## Health & Safety Procedures

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**Introduction**

This section contains the detailed policies and procedures for the situations as set out in the index.

##### MONITORING & REVIEW OF SAFETY PROCEDURES

1. All staff & volunteers will be expected to bring to the notice of the Chief Executive any areas where the Student Life Policy of Health, Safety and Welfare appears to be inadequate or it is felt that it is not being complied with.

Problems, where possible, should be dealt with locally. Suggestions or any other matters that cannot be resolved will be passed to the Chief Executive for consideration.

2. All staff will receive such training in health and safety as is required for them to be able to carry out the functions for which they are responsible in a safe manner.

3. The Chief Executive is responsible for ensuring, on a day to day basis, that the Student Life Policy and Procedures for health, safety and welfare are complied with, that Statutory Regulations are not breached and that any hazards or defects noted are immediately dealt with.

4. The Chief Executive will keep an overview of all matters concerning health, safety and welfare within Student Life. He will liaise closely with personnel at all levels - providing practical help and guidance.

5. The Safety Policy and Safe Working Procedures Manual will be updated whenever necessary due to a change in legislation or in the Student Life Policy. In any event the whole document will be reviewed and amended as necessary at least annually.

# Consultation with staff

Under the Health and Safety (Consultation with Staff) Regulations 1996, employers are required to consult with those staff outside the scope of the Safety Representatives and Safety Committees Regulations 1977 in good time, on issues which may affect their health & safety.

General Statement

Student Life acknowledges the importance of staff involvement in health and safety matters. As such, it is the intention of Student Life to provide the facilities and assistance such staff can reasonably require.

Information, Instruction and Training

In addition, Student Life will assent to paid time off to attend such training as may enhance the staff member’s safety performance.

##### Training

## Student Life is aware of the need to make provision for adequate training in order that staff are competent to discharge their health and safety responsibilities.

## The relevant staff are responsible for identifying training needs and where necessary will seek advice from the Chief Executive or the appointed Safety Advisor for specific areas of health and safety training.

Where there are identifiable training needs, arrangements will be made to provide suitable training for all levels of staff to include new starters, change of roles within Student Life and following any performance appraisals carried out.

Current arrangements are as follows:

1. New entrants receive induction, job training and health and safety training.

The Chief Executive carries out the induction, to ‘health and safety’

During this period, training includes instruction and information on, the use and maintenance of personal protective equipment, safety at work, health and safety law, Student Life policies and procedures and the existing emergency arrangements.

2 Refresher training is provided as required, especially when new or proposed legislation, codes of practice, or technical data indicate that changes are required in safety standards.

The level, depth and suitability of the training provided shall be periodically reviewed by the Chief Executive, additional resources will be made available where required.

**Fire prevention**

General Statement

As far as reasonably practicable, all steps shall be taken by Student Life to prevent, or minimise the probability of, all causes of fire, in accordance general fire safety in England and Wales is delivered through compliance with the Regulatory Reform (Fire Safety) Order 2005

Staff should report any concerns they have about fire hazards, etc to a responsible person, so that Student Life can take the appropriate measures to eliminate the problem.

Arrangements for the Health and Safety of Workers

In accordance with the Fire Safety (Workplace) Regulations 1999 a risk assessment of the premises and activities undertaken will be carried out by the nominated Safety Representatives.

Periodic inspections and assessments shall be carried out to identify fire risks and ensure that appropriate precautions are in place. Student Life will ensure that housekeeping standards are such as to minimise the risk, and development, of fire.

Smoking

Student Life operates a no smoking policy in the workplace at all times, in accordance with the Health Act 2006.

Electrical safety

Much can be done to prevent fires of electrical origin simply by good maintenance and routine inspection of equipment.

Student Life will therefore:

(a) arrange for testing and inspection of the fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992

(b) arrange for staff' personal electrical equipment intended for use on Student Life premises to be inspected and tested by a competent person before use and at regular intervals;

(c) arrange for any portable heaters (to be provided by Student Life only) to be inspected and tested by a competent person before use, sited so as to avoid any risk of ignition of combustible materials and returned to store after use (radiant bar electric fires are prohibited under all circumstances).

**Safe working**

In all fire prevention instructions to staff the following items should be included to ensure safe working arrangements.

1. Observe the following safety measures with regard to electrical equipment:

(a) avoid temporary connections and joints in cables

(b) avoid the use of adaptors and extension leads as far as practicable

(c) do not carry out work on electrical installations; only competent, qualified persons should undertake this work

(d) ensure that there is a clear space around light fittings and appliances that are sources of heat

(e) avoid bringing your own electrical appliances to work if at all possible, but if you do, ensure that the equipment is inspected and tested before use and put on the same maintenance routine as the Student Life electrical appliances

(f) switch off all electrical equipment at the end of the working day unless its operation is required; in small premises, complete isolation of the entire electrical installation may be necessary.

(g) Keep your work area clean and dispose of waste regularly and safely.

**Fire procedures**

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered:

1. Activate the nearest and/or safest fire alarm call point on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, reception, etc.

2. Do not rely on automatic fire warning systems; summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.

3. Do not attempt to tackle the fire, unless you have been trained to do so and are not putting yourself at risk. Maintain a means of escape at all times.

4. Evacuate the building as soon as the evacuate signal is given. (Staff should be familiar with the procedure through the staging of regular fire evacuation drills.) Do not wait to conclude meetings or telephone calls or to collect belongings.

5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.

6. As you make your escape, close doors, particularly those designated as fire resisting doors.

7. Report to the pre-determined assembly point(s). Do not re-enter the building until the fire brigade officer in charge declares it is safe to do so.

1. Provide reassurance to service users where possible.

Staff should report any concerns regarding fire procedures, so that Student Life can investigate and take remedial action if necessary.

# First Aid

Student Life is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

## To this end, Student Life will provide information and training on first aid to staff to ensure that statutory requirements and the needs of Student Life are met.

First aid personnel

The ‘appointed person’ (1-day first aid course) need not necessarily be a qualified first aider (4-day course) but he or she will be given a clear indication of his or her responsibilities and the training required in order to effectively discharge them.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals (not exceeding three years) in order to ensure that their skills are maintained.

Notices shall be displayed in the workplace giving the location of first aid equipment and the name(s) and location(s) of personnel concerned.

First aid boxes

A suitable amount of first aid equipment is provided by Student Life. First Aid kits are located at appropriate well signed points.

The First Aid kits will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

First aid boxes will display the following information:

(a) the name of the person responsible for their upkeep

(b) the contents of the first aid box and replenishing arrangements

(c) the location of the accident book.

Recording accidents and near misses

All accidents and near misses must be recorded, however minor. Student Life has provided an accident book in which all incidents must be noted.

*Accident* — an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

*Near miss* — an unplanned event which does not cause injury or damage, but could do so. Examples include: articles falling near to people, short-circuits on electrical equipment.

It is the responsibility of staff to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred.

Where the injured person is unable to enter his or her account into the accident book, the first aider or witness (where relevant) should enter details on their behalf. Where an accident results in admittance to hospital, or inability to continue work, the Chief Executive must be informed immediately.

For the purposes of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom and for what reason.

Safe System of Work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace.

1. First aid personnel must inform Student Life when their training certification period is nearing expiry.

2. Management must ensure that staff and service users are familiar with the identity and location of their nearest first aider and first aid box.

3. The name(s) and location(s) of first aid personnel and equipment must be displayed on the first aid box and on notice boards (where practical).

4. Ensure that the contents of the first aid box are regularly checked to establish that supplies are sufficient to meet requirements.

5. Order replacement supplies immediately after equipment has been used.

6. Ensure that there is easy access to first aid equipment and facilities at all times.

7. Summon professional medical assistance where necessary.

8. Ensure that details of all accidents are reported and entered into the accident book.

# Alcohol and Substance misuse

All staff should be aware that under Section 7 of the Health and Safety at Work Act 1974 “it shall be the duty of every staff member while at work to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work”

Student Life is committed to prevent alcohol and substance misuse by education, training and raising the awareness of staff members to the dangers of misuse and the framework for the procedure.

**Policy**

Student Life has a responsibility to ensure that standards of work and conduct are maintained in the workplace.

Student Life will support and help staff identified as having alcohol or substance misuse problems wherever possible.

Every attempt will be made to help a staff member whose work problems are related to alcohol or substance misuse. Wherever possible managers should ensure that the staff member retains their present job with no detriment to promotion opportunities or other benefits. In cases where it is not considered feasible for them to retain their present job and where doing so might undermine their rehabilitation. Disciplinary action for alcohol or substance misuse problems should be seen as a last resort.

An employment definition of alcohol or substance related work problems or difficulties is:

“any use of alcohol or other substances which interferes with a person’s health and social functioning and/or work capability or conduct”.

**Legal obligations:**

Staff are *individually* legally obliged under the Misuse of Drugs Act (MDA)1971 to prevent the following activities taking place on the premises, if aware that they are taking place:

* Production or attempted production of controlled drugs.
* Supply, attempted supply or offers to supply a controlled drug
* Preparing opium for smoking
* Smoking cannabis or prepared opium

The Anti-Social Behaviour Act 2003 gives the Police the power to close down premises if they believe they are being used for the production or supply of Class A drugs

Student Life will be obliged to deal with the following situations in accordance with the Disciplinary Policy and Procedure:

1. unlawful dealing in drugs by a member of staff on any Student Life premises or other designated work areas will be classed as gross misconduct and the member of staff will be liable to summary dismissal and the circumstances will be referred to the police
2. where offers of help and support have been rejected by the individual and where an staff member’s conduct and/or standards of work performance continues to be unacceptable
3. where the manager considers that a staff member may be putting themselves or others at risk
4. where excessive consumption on isolated or random occasions leads to unacceptable behaviour with regard to appropriate standards of safety and conduct
5. Being found in possession, without good cause, of prescription medication intended for another person.
6. Leaving prescription medication unattended and a potential hazard to others.
7. where a staff member reports for work after having consumed alcohol/drugs/illegal substances and is considered to be a threat to health, safety or professional standards.

**Alcohol at Work**

Alcohol should not be consumed during working hours, including lunch breaks and other rest periods. Anyone who attends a special function where alcohol may be available e.g. Christmas lunch should bear in mind drink driving legislation and use this as the maximum limit when working in a professional capacity. Staff are still representatives of Student Life at these events and must adhere to the Behaviour policy.

Employees also need to be aware of the effects of drinking alcohol before they start or resume work.

|  |
| --- |
| Warning! |
| The legal drink drive limit cannot be safely converted into a certain number of units, as it depends on a number of factors to include gender, body mass and how quickly your body absorbs alcohol into the blood stream. |

The UK BAC limit is 80mg per 100ml blood, allowing you to drink a pint to a pint and a half of beer, or one glass of wine at 13% without exceeding the drink-drive limit. **It is your responsibility to know what this means for you given the warning above.**

# Access and egress

**General Statement**

Student Life is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace. The Chief Executive is responsible for implementing this policy which covers the following:

**Safe System of Work**

The following points will assist in ensuring that safe access and egress is achieved.

1. Do not store objects on the floor or in walkways; return articles or equipment to their designated storage point when they are no longer required.

2. Ensure that articles are not stored precariously on top of cabinets or on shelves. These could fall on to a passer-by.

3. Carry out regular inspections of walkways to ensure that they are free from obstructions.

4. Dispose of obsolete and waste items immediately.

5. Regularly check the suitability of lighting.

6. Ensure that flooring is suitable for the purpose and is maintained in safe condition.

1. Regularly check that there is sufficient space to move freely.

**Control of Substances Hazardous to Health (COSHH)**

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) employers are required to make arrangements to control the exposure of their staff to all substances which may affect their health.

Exposure must be prevented or, where this is not reasonably practicable, adequately controlled.

#### General Statement

Student Life acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff to substances hazardous to health is prevented or at least controlled to within statutory limits.

Student Life undertakes to control exposure by the substitution of harmful chemicals and substances for those which pose no threat of injury to the user, alternatively and where also necessary engineering methods and staff training will be provided.

#### Safe System of Work

## All substances regulated by the Control of Substances Hazardous to Health Regulations 2002 will be stored in suitable locations which will be clearly marked in accordance with the Health & Safety (Safety Signs & Regulations) 1996.

Staff are encouraged to report defects and utilise the systems in place for prompt repair and maintenance and for the provision of temporary replacement controls (eg PPE).

The following steps can be taken to minimise the risk:

(a) ensure hazard information is kept up to date

(b) ensure assessments are reviewed annually and reassessed every three years or when material changes are made

(c) ensure staff are trained in the nature of the hazards and use of control measures

(d) ensure controls are maintained and monitored

(e) ensure all documentation is comprehensive and comprehensible

(f) encourage staff to report faults and problems.

Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure.

Where the hazards are known specific steps can be taken. The seven most important steps are:

(a) identify the hazard

(b) assess the risk

(c) eliminate, prevent or control the risk

(d) maintain and monitor the controls

(e) monitor the health of the workforce

(f) ensure assessments and controls are up to date

(g) inform and train the workforce.

#### Record Keeping

Under the provisions of COSHH Regulations 2002, records should be kept of the following.

1. Inventory of hazardous substances.

2. Assessment of risks of exposure.

3. Control measures provided.

4. Methods of use of control measures and defect/fault reporting.

5. Examination, testing and repairing of control measures. Either the record itself, or a summary, must be kept for a minimum of five years (regulation 9).

6. Exposure monitoring: for five years if a record of background exposure or control proving record, and for 40 years if a record of exposure of an identifiable employee (regulation 10).

7. Individual health record of exposure or potential exposure for 40 years from date of last entry (regulation 11).

8. Training given to staff.

Although COSHH specifically requires records of 5, 6 and 7 above, other items (1, 2, 3, 4 and 8 above) will assist in demonstrating full compliance.

Appendices:

Health and safety forms

1. Employee acknowledgement
2. Maintenance of workplace checklist

# Workplace safety inspection report

# Safety forms

1. Monthly fire safety checklist - offices and projects

# Initial Fire Risk Assessment / Survey

1. Display Screen Assessment: Self-assessment Questionnaire

# Control of substances hazardous to health (C.O.S.H.H.) assessment

# Health and safety: employee acknowledgement

**Name:**

**Department:**

## I have read and understood the requirements of Student Life’s Health & Safety Policy and agree to comply with the responsibilities and safe systems of work contained therein; in addition to my responsibilities as an employee which are detailed in the Health & Safety at Work Act 1974 (Sections 7a,7b & 8).

I am also in receipt of the following documentation which is directly relevant to my position / activities within Student Life.

(Insert Document Titles)

## I understand that failure to implement / comply with the policy may render me liable to disciplinary action and could also lead to prosecution by the Enforcing Authority where my acts or omissions contravene existing legislation or best practice.

**Signed:**

**Date:**

**Maintenance of Workplace Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarterly Check** |  | **Assessor** |  |
| **Area Checked** |  | **Date** |  |

This checklist provides a basic framework for the inspection of the workplace. It may require to be amended and/or expanded to address fully the specific requirements of the area to be inspected, and therefore should not be regarded and exhaustive.

In order to assist the person(s) carrying out inspections, the following model checklist of points to be looked at has been formulated. The model checklist can be tailored to suit the needs of the auditor by adding reference to any particular hazards which are presented by specific departmental activities.

|  |  |  |
| --- | --- | --- |
| **A. GENERAL MAINTENANCE** | **YES** | **NO** |
| 1. Is all equipment in work area regularly maintained / serviced / cleaned? |  |  |
| 2. Are maintenance records kept? |  |  |
| 3. Defects remedied as soon as possible? |  |  |
| 4. Clear guidelines / procedures for any specialised equipment |  |  |
|  |  |  |
| **B. VENTILATION** | **YES** | **NO** |
| 1. Is workspace sufficiently ventilated? |  |  |
| 2. Any fans provided work properly? |  |  |
| 3. Is any Local Exhaust Ventilation (LEV) working properly? |  |  |
|  |  |  |
| **C. TEMPERATURE** | **YES** | **NO** |
| 1. Is it reasonable and comfortable during working hours (usually min of 16c) |  |  |
| 2. Is local heating / cooling available if needed? |  |  |
| 3. Thermometers available at convenient locations? |  |  |
|  |  |  |
| **D. CLEANLINESS & WASTE MATERIALS** | **YES** | **NO** |
| 1. Workplace and equipment kept clean? |  |  |
| 2. Rubbish in bins and regularly disposed of? |  |  |
|  |  |  |
| **E. ROOM DIMENSIONS AND SPACE** | **YES** | **NO** |
| 1. All workstations and rooms have sufficient space for ease of movement? |  |  |
| 2. Room sufficient for the number of people working therein? |  |  |
|  |  |  |
| **F. WORKSTATION AND SEATING** | **YES** | **NO** |
| 1. Workstations safely and comfortably arranged? |  |  |
| 2. Sufficient clear and unobstructed space? |  |  |
| 3. VDU operators - are regular breaks taken / free access to eye tests? |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **G. FLOORS** | | **YES** | | **NO** | |
| 1. Of sound construction and suitable for the purpose? | |  | |  | |
| 2. Are the floor surface free from defect, obstruction or slippy etc…. | |  | |  | |
|  | |  | |  | |
| **H. TRAFFIC ROUTES** | | **YES** | | **NO** | |
| 1. Can people circulate in a safe manner? | |  | |  | |
| 2. Are they free of obstructions? | |  | |  | |
|  | |  | |  | |
| **I. RISK OF FALLS AND FALLING OBJECTS** | | **YES** | | **NO** | |
| 1. Where there is such a risk - are suitable and sufficient measures being taken? (apart from PPE, info, instruction, training or supervision) | |  | |  | |
| 2. Secure fencing where necessary (if danger of falling 2M +) | |  | |  | |
|  | |  | |  | |
| **J. WINDOWS** | | **YES** | | **NO** | |
| 1. Are all window controls accessible in a safe manner | |  | |  | |
| 2. Danger of falling out of any windows? | |  | |  | |
| 3. Window guards operable and in safe condition? | |  | |  | |
|  | |  | |  | |
| **K. WINDOW CLEANING** | | **YES** | | **NO** | |
| 1. Are windows cleaned? | |  | |  | |
| 2. Can they be cleaned in a safe manner? | |  | |  | |
| 3. Are risk assessments in place? | |  | |  | |
|  | |  | |  | |
| **M. SIGNAGE** | | **YES** | | **NO** | |
| 1. Is there appropriate and adequate health and safety related signage? | |  | |  | |
| 2. Employers Liability Insurance in-date & on Display | |  | |  | |
|  | |  | |  | |
| **N. PROHIBITED AREAS** | | **YES** | | **NO** | |
| 1. Are such areas (roof, lift motor room, etc…) fitted with secure locked doors? | |  | |  | |
| . | |  | |  | |
| **O. FACILITIES FOR REST & TO EAT MEALS** | | **YES** | | **NO** | |
| 1. Are suitable and sufficient facilities provided? | |  | |  | |
| 2. Areas for pregnant women and nursing mothers? | |  | |  | |
|  | |  | |  | |
| **P. DRINKING WATER** | | **YES** | | **NO** | |
| 1. Is adequate supply of drinking water provided? | |  | |  | |
| 2. Are the outlets labelled / clear and fully functional? | |  | |  | |
|  | |  | |  | |
| **Q. W.C's** | | **YES** | | **NO** | |
| 1. Suitable and sufficient facilities for male, female and disabled workers? | |  | |  | |
| 2. Are facilities clean? | |  | |  | |
| 3. Are well maintained / well light, well ventilated? | |  | |  | |
| 4. Basins with hot / cold water and soap? | |  | |  | |
| 5. Hand dryers? | |  | |  | |
| 6. Sanitary disposal? / nappy disposal? | |  | |  | |

|  |
| --- |
| **R. GENERAL COMMENTS** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S. CORRECTIVE ACTIONS REQUIRED** | **PERSON RESPONSIBLE** | **ACTION BY** | **DATE**  **COMPLETED** |
|  |  |  |  |

Once the inspection is completed, those items which have attracted a "No" Response, will normally require remedial action. Deficiencies should be notified to the Chief Executive

Copies of the inspection form and requests for remedial action are to be retained on file.

Workplace safety inspection report

**Location / Activity: DATE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | DESCRIPTION | **YES** | **NO** |
| **1** | Is there a safe system of work / procedure for this activity ? |  |  |
| **2** | Has a specific risk and other assessments (coshh / m/handling etc.) been completed |  |  |
| **3** | Have those personnel involved, been made aware of the significant findings of any relevant assessments? |  |  |
| **4** | Is the workplace clean and cleared of any obstructions or other hazards? |  |  |
| **5** | Are there any risks to third parties in the area (Service Users and other staff)? |  |  |
| **6** | Is there safe access and egress to the workplace (slip, trip, fall hazards or other obstructions) |  |  |
| **7** | Are there any unprotected edges or openings or other dangers? |  |  |
| **8** | Has any electrical equipment in use, been tested and then inspected by the user? |  |  |
| **9** | Is there sufficient lighting and ventilation to the work area? |  |  |
| **10** | Are persons trained for the activity, (operation of work equipment, use of cleaning chemicals etc)? |  |  |
| **11** | Are the extinguishers that are in the immediate area charged? |  |  |
| **12** | Are there any other problems that are not mentioned above? If so inform your Manager. |  |  |
| **Other Comments** | | | |

Having completed this inspection of the workplace, I am of the opinion that the area is in a safe / unsafe\* condition.

Signed: . Position: Date:

\*Where an unsafe situation is identified, a member of the management is to be informed   
 immediately and the activity must cease until corrective action is taken.

# Monthly fire safety checklist - offices and projects (where Student Life is not responsible for the building maintenance)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | | **Description** | **Yes or No** | **Comments** | **Sign Off** |
| 1 | | All areas clean, Clear of debris & free of combustibles / flammables? |  |  |  |
| 2 | | All materials stored safely & correctly (flammables etc.) |  |  |  |
| 3 | | No Smoking rules being adhered to where applicable? |  |  |  |
| 3 | | All waste receptacles emptied and stored externally?  If “No” who and when did you report this |  |  |  |
| 4 | | Fire Plan / Location / Assembly Point Clearly Displayed? |  |  |  |
| 5 | | Date of last Fire Risk Assessment survey |  |  |  |
| 6 | | There is access to fire escapes / exits clear, signed & Maintained? |  |  |  |
| 7 | | Please provide the date of the last fire drill? |  |  |  |
| 8 | | Date of last fire **alarm** test? |  |  |  |
| 9 | | All fire extinguishers in your project/office spaces in date? |  |  |  |
| 10 | | All fire extinguishers in your project/office spaces unobstructed? |  |  |  |
| 11 | | Any fire extinguishers in your project/office spaces damaged? |  |  |  |
| 12 | | Any fire extinguishers in your project/office spaces misused? |  |  |  |
| 13 | | Are There Sufficient Extinguishers to each area in your project/office spaces? |  |  |  |
| 14 | | If you answered Yes to any question from 8 -13 when did you report them and who to? |  |  |  |
| 15 | | Fire action notices on display in all communal areas? |  |  |  |
| 16 | Heating appliances free / ventilated / unobstructed (clothing etc.) | |  |  |  |
| 17 | Responsible person present to act as Fire Marshall to cover activities - (Insert Names). | |  |  |  |
| 18 | Electrical equipment turned off at end of shift – as appropriate | |  |  |  |
| 19 | All Student Life and personal electrical equipment is PAT tested and certificated | |  |  |  |
| 20 | General Comments: | | | | |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Summary

Signature: Date:

Print: Position:

**Display Screen Assessment: Self-assessment Questionnaire**

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| **Department:** | **Report to:** |
| **Employee:** | **Assessment No:** |
| The purpose of this check list to evaluate Health and Safety factors associated with your workstation. | Complete all questions and put a tick in the appropriate YES or NO box. |

|  |  |  |
| --- | --- | --- |
| **Display Screen** | **Yes** | **No** |
| Does the screen tilt / swivel? |  |  |
| Is the screen clear & free from flicker |  |  |
| Can contrast and brightness be adjusted? |  |  |
| Is screen positioned at a comfortable height and viewing distance? |  |  |

|  |  |  |
| --- | --- | --- |
| **Keyboard** | **Yes** | **No** |
| Is the keyboard tiltable? |  |  |
| Are symbols on keys clearly legible and easy to use? |  |  |
| Does keyboard have matt surface? |  |  |
| Is keyboard separate from screen? |  |  |

|  |  |  |
| --- | --- | --- |
| **Work Chair** | **Yes** | **No** |
| Is chair adjustable in height? |  |  |
| Does the chair provide adequate lumber support? |  |  |
| Is the chair stable and allows freedom of movement? |  |  |
| Do you know how to adjust your chair? |  |  |

|  |  |  |
| --- | --- | --- |
| **Desk / Worksurface** | **Yes** | **No** |
| Is the desk / work surface of adequate size for you to use a P.C? |  |  |
| Does the desk / work surface have a low reflective surface? |  |  |
| Is the desk / workstation equipment layout arranged so you can carry out your tasks comfortably? |  |  |
| Does the desk / work surface foot well allow freedom of movement? |  |  |

|  |  |  |
| --- | --- | --- |
| **Posture / Ergonomics** | **Yes** | **No** |
| Can you sit comfortably and easily change posture? |  |  |
| Can your feet comfortably reach the floor? |  |  |
| Can you support your wrists on the desk / workstation when keying in information? |  |  |
| Do you need a wrist support? |  |  |
| Are you free from aches, pains or sensory loss? (Tingling pins & needles) in neck, back, shoulders, upper limbs or lower limbs, while using your workstation? |  |  |
| Do you need a document holder? |  |  |
| If you need a document holder – is it stable, adjustable and positioned to minimise head and eye movements? |  |  |

|  |  |  |
| --- | --- | --- |
| **Visual Factors** | **Yes** | **No** |
| Did you take advantage of the eye screen test? |  |  |
| Are you satisfied there is adequate lighting to carry out your task? |  |  |
| Is your screen free from glare and reflections? |  |  |
| Is your screen information clear and legible? |  |  |
| Has the screen a stable image – free from flicker or other forms of instability? |  |  |

|  |  |  |
| --- | --- | --- |
| **Environment** | **Yes** | **No** |
| Are you free from excessive noise, emitted from environment? |  |  |
| Is the overall level of heating, air conditioning or ventilation where applicable adequate in your working environment? |  |  |
| Is your workstation area free from any trip hazards from cables etc.? |  |  |

|  |  |  |
| --- | --- | --- |
| **Task Requirements** | **Yes** | **No** |
| Can you clearly understand the software design on your P.C? |  |  |
| Is it easy to read? |  |  |
| Is the software suitable for the task? |  |  |
| Have you received training in the use of the software? |  |  |
| Are breaks from continuous screen work made available to you? |  |  |
| Have you adjusted the workstation equipment to meet your own needs and achieved a comfortable working posture? |  |  |

|  |  |  |
| --- | --- | --- |
| How much time is spent daily using your display screen? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 to 1 hour | 1 to 2 hour | 2 to 4 hour | 4 to 6 hour | 6 to 8 hour |
|  |  |  |  |  |

|  |
| --- |
| Any other comments: |

|  |  |
| --- | --- |
| Signature:  Print name: | Date: |

|  |
| --- |
| Information / instruction. |

Control of substances hazardous to health (C.O.S.H.H.) assessment

**PRODUCT:...................................................................................................................**

**WHAT ARE THE HAZARDS:** (REFER TO TOXILOGICAL SECTION ON DATA SHEET):

|  |
| --- |
|  |
|  |

**WHO IS AT RISK FROM THE PROCESS:** (CIRCLE): **USERS THIRD PARTIES**

**WHAT CONTROLS ARE REQUIRED:**

|  |  |
| --- | --- |
| USERS: | PRECAUTIONS BELOW + USER INSTRUCTION |
| THIRD PARTIES: |  |

**RISK CATEGORY:**

(circle) IRRITANT TOXIC CORROSIVE HARMFUL FLAMMABLE

**FIRE REQUIREMENTS:**

|  |
| --- |
|  |

**HANDLING REQUIREMENTS:**

|  |
| --- |
|  |

**STORAGE REQUIREMENTS:**

|  |
| --- |
|  |

**WHAT P.P.E IS REQUIRED:** (CIRCLE):

|  |
| --- |
| HARDHAT BOOTS GOGGLES GLOVES MASK OVERALLS |
| OTHER:(Specify): |

**FIRST AID MEASURES:**

|  |  |
| --- | --- |
| SKIN: |  |
| EYES: |  |
| INHALATION: |  |
| INGESTION: |  |

**ARE THERE ANY OTHER SPECIFIC CONTROL MEASURES REQUIRED:**

|  |
| --- |
|  |
|  |

ASSESSMENT MADE BY: ............................................................. SIGN

............................................................. PRINT

............................................................. DATE

|  |  |
| --- | --- |
| **Date approved or amended** | **Signed** |
|  |  |
|  |  |
|  |  |