Education Ltd premises
- to lay down procedures to be followed in case of accident

Responsibilities and duties in matters concerned with safety

Managing Director

The ultimate responsibility for all DAC Education Ltd safety organisation and activity rests with the MD.

Head of Operational Effectiveness

A number of duties are undertaken by Head of Operational Effectiveness on behalf of the MD. Who keeps the MD fully informed of all matters. So that a report can be produced for the board as required. The duties are:

- maintain contact with outside agencies able to offer expert advice
- ensure ongoing risk assessments are carried out regularly for DAC Education Ltd premises and for all activities in which employees and visitors to the DAC Education Ltd may be involved
- ensure that all managers and employees understand that they are to report all known hazards immediately to senior management and that they are aware they have the authority to stop any practices or the use of any tools, equipment etc they consider to be unsafe until satisfied as to their safety
- make or arrange investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazard situations
- provide employees with the results of any risk assessments
- review regularly the provision of First Aid in the work place and the the emergency regulations and make recommendations for improving the procedures laid down where necessary
- review regularly the dissemination of safety information concerning the DAC Education Ltd

- recommend necessary changes and improvements in welfare facilities
- inform the trustees regularly of the Health and Safety arrangements of DAC Education Ltd premises

Obligations of all Employees

The Management of Health and Safety at Work Regulations 1999 together with the Health and Safety at work etc Act 1974 state:

It shall be the duty of every employee while at work

- to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and
- as regards any duty or requirement imposed on his employer or any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with

The legislation also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions. In order that the laws be observed and responsibilities to other visitors to DAC Education Ltd premises are carried out all employees are expected to

- know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- follow instructions related to health and safety procedures
- observe standards of dress consistent with safety and/or hygiene
- exercise good standards of housekeeping and cleanliness
- know and apply the emergency procedures in respect of fire and First Aid
- use and not willfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- to inform the MD and line manager of any potential hazards (but only within their own knowledge and experience)
- co-operate with other employees in promoting improved safety measures in their school
- co-operate with the appointed DAC Education Ltd safety representative.

DAC Education Ltd employees holding posts/positions of responsibility

These staff have a general responsibility for the application of the DAC Education Ltd's safety policy to their own area of work and are directly responsible to the MD for the application of existing safety measures and procedures within that area. Advice or instructions given by the MD, including the relevant parts of this statement, shall be observed and shall

- where necessary, establish and maintain safe working procedures
- resolve any health and safety problem any employee may refer to them and refer, through the DAC Education Ltd management chain, any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular safety inspection of the premises and activities for which they are responsible and where necessary, submit a report through the management chain
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees to avoid hazards and to contribute positively to their own safety and health at work
- propose requirements for safety equipment and additions or improvements to equipment which are dangerous or potentially so.

Special obligations of DAC Education Ltd Employees

The MD of DAC Education Ltd is ultimately responsible for the safety of people attending all formats of DAC Education Ltd-lead training, however any DAC Education Ltd employee working with Learners has a duty of care to the Learners within their groups at any venue. Risk Assessments shall be completed where necessary.

If for any reason (for example the physical state of a room or the splitting of a team for practical work), the employee considers they cannot accept this responsibility, they should discuss the matter with their line manager before allowing practical work to take place. DAC Education Ltd employees are expected to

- exercise effective supervision of the Learners whom they are responsible for and know the venue emergency procedures in respect of fire and First Aid, and to carry them out
- know the special safety measures to be adopted in their own learning areas and to ensure that they are applied
- give clear instructions and warning as often as necessary
- follow safe working procedures personally
- follow Safeguarding procedures

Learners' Obligations while training or on a programme

DAC Education Ltd employees shall work with Learners to establish, at whatever level is appropriate, an ability to:

- exercise personal responsibility for the safety of self and others
- observe all the safety rules of the venue and in particular the instructions of DAC Education Ltd employees given in an emergency

- use and not willfully misuse, neglect or interfere with items provided for safety reasons

A fully cohort briefing should be completed at appropriate times this will include health and safety with attention paid to the 3 above statements.

Consultation with Employees

It is a legal requirement as well as being good management practice to consult with employee representatives over matters of health and safety.

Such matters may include:

- development of policy and procedures
- risk assessment
- the selection or recruitment of persons to deal with health and safety issues
- the provision of safety training
- the provision of safety equipment or clothing

Normally consultation will take place with all employees through team meetings at any DAC Education Ltd premises or direct email contact.

For information/discussion on DAC Education Ltd Health and Safety matters please contact the Head of Operational Effectiveness

Publicising this policy

This HS policy and any revisions shall be forwarded to all managers and discussed with employees at team meetings. This document will be placed on the DAC Education Ltd website and accessible to all.

DAC Education Ltd safety representative

All DAC Education Ltd employees shall be able to put health and safety issues on team meeting agendas. All DAC Education Ltd team meetings shall be deemed as safety committee's with the remit to raise any concerns they feel necessary

If emergencies arise employees are informed appropriately.

The senior DAC Education Ltd employee at any site shall be the focal point for day to day references on safety and give advice or indicate sources of advice

The DAC Education Ltd safety representative shall co-ordinate the implementation of the approved safety procedures in all DAC Education Ltd site's

Training and Induction

All new employees shall be made aware of and asked to read the HS policy as part of their induction. Records will be kept centrally to that effect. When the policy is reviewed and amended the relevant parts will be highlighted to all staff.

Training shall be given in-house or via recognised courses as appropriate to the employees role.

All employees shall be made aware of procedures on health and safety, First Aid, accident, fire and emergency in their local office.

DAC Education Ltd employees are aware that failure to follow any policy or procedure is a disciplinary offence.

Summary

It is the responsibility of all concerned to make this policy work. This will help towards ensuring, as far as is reasonably practicable, that DAC Education Ltd working conditions are safe and accident free.

References

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work regulations 1999

DAC Education Ltd Health and Safety Policy, Version 01, 2015

Health and Safety Law pocket card, published 04/09

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Section Two, Office safety

This section refers to office safety which in the DAC Education Ltd is deemed as: work carried out by core staff in their day to day work in their contractual place of work and role. This does include sites visits by core staff. This section is not applicable to seasonal programme delivery.

There are several laws relating to the office environment. In general, an office, as in any work environment, is covered by the Health and Safety at Work etc. Act 1974: more specific detail is contained in the Workplace (Health, Safety and Welfare) Regulations 1992, which specify standards for the general office environment, including issues such as temperature, seating, space and lighting levels. Other legislations applicable to offices are the Management of Health and Safety at Work Regulations, First Aid at Work Regulations, Manual Handling Operations Regulations, Display Screen Equipment Regulations, Electricity at Work Regulations and The Regulatory Reform (Fire Safety) Order. All H&S legislation is part of statute law, and breaches of the laws and regulations are criminal offences under the umbrella of the Health and Safety at Work etc. Act 1974. Penalties for breaches of H&S legislation can now be very severe.

House keeping

Poor housekeeping is a common cause of accidents especially slips, trips and falls and fires in the workplace. In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to by all employees:

- Check that the workplace is free from hazards at the beginning and end of each day
- Always put office equipment away immediately after use
- Clear up any spillages or spills etc.
- Any loose carpet or any damaged floor coverings should be reported to the designated building manager
 - Do not allow objects to protrude into walkways
- Ensure that special arrangements are made for the removal of unusual or extra-large items
- Ensure that your work area is kept tidy at all times
- Trailing leads will be avoided wherever possible or otherwise ramped or protected to avoid potential tripping hazards
- The bottom drawers of filing cabinets should be filled first and, in the absence of safety devices to prevent it toppling, only one drawer at a time should be opened to avoid the risk of toppling
- Defects such as broken chairs, faulty drawers, trailing cables etc. should be reported immediately to your line manager
- Chairs - routinely inspect chairs for condition, do not use chairs for climbing – a stepping stool or step ladder only should be used.

Electrical Safety

The Electricity at Work Regulations 1989 requires that any electrical equipment that has the potential to cause injury is maintained in a safe condition.

You must maintain electrical equipment if it can cause danger, but the law does not say how you must do this or how often. DAC Education Ltd offices can be considered as low risk environments however it is a requirement for all DAC Education Ltd sites that Portable Appliance Testing (PAT) is conducted on all DAC Education Ltd electrical equipment used in DAC Education Ltd offices by a competent person.

It should be remembered that electrical testing of equipment is a requirement for fire prevention.

The following sections will help DAC Education Ltd employees to manage their risk associated with the use of electrical appliances.

Electricity can and does kill

Electricity can kill and injure people. Around 1000 electrical accidents at work are reported to HSE each year; about 25 people die of their injuries.

Being competent means having sufficient knowledge, training and experience to be able to understand and recognise the danger of working with electricity and to know the appropriate working methods and techniques to avoid such danger.

What this means in practice is that many would be deemed competent to change a fuse but only a qualified electrician would be competent to install a new wiring system.

It is the responsibility of the DAC Education Ltd when arranging for electrical work to be carried out, to ensure that any contractor or other individual engaged is competent to undertake the level of electrical work required.

Maintenance of Fixed Wiring and Apparatus

The relevant Landlord will arrange for the maintaining, testing and carrying out any alterations to the fixed electrical system, up to and including the permanent socket outlets and any fixed apparatus, e.g. hand dryers, extractor fans and heaters.

Fixed electrical installation tests and inspections are usually carried out on a 5-year cycle. It is, however, the responsibility of any DAC Education Ltd employee who uses electrical equipment to look out for any visual damage to sockets, switches etc. and to take prompt action in notifying their relevant manager and/or landlord in accordance with the terms of the property lease.

Maintenance of Portable Equipment

DAC Education Ltd is responsible for the maintenance of portable electrical equipment within their premises. Not all portable electrical equipment within DAC Education Ltd premises carries the same level of risk. Maintenance arrangements and the frequency of

them should be risk based in proportion to the likelihood of the equipment becoming damaged or developing a fault. Business equipment such as computers, printers etc., do not present a high level of risk, providing the leads and plugs are protected from mechanical damage or stress. Hand-held equipment and equipment that tends to get moved around a lot will present more of a risk than equipment that is rarely moved.

All DAC Education Ltd premises should compile and have arrangements to maintain an inventory of all portable electrical equipment including items such as extension leads. Each item should be uniquely identifiable.

Each item on this inventory should be subject to three levels of check:

- First:** an informal visual check by the user prior to each use.
- Second:** a formal visual check by a competent person at intervals proportional to the degree of wear and tear the equipment receives, and to determine if the equipment is being used in line with the manufacturer's instructions.
- Third:** formal test, including insulation and earthing tests, to be carried out by an appropriately trained and competent person, at intervals determined by DAC Education Ltd Policy.

Note: Someone who is considered to be competent to carry out formal visual checks is defined by the HSE as:

A person, normally an employee, who has sufficient information and knowledge of what to look for and what is acceptable, and who has been given the task of carrying out the checks. To avoid danger, these persons should know when the limit of their knowledge and experience has been reached.

The **formal visual checks** required to be carried out are listed in below.

More information about each of the three checks follows:

The informal visual check by the user

A few simple checks, which can be done as the equipment is being set up, will identify obvious defects that may have developed since the previous formal check.

All users should be encouraged to look for;

- cuts, abrasions or other damage to the cable covering
- cracked or chipped plugs or bent pins
- non-standard joints including taped joints in the cable
- the outer sheath of the cable not being gripped where it enters the plug or the equipment so that the coloured insulation of the internal wires can be seen
- damage to the outer cover of the equipment or obvious loose parts or screws
- overheating indicated by burn marks or signs of melting

- equipment that has been subjected to conditions for which it is not suitable e.g.; it is wet or excessively contaminated.

Any defective equipment that is found must be taken out of use immediately and not used until repaired.

The formal visual check by a competent person

The checks should be done with at least the frequency of the formal test period but even more frequently if the equipment is prone to heavy usage, particularly by the pupils. It may be convenient to coordinate the formal visual check with the formal test for some items although the test must be undertaken by someone specifically trained to do so. The check should include all of the informal visual checklist above, plus;

- Remove the plug top and check that the cable connections, especially the earth where fitted, are correctly made:
- Brown to live (L), Blue to neutral (N), Green and Yellow striped to earth I
- Ensure that there are no 'loose' strands of wire within the plug. They may short terminals within it or create an electrical path to the outside of the plug. Twisting the strands together when wiring the plug helps prevent this.
- Check that the cable clamp grips the outer cable insulation firmly.
- Check that the fuse is of the correct rating for the appliance (further guidance is available on the last page of this document). It is good practice to mark the fuse rating on plugs with an indelible marker to ensure that the correct replacement fuse is used.
- The formal visual inspection should not include taking the equipment apart.

Note: For equipment/cables fitted with moulded plugs, only the fuse can be checked

The formal test by a competent person

All DAC Education Ltd premises must have arrangements for testing portable electric equipment. This is usually referred to as P.A.T testing and requires a special piece of testing equipment.

Most DAC Education Ltd premises currently have their equipment tested by an electrical contractor organised by the Procurement and Logistics Manager. Where this is not possible due to local sensitivities, the senior employee should arrange for PAT testing to be conducted by the host organisation

There is no requirement to inspect and test all electrical equipment on an annual basis. To determine the frequency of tests you should refer to the table below taken from the HSE publication INDG236 '**Maintaining portable electrical equipment in offices and other low-risk environments**'. The full document is available at

<http://www.hse.gov.uk/pubns/indg236.pdf>.

The following link is to the HSE PAT FAQ's:

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Suggested initial intervals for checking portable electrical equipment in Low Risk Environments can be found on the HSE website

It should be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test, particularly in areas you consider to be low risk.

Other Points to Note

- Records of all tests and formal visual inspections must be kept. Please record any formal visual checks that are undertaken.
- All equipment should be labelled as having passed its test. The HSE no longer recommend that the PAT provider adds a re-test date to any label. The DAC Education Ltd site manager should decide on any re-test frequency, using a risk-based approach. The note below the table refers to this.
- Remember to check any personal equipment that has been brought into DAC Education Ltd premises and those items that are used infrequently and stored out of sight.
- New equipment can be used until the first test is due but should be immediately entered onto the office inventory.
- The DAC Education Ltd is responsible for any equipment plugged into its power supply. It is important to ensure that the users or hirers of the premises have their equipment tested.

Extension Leads

In some DAC Education Ltd premises there are insufficient mains sockets to supply the ever-growing number of electrical appliances. They are rarely situated where convenient and result in the use of extension leads, which carry certain risks including:

- trip hazards
- physical damage to the cable due to wear and tear. This is particularly likely where they are walked over, constantly flexed at a single point or worn by hanging over a support
- a greater capacity of overloading circuits with a consequent fire risk
- extension leads should be fully un-wound when in use, with the lead, body and plug being visually checked for any damage prior to each use.

To reduce the risks from the use of electrical equipment:

- avoid the temptation to employ any further extension leads

- never link extension leads together
- where the use of an extension lead is unavoidable, ensure that it is routed in such a way as to prevent any risk of damage to the insulation, and in a way that does not present a trip hazard; special cable covers can be purchased to make this easier
- visually check that all leads in use are undamaged;
- check that all plugs contain the correct size of fuse, and are correctly wired with all connecting leads secured tightly and the outer cable sheath held firmly by the cable clamp;
- do not use block adaptors;
- extension leads should be included in the P.A.T. testing scheme.

Recommended Fuses:

3 Amp fuse (red)

Maximum loading 720 watts

CD player/radio etc; video or portable TV; food mixer under 700 watts; most monitors; most slide projectors; typewriters; small travel kettle (under 720 watts)

5 Amp fuse (black)

Maximum loading 1200 watts

- large TV; printer; overhead projectors;
- Items under 1200 watts, include hair dryer; coffee maker; toaster; 1kW heater.

13 Amp fuse (brown)

All items over 1200 watts (1.2kW)

Some items under 1200 watts may need a 13 amp fuse if they have a motor as they take a higher current when they start up (e.g. a fridge); all heaters over 1200 watts; urn, kettle, cooker, hot plate, toaster; wash boiler, clothes dryer, iron, devices with powerful motors; refrigerator (compressor type), freezer, vacuum cleaner, floor polisher.

Display Screen Equipment (DSE)

The term 'display screen equipment' includes all conventional desk top computers plus lap top units.

The guidance in this section is aimed at employees. Although there is no requirement to ensure equipment used by Learners or visitors at DAC Education Ltd programme delivery sites meets legislative standards, DAC Education Ltd should aspire to encouraging and providing good working conditions and practices for all.

In essence, this advice is particularly aimed at those involved in administrative functions and others who regularly use DSE for prolonged periods. Of these, DAC Education Ltd must identify 'Users'.

As you can see, there is a degree of subjectivity in some of these criteria and the advice is to err on the side of designating a 'User' if in doubt.

Anyone who is designated a 'User' must have a workstation which meets an agreed standard.

Others who operate DSE but are not designated as 'Users' should have workstations which meet these standards as far as is practicable but are not entitled to the financial contributions.

A 'User' is defined by DAC Education Ltd as someone who regularly uses DSE:

- a) For continuous periods of more than one hour and
- b) for more than 3 hours per day on most days.

And who also meets most of the following criteria:

- c) has no discretion as to whether the DSE can be used to do the job;
- d) requires particular skills in the use of DSE;
- e) has fast transfer of information between user and screen as an important requirement of the job;
- f) a high level of attention and concentration is required by the user.

Action Required by DAC Education Ltd in respect of designated Users

Users must have their workstation assessed to ensure compliance with minimum standards the DAC Education Ltd require. This should be in the form of a self-assessment in the first instance. A form to use to do this assessment is in Appendix A.

Based on the findings of the self-assessment, improvements must be made by the individual to meet minimum standards. The Head of Operational Effectiveness should be informed of any failings with company equipment.

Pictorial guidance is also given later in the section. Assessments should be reviewed if circumstances alter significantly.

Completed forms where company action is required, should be returned to the Health and Safety representative for review and action where necessary. All assessments once they

are complete and improvements made should be forwarded to DAC Education Ltd HR.

Users must be encouraged to take a 5 – 10 minute break from intensive keyboard work every 50 – 60 minutes. In practice, the normal day to day office environment is likely to produce regular breaks – answering the telephone, dealing with enquiries etc.

Users can review information and guidance on the setting up and use of the equipment which can be found later in this document.

Members of staff who use DSE to regularly work at home for prolonged periods must self-assess their home workstation and submit it to HR.

Financial Contribution for Eyesight Tests & Corrective Lenses

The law says employers must arrange and pay for an eye test for DSE users if they ask for one, and provide glasses if an employee needs them **only** for DSE use. The DAC Education Ltd is committed to this and will deal with each scenario on a case by case basis. It is likely that the DAC Education Ltd will reimburse a locally arranged and agreed eye test. The date, time and cost must be agreed by HR prior to confirming the booking of an eye test.

In addition, the DAC Education Ltd provides a health scheme which gives employees access to eye tests and contributions towards corrective lenses where necessary. All employees are made aware of this during induction. Any DAC Education Ltd employee who is unsure of this procedure is encouraged to contact DAC Education Ltd HR at the earliest opportunity

Record Keeping

DAC Education Ltd HR should keep records of all assessments and eyesight tests. Employees should ensure that HR is informed of relevant details eyesight tests and any associated subscriptions.

Helpful HSE on – line Information

Further information

<http://www.hse.gov.uk/pubns/indg36.pdf>

Fire

Fire prevention is the direct concern of all DAC Education Ltd employees. All employees must know where the fire alarms, fire exits and the fire assembly point location (relevant to their current workplace) are. DAC Education Ltd employees should also understand how to operate near-by fire extinguishers. Guidelines on the operation of firefighting equipment is displayed clearly alongside all fire fighting equipment within DAC Education Ltd premises.

Records of Fire Drills and any Fire related related briefings are to be maintained in all DAC Education Ltd premises.

Action on discovering a fire

- Raise the alarm by shouting “Fire, Fire Fire” or setting off the fire alarm
- Only attempt to fight the fire if it is safe to do so.
- If you are unsure or your attempt is unsuccessful then evacuate
- Do not try to collect personal items

Action on hearing the fire alarm

- Remain Alert
- Evacuate via the nearest available exit – follow the Fire Evacuation Signs
- Report to the Assembly point (each DAC Education Ltd premises must have an assembly and ensure all employees are aware of the location)
- Make sure you are accounted for

Other precautions

- Keep Fire Doors Closed
- Do not use lifts if fitted in premises
- Ensure somebody has called the fire brigade

General Fire Safety

- Always maintain good housekeeping
- All walk ways and fire doors must not be obstructed; fire doors should not be wedged open and all fire exits clearly labeled.
- Report defects that you see
- Keep sources of ignition and potential fuels

First Aid

First Aid kits are provided in all DAC Education Ltd premises. The trained DAC Education Ltd employee at each site is responsible for checking the box contents are in-date, replacing used stock and ensuring all employees are aware of the boxes' location. All DAC Education Ltd employees are to be aware of how to summon medical assistance should the need arise. Each DAC Education Ltd premises is to have a nominated staff member responsible for responding to any accident in the workplace which results in First Aid treatment being given

Records of any accidents in the workplace are to be maintained in all DAC Education Ltd premises. These records are to be considered confidential and must be kept secure at all times.

Manual Handling

Poor lifting and carrying technique contribute to manual handling related injuries of staff every year. Although there are some members of staff who lift objects on a daily basis as part of their employment, nearly all staff will lift some objects during their working week. Good technique is vital in preventing injury.

Many people use poor techniques and have escaped injury due to their general fitness and age. However, there will be a risk of eventual injury as these conditions change. A serious back injury could cause substantial pain and be extremely debilitating.

If the object to be lifted is large, awkward or heavy then an assessment should be undertaken. The first part of any assessment should consider whether the object needs to be lifted at all. Engineering methods e.g. lifting appliances, or trolleys etc., should be considered next, if this is not possible. A method for manual lifting with the assistance of other staff can be used.

TILE is an acronym that aims to help you carry out a manual handling risk assessment. TILE prompts you to consider each essential area of the activity in order to improve health and safety. In terms of manual handling, the TILE acronym stands for Task, Individual, Load, and Environment:

T – Task. This means considering the manual handling activity itself, i.e. the lifting, lowering, carrying, pushing or pulling, and looking at how it may affect your health and safety. For example, does the task involve repetitive movements, strenuous movements, long distances, or uneven weight distribution?

I – Individual. This means considering the person who will be carrying out the manual handling activity, i.e. you or another colleague. For example, how strong, fit or able is the person? Are they capable of manual handling alone? Do they need assistance?

L – Load. This means considering the object or person that is being moved, and looking at how this may affect health and safety. For example, is the load particularly heavy, bulky, hard to grasp or unstable?

E – Environment. This means considering the area in which the load is being moved, and looking at how this could make the manual handling task unsafe. For example, are there any space constraints? Is the floor slippery or uneven? Is there sufficient lighting? Are there any trip hazards?

Some tips on efficient lifting:

- is it necessary to lift the load? If not – don't!
- assess the lift and decide if help is needed;
- obtain a firm grip on the load (use gloves if necessary);
- bend at the knees not from the waist;
- use your legs not your back to thrust upwards (the leg muscles were designed for power and strength);
- keep the load near to your body;
- do not twist your spine when lifting or carrying loads

Control of Substances Hazardous to Health (COSHH)

The use of chemical substances in any environment requires strict control procedures to ensure the safety of personnel and visitors. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires employers to make arrangements to control the exposure of their employees to all substances which may affect their health.

In DAC Education Ltd Offices only non-hazardous chemicals will be used.

Office Etiquette

Talking too loudly, munching food, tapping pencils, and rustling paper etc. are just some of the annoying things that staff do that can affect our ability to concentrate on our work. Uninvited invasion of space can further affect our ability to work efficiently. Such annoyances may force unnecessary stress and frustration on staff and affect their ability to work efficiently and with good levels of concentration.

Open plan offices have many benefits, such as bringing about a closer working relationship with colleagues from within your own department/team. And, if there were any departmental/team barriers previously in place they are likely to be crossed within an open plan office. Additionally, open plan offices can be a fun place to work in due to increased social interaction giving a feeling of belonging to a large family.

Open plan offices became popular in the 1970s as a way of improving communication and productivity of the workforce. However, there have been suggestions that lack of privacy and increased distraction will make workers less efficient. It is well known that introverts like to focus on work and for such people interruptions may break their concentration whilst extroverts appear to be able to deal with interruptions and even regard them as stimulation and as being part of work.

The DAC Education Ltd values all of its employees and the contribution each of them makes to its overall success and it strives to create and maintain a healthy and enjoyable working environment in which open and effective communication, support for each employee and mutual respect between individuals are the expectations and the reality. The following open plan office etiquette is expected to be adhered to by all staff in order to achieve this.

- Please respect people's personal space;
- Be aware of noise levels in the office and try and keep conversations, either on the telephone or in person to a reasonable level;
- Do ensure that you cannot be overheard when discussing confidential matters and use designated quiet space where available for confidential conversations;
- Avoid using speaker phones and try and set a low volume telephone ring;
- Be considerate over the use of mobile phones, particularly for incoming calls where you may be harbouring loud, unusual or annoying ring tones. Personal

mobile phones should be on silent or vibrate. Do not leave personal mobile phones unattended if possible;

- Shouting across the office to fellow work colleagues is not recommended;
- Avoid eating at your desk (or at least avoid eating things that are smelly and crunchy);
- Listening to music will annoy others as you will, without doubt, unknowingly hum along to it;
- Need some peace and quiet to read those all-important documents? Consider booking a meeting room;
- Do not leave any valuables on your desk or anywhere around your work area as they may go walkabouts;
- Remember, if you leave your desk ensure that you lock your computer down;
- Do clear your desk at the end of each day, keeping all portable records containing person-identifiable or confidential information in recognised filing and storage places that are locked at times when access is not directly controlled or supervised;
- When receiving visitors please be respectful of other people working in the office and around the building;
- Ensure that visitors are accompanied at all time and sign in and out accordingly. Open plan offices are regarded as a nice social environment to be in, one in which a lot of work gets done. There is a need to concentrate on the things you are trying to do rather than paying attention to what's happening around you.

Office Lone Working

It is often necessary for employees of the DAC Education Ltd to have to work on their own. In the vast majority of cases, this poses no problem. Within the DAC Education Ltd there are various work activities that involve solitary working to a greater or lesser degree.

The DAC Education Ltd is committed to the safety of all employees as far as is reasonably practicable and will ensure that measures are in place to manage staff who may be lone working and to minimise any foreseeable resultant risks to those staff. There is no precise definition of the term 'Lone Worker' although in this context it can be regarded as meaning 'a person whose work activity involves a significant part of their working time in situations where there is no regular, close involvement with other personnel'. This can involve employees in premises where:

- the person is in the building on their own;
- the person works separately from others in the same building; or
- the person works outside normal hours
- The person is along doing a site visit (Such as a school)

All employees should ensure that any equipment issued for lone working is in good condition and is suitable for the task. They should be aware of the procedures to obtain replacements as necessary, ensuring that equipment is exchanged as soon as possible if it does not function correctly.

In other legislation a minimum level of supervision is required and limits the extent to which personnel may work on their own, for instance, young persons under the age of 18. Lone working is specifically not permitted within the DAC Education Ltd for employees under the age of 18 or expectant mothers in the later stages of pregnancy. From time to time there may be a need for staff to be within a building on their own. The following in particular should be considered:

- The room layout should be designed to ensure that wherever possible and practical there is an adequate physical barrier between personnel and any potential attacker;
- The room layout should have clear and accessible escape routes from the area;
- Where personnel are alone in a building they should where possible lock all entry doors, although they should ensure that they still have a means of escape in the event of a fire.
- Personnel will have access to phone and personnel will be provided with emergency contact numbers to call for assistance or advice.

For individuals completing a site visit the following procedure should be adopted:

- All site visits should be visible in an individual's work calendar including timings
- The individual should call their line manager after the event before travelling
- A line manager should monitor the time of the event and if they have not heard from the individual one hour after the event was due to finish they should ring the individual.
- Lone workers should not be without their work mobile phone.
- If no contact is made with the individual then the site should be called to investigate if and when they left the site.
- SLT should be informed after 1.5 hours of no contact after the event.

SLT and the Line manager will then decide on an appropriate course of action.

Expectant and New Mothers

The DAC Education Ltd accepts its responsibilities as set out within the Management of Health and Safety at Work Regulations to protect new, expectant and breastfeeding mothers.

Line managers are responsible for completing an Expectant & New Mothers risk assessment to ensure that the employee and the unborn child are not exposed to any significant risk. The DAC Education Ltd will be understanding to the needs of pregnant ladies, nursing mothers with regards to rest, expressing milk and store milk within a dedicated fridge. This facility must be situated conveniently in relation to sanitary facilities.

Reporting injuries or accidents

Certain work-related injuries to an employee or other person must, by law, be recorded and reported. DAC Education Ltd are responsible for this but employees may be asked to prepare the report.

DAC Education Ltd will report accidents which result in: death; specified injuries; over 7-day injuries (where an employee is away from work or unable to perform normal work duties for more than 7 consecutive days); where there is an accident connected to the work activity which causes injury to Learners, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury; specified dangerous occurrences – where something happens that does not result in an injury, but could have.

Accident reporting requirements are listed within the DAC Education Ltd H&S Policy and are in accordance with RIDDOR 2013.

Risk Assessment

Each DAC Education Ltd premises must have site specific risk assessments held on each site. This assessment must be viewed by the Head of Operational Effectiveness and be approved. All staff working at the site must have read and signed to that effect.

It is the duty of the local office designated Manager to ensure these risk assessments are completed and reviewed as appropriate.

In addition, due to DAC Education Ltd's legal responsibility to assess risks beyond its own premises, employees will ensure that all venues used by DAC Education Ltd meet basic health and safety requirements.

Risk assessments for all DAC Education Ltd premises will be reviewed annually.

Contractors

A contractor is responsible for ensuring, as far as is reasonably practicable, the health and safety of himself, his employees and anyone who might be affected by his activities, e.g. DAC Education Ltd employees, visitors, members of the public.

This responsibility includes not only his manner of working but also the work done.

Despite this, DAC Education Ltd, and in some cases the individual employees at DAC Education Ltd premises have responsibilities in respect of the work of contractors.

These can broadly be listed as:

- to take reasonable care in the selection of contractors
- to prepare proper specification of work
- to consult prior to work commencing
- to monitor the work in progress and on completion
- to act where a contractor's activities may adversely affect the health or safety of employees, visitors or the general public

Selection of Contractors

DAC Education Ltd local offices should maintain a list of 'preferred' contractors'.

DAC Education Ltd should attempt to establish the competence of the contractor by consideration of the following points:

- references from previous customers
- examination of the contractor's policy, procedures and practices for compliance with health and safety matters
- membership or registration with a Federation or National Inspection Council such as the 'Contractor Health and Safety Assessment Scheme' (CHAS). It provides information about the health and safety part of their application.

Acting in regards to contractors

In the event of an imminent risk of serious injury to DAC Education Ltd employees, Learners or visitors, DAC Education Ltd should instruct the contractor to suspend work immediately and seek advice from the Head of Operational Effectiveness.

For less pressing concerns, refer them at the earliest opportunity to the senior DAC Education Ltd employee on site.

DAC Education Ltd employees should also provide feedback on 'preferred' contractors, especially if they felt health and safety standards were not being adequately met.

Section Three: Safer Operations

Any DAC Education Ltd employee involved in the operational delivery of all DAC Education Ltd programmes, activities and training should be familiar with this section.

Due to the considerable range of activities, materials and processes in DAC Education Ltd curriculums there are many potential risks during programme delivery.

Any DAC Education Ltd employee involved in delivering elements of various curriculums must ensure that they are familiar with all risks, policies and procedures which are relevant to the curriculum. They should also be fully aware of any risks which might arise from the activities, equipment, materials and processes they plan for Learners and adults.

Risk assessment

An essential part of running any programme is identifying the risks and making an assessment; please familiarise yourself with each of these documents.

- DAC Education Ltd Generic risk assessment – This provides an assessment of all parts of the programmes run by DAC Education Ltd, as well as practical guidance.
- Any External Site-specific Risk assessments – These are collected from the venues booked for the provision of DAC Education Ltd training
- Written DAC Education Ltd Site-specific risk assessments – These are any further Risk assessments written by the programme team relevant to the venues booked for the provision of DAC Education Ltd training

Relevant Legislation

The Management of Health and Safety at Work Regulations 1999

What is a Risk Assessment?

A risk assessment is simply a careful examination of what, in the workplace, centre or venue, (including non-DAC Education Ltd venues being used to conduct DAC Education Ltd programmes and training), could cause harm to people. It involves identifying the hazards present and evaluating the risks arising from these hazards.

The Purpose of Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, it is a statutory requirement to carry out a risk assessment. In an organisation which employs more than five people, such as DAC Education Ltd, written assessments must be completed for all areas of significant risk. Risk assessment is an important tool in helping to keep staff and others safe and focus on the hazards and risks that really matter.

DAC Education Ltd will have in place levels of risk management prior to the programme and will have assessed the risk versus the gain of each section of the programme and/or curriculum.

To that end prior to programme the local team will have completed a number of tasks and collected certain documents.

An essential part of running any programme is identifying the risks and making an assessment; **it is vitally important that the relevant people have the information from the risk assessments.**

Dynamic Risk Evaluation

In order to help you evaluate the risk of a hazard you may encounter, that isn't covered in our Risk Assessments. DAC Education Ltd have provided a Risk Evaluation Table to help individuals evaluate the risk of a hazard they may encounter, that isn't covered in our Risk Assessments.

The Risk Evaluation Table will help individuals grade the **Severity** of a hazard then the **Probability** of that outcome occurring, to evaluate the associated **Risk**. Then, using our definitions they will be able to decide upon the most appropriate course of action.

It is important to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole group participation
- where particular skills are needed
- levels of hygiene required

INTENTIONAL BLANK SPACE

DYNAMIC RISK EVALUATION CHART

Step one; Evaluate the outcome of the activity

	SEVERITY if it occurs	V. LOW	LOW	MED	HIGH
PROBABILITY of it happening	V. LOW	v. low	v. low	low	Med
	LOW	v. low	low	low	Med
	MED	low	low	med	High
	HIGH	med	med	high	v. high
	V.HIGH	med	high	v. high	Intolerable

Step two; using the outcome of the first chart identify what to do.

EVALUATION OUTCOME	INCIDENT OUTCOME	ACTION TO BE TAKEN
V. LOW	No action required	Proceed, but monitor throughout
LOW	Minor First Aid	Brief group before proceeding
MED	EMS / Doctor	Set a dry-run before proceeding, then re-evaluate. If no change Do not proceed unless instructed to
HIGH	Hospitalisation	Implement additional safety measures and Techniques before proceeding (e.g. equip) then re-evaluate, if no change Do not proceed unless instructed to
V. HIGH	Fatality	Only proceed if there is absolutely no alternative and the outcome of not proceeding would be intolerable.
INTOLERABLE	Do not proceed	

Fire

DAC Education Ltd Staff should carry out a venues Fire Policy and complete an assessment of all buildings they are using, covering the points detailed below.

Precautions

- Keep Fire Doors Closed
- Do not use lifts
- Disabled fire procedure should be used for appropriate individuals
- Ensure somebody is able to call the fire brigade (mobile signal may not be available)

General Fire Safety

- Always maintain good housekeeping
- Report defects that you see
- Keep sources of ignition and potential fuels to a minimum.
- Ensure all flammable liquids are properly stored

Escape route

- Which escape routes are available from the building?
- Are there any alternative routes?
- Are there any fire instructions posted in the building?
- Location of Fire alarms
- Agree an assembly point, for a roll-call

How to exit

- Are exit doors locked overnight for security
- Consider the nearest usable window/s (i.e. bars, height, ground surface)

Sounding the alarm

- If an automatic alarm/sprinkler is not installed, find out whether there is a manual fire alarm available.
- If no manual alarm is available or it has failed, don't use your voice (shouting in smoke is hard) - use whistles or repeatedly bang on a metal object.
- Sound an alarm for at least five minutes to ensure that everyone has been alerted, and from different locations around the building if possible.

- In the event of a fire
- Alert everyone and get out from the building you are in
- Alert the rest of the building and evacuate (closing all doors behind you)
- Hold a roll-call immediately once outside

If you were to find yourself trapped in the building...

- Throw any soft items (mattresses, bedding, cushions etc.) out of the window for you to land on in case you have to leave the building by the window.

- Attract attention to yourself by blowing a whistle or other method.
- Wait at the window ready to exit, but do not do so unless you are forced to.
- If you must leave by the window do not jump! Lower yourself out and hang by your fingertips, then allow yourself to drop (saving about 2m of the drop)

First Aid

DAC Education Ltd is committed to meeting both the statutory requirements for First Aid Provision and the needs of our organisation/programme.

DAC Education Ltd will undertake a needs assessment for First Aid provision in line with The Health and Safety (First Aid) Regulations 1981. In order to ensure we meet the requirements of the regulations, reference will be made to the Health and Safety executive (HSE) Publication L74 First Aid at Work (third edition 2013), Approved Code of Practice (ACoP).

The First Aid needs assessment has determined that all DAC Education Ltd programmes are deemed low risk. Although the number of participants on programme in one place can be high. It is accepted by DAC Education Ltd that on Social Action projects it is not always practicable for the staff to be First Aid trained. In this instance staff must identify where the nearest First Aid provision is to their social action location, prior to the project. This must be written in the project sign off documents.

In all other instances the below table should be used as a guide to the number of First Aiders required on a residential site.

Required First Aid Cover Chart

DAC Education Ltd Risk Level	Number of Participants	Qualified First Aider (EFAW)
Low Risk – All venues	< 25	1 plus one for cover
	26 – 100	3 plus one for cover
	>100	+ 1 for each additional 50 participants

Training and Competence

If DAC Education Ltd employees have received training in First Aid and are viewed as current and competent (having presented their current and valid training certificate to DAC Education Ltd local office), that employee should assume duties as the appointed person if willing.

PLEASE REMEMBER BEING A FIRST AIDER DOES NOT MAKE YOU A MEDICAL PROFESSIONAL, STAY WITH IN THE REMIT OF YOUR TRAINING AND REFER INDIVIDUALS UPWARDS TO A HIGH AUTHORITY AT EVERY OPPORTUNITY.

DAC Education Ltd First Aid Guidelines

Every member of operational staff will have completed relevant training. This assumes that they have a basic understanding of First Aid for the provision of the programme they are delivering.

DAC Education Ltd is committed to providing adequate First Aid provision.

The Health and Safety (First Aid) Regulations 1981 require us to provide adequate and appropriate equipment. To that end we provide each wave/site with a First Aid kit which meets BS 9599-2 and compliant for 100 plus Low risk environments.

Further First Aid guidance is contained in DAC Education Ltd Medical Matters document is in the standard operating procedures.

Please encourage open and honest communication about illness and injury right at the start of the programme. In doing so we aim to create an atmosphere which enable staff to solve problems or get the right help in a speedy, effective way.

First Aid is the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital.

The role of a First Aider is to prevent a situation/condition getting worse and to promote recovery, while making sure that they and anyone else involved are safe, and that they don't make the situation worse.

First Aid kit

Recommended extra contents to be added to the BSi 8599 First Aid kit:

- Vinyl Gloves (many people are allergic to latex)
- Face protector/shield
- Adhesive plasters
- Antiseptic wipes
- Blister kit
- Crepe bandage x 2
- Micropore tape
- Non-adherent dressings
- Zinc oxide tape
- Tuff Cut Scissors
- Pen and paper
- Large wound dressing
- Bio-hazard bag
- Ice pack

Under no circumstances administer drugs, creams or ointments to any person without prior permission from Parent or Guardian.

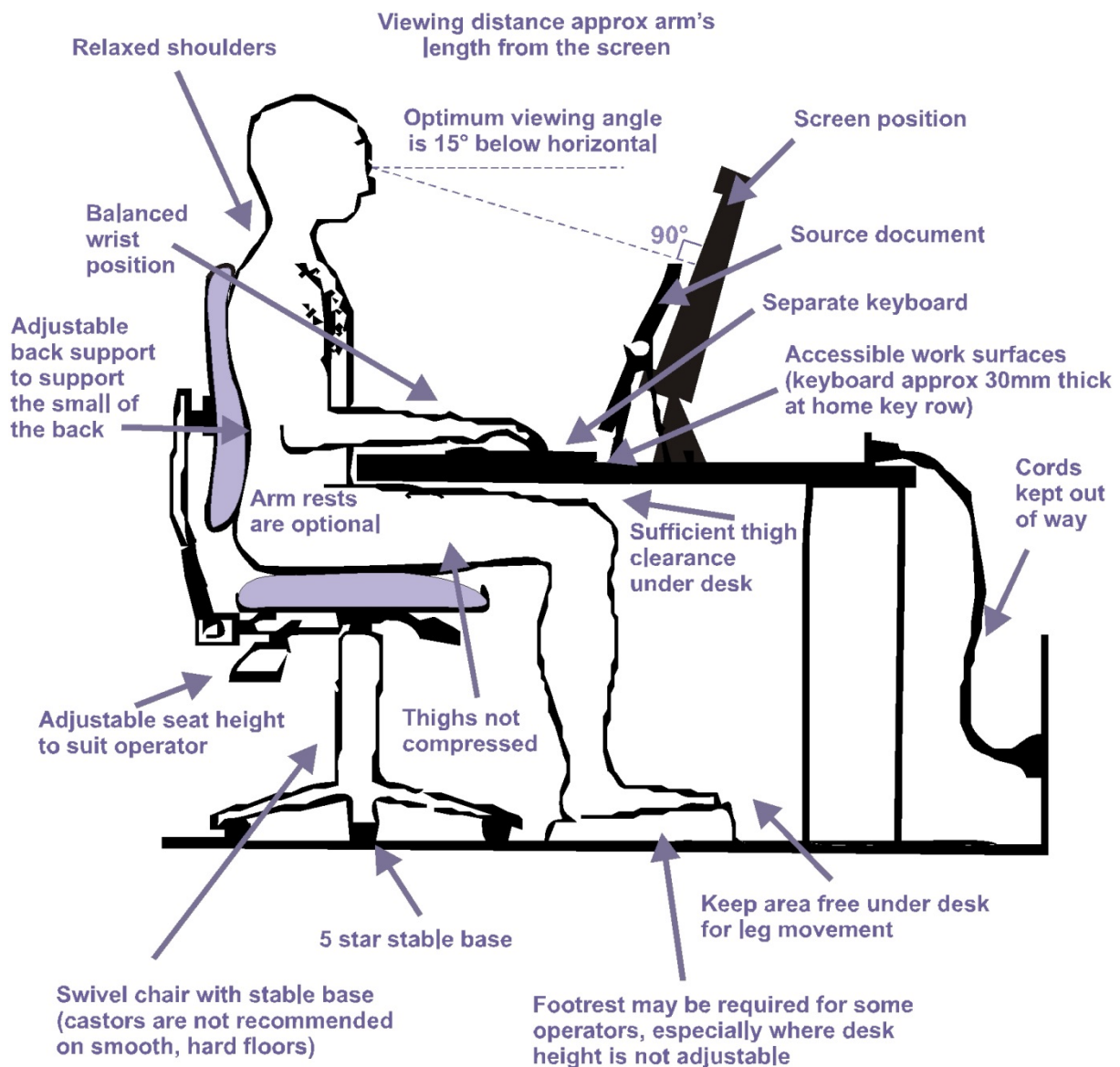
This includes:

- Paracetamol
- Ibuprofen
- Chlorphenamine (Piriton) or similar antihistamine
- Insect repellent
- Sun block

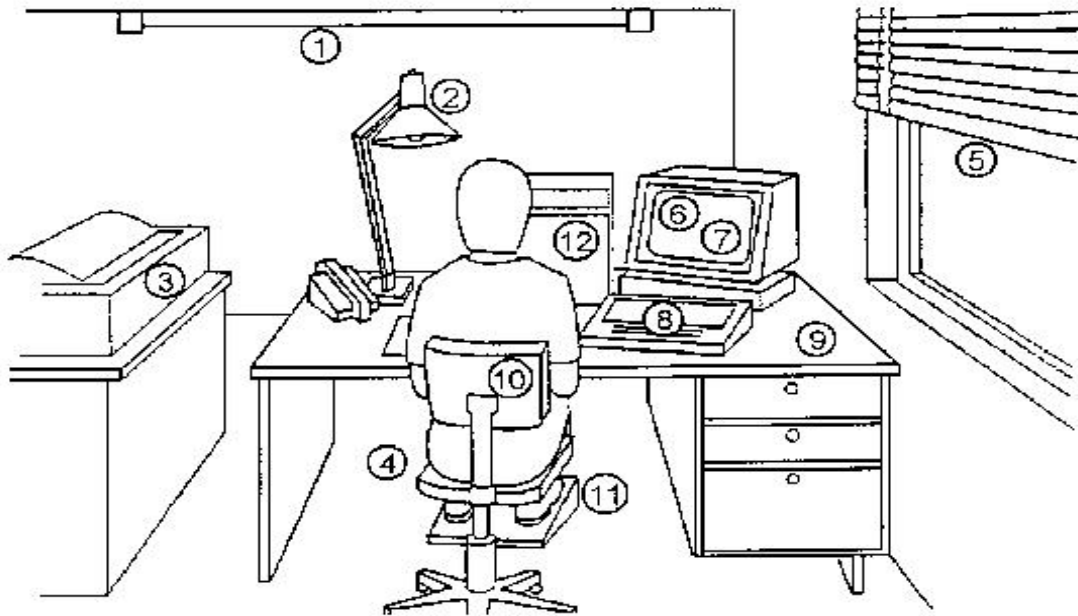
DSE self-assessment

It is a requirement of DAC Education Ltd's employees to undertake a Display screen equipment assessment yearly and discuss the finding with their line manager. Relevant training is issue when required.

DSE workstation set-up



Model workstation Layout



- 1 Adequate lighting
- 2 Adequate contrast, no glare or distracting reflections
- 3 Distracting noise minimised
- 4 Leg room and clearances to allow postural changes
- 5 Window covering to adjust natural light
- 6 Software: appropriate to task, adapted to user, provides feedback on system status, no undisclosed monitoring
- 7 Screen: stable image, adjustable, easily readable, glare and reflection free
- 8 Keyboard: easily usable, adjustable, detachable, legible, glare free
- 9 Work surfaces: allow flexible arrangements, spacious, glare free, comfortable height
- 10 Work chair: adjustable, stable - 5 or more castors on base, swivelling seat
- 11 Footrest
- 12 Document holder: stable, adjustable and positioned to avoid change of head movement and re-focusing
- 13 Heat and humidity to be maintained at appropriate level

DSE Self-assessment form

DAC Education Ltd DISPLAY SCREEN EQUIPMENT WORK STATION SELF-

Main User of Workstation: _____
 Department: _____
 Location of Workstation: _____
 Name of Assessor: _____

In all questions marked * please check if the user knows how to adjust and use the equipment provided. User must be able to make these adjustments easily.

**State any corrective
action necessary**

Furniture and Equipment

Does the chair have adjustment for seat height, and backrest height and angle? * YES / NO _____

Can the chair swivel and move freely? YES / NO _____

Can the user's feet rest comfortably? YES / NO _____

Is a document holder provided if required? * YES / NO _____

Is there adequate leg room to allow a range of comfortable positions to be adopted? YES / NO _____

Is the work surface large enough to allow free positioning of any DSE equipment/paperwork? YES / NO _____

Is there adequate space in front of the keyboard to rest wrists? YES / NO _____

Does the screen have adjustments for contrast and brightness? * YES / NO _____

Can the screen and keyboard be moved independently? YES / NO _____

Can the angle of the screen and the keyboard be adjusted? * YES / NO _____

Does the screen tilt and swivel? * YES / NO _____

Is the screen placed at an appropriate viewing distance? * YES / NO _____

Visual Environment

Is the screen free from reflections? * YES / NO _____

Is the workstation free from glare? * YES / NO _____

Is the screen clean? YES / NO _____

Is the image on the screen clearly defined, stable & flicker-free? YES / NO _____

General Working Environment

Is it generally quiet enough to concentrate on work? YES / NO _____

Is the heat output of equipment at acceptable levels? YES / NO _____

Is the level of humidity acceptable? YES / NO _____

Is the lighting adequate for all tasks? YES / NO _____

Is the temperature comfortable? YES / NO _____

Work Organisation

Are there other tasks to break up DSE work? YES / NO _____

Are there any breaks away from DSE work? YES / NO _____

Is the software easy to use? YES / NO _____

If the work involves fast data input, has the user been informed of any software used to check performance? YES / NO _____

The User

Has the user received training and information about organising the workstation? YES / NO _____

Has training been received on the use of software? YES / NO _____

Is the user's general posture correct? YES / NO _____

Does the user have any special needs or disabilities? YES / NO _____

Does the user claim to have problems with vision? YES / NO _____
(e.g. difficulty focusing, eye discomfort or headaches)

Does the user claim to suffer from fatigue or stress? YES / NO _____

Does the user claim to get aches or pains in the neck, Back or shoulder or in the arms, elbows, wrists or fingers? YES / NO _____

Other Action Taken: _____

Signature of User: _____ **Date:** _____

Signature of Line Manager: _____ **Date:** _____

The workstation is to be reassessed and a record kept at the following times:-

1. On or about the review date;
2. When change in the workstation or work practices is planned;
3. When a health concern is reported.
4. When there is a change of user(s).

Version control

12-3-2021	V2	Complete rewrite	All sections changed	Dave Coyle