

# **HEALTH AND SAFETY POLICY**

**2015/6**

## **Introduction**

This Health and Safety Policy has been produced for all staff to inform them of the rules and regulations introduced within Reigate & Coulsdon Colleges. Staff are expected to adhere to the College's statutory requirements under the Health and Safety at Work etc. Act 1974 and subsequent regulations.

The policy contains information on the policies and procedures that have been introduced and sets out the overall objectives maintaining a high level of health and safety within budgetary constraints and limitations of the buildings.

This policy will be reviewed periodically and any necessary amendments made following any changes in law. Should any member of staff have any queries on its contents they should contact the Director of Estates & IT.

## **Statement of Intent**

The Principal and Members of the Corporations of Reigate & Coulsdon Colleges consider that one of the primary directives is to achieve and maintain a high standard of health and safety.

As reputable and caring educational establishments, Reigate & Coulsdon Colleges will conduct their business to ensure protection for its staff, students, contractors, neighbours and visitors.

All reasonably practical steps have been introduced to ensure that the Colleges fulfil their responsibilities in meeting the requirements of the Health and Safety etc. Act 1974 and all relevant statutory legislation introduced.

All staff are required to recognise their duty and responsibility under the Act and to display a positive attitude in promoting health, safety and welfare in their areas of responsibility, work activities and the delivery of the curriculum.

The Colleges management structures are responsible for ensuring that all staff are given relevant instruction and training to enable the safe performance of their work activities.

The Colleges, through the inspection programme, continue to promote their positive attitude towards health and safety by reviewing the effectiveness of the policy.

Staff and students are liable to disciplinary action for any interference with or misuse of any item of equipment etc. which has been provided in the interests of their health, safety and welfare.

# 1 RESPONSIBILITIES

## Principal and Corporation Members

It is the responsibility of the Corporations to approve the Health and Safety Policy and, through the Principal, ensure that adequate funding is provided to ensure that the policy is applied and measures taken to comply with health and safety legislation.

### Reigate College

Area	Responsible Person/s	Contact Details
First Aid	Susan Lampard/Martin Brown	via Reception
Fire Safety	Garry Holmes	extn. 400
Manual Handling	Garry Holmes	extn. 400
Display Screens	Ashley Farbrother	extn. 458
Health and Safety Policy	Garry Holmes	extn. 400
PUWER	Garry Holmes	extn. 400
LOLER	Martin Brown	via Reception
Asbestos	Garry Holmes	extn. 400
Legionella	Garry Holmes	extn. 400
Welfare Facilities	Garry Holmes	extn. 400
Buildings Maintenance	Garry Holmes	extn. 400
Accident Reporting	Garry Holmes	extn. 400
H&S Inspections	Martin Brown	via Reception
Any Other H&S Matters	Garry Holmes	extn. 400

### Coulsdon College

Area	Responsible Person/s	Contact Details
First Aid	Caroline Dickenson-Read	extn. 103
Fire Safety	Paul Mottram	extn. 174
Manual Handling	Paul Mottram	extn. 174
Display Screens	Nick Gullick	extn. 182
Health and Safety Policy	Garry Holmes	extn. 105
PUWER	Garry Holmes	extn. 105
LOLER	Garry Holmes	extn. 105
Asbestos	Paul Mottram	extn. 174
Legionella	Paul Mottram	extn. 174
Welfare Facilities	Paul Mottram	extn. 174
Buildings Maintenance	Paul Mottram	extn. 174
Accident Reporting	Paul Mottram	extn. 174
H&S Inspections	Paul Mottram	extn. 174
Any Other H&S Matters	Garry Holmes	extn. 105

### Teaching and Support Staff

It is the responsibility of the teaching and support staff to:

- take personal responsibility for the health and safety of themselves and others with whom they are working

- ensure that the policy is implemented within their work areas
- communicate health and safety matters to students
- assist in reporting any hazards, defects or dangers that exist in their work areas to the Director of Estates & IT

## **Students**

It is the responsibility of the students to:

- take personal responsibility for the health and safety of themselves and others with whom they are working and associating
- observe safe standards of behaviour, dress and protective clothing
- not to misuse, neglect, damage or interfere with any item of equipment provided for health and safety
- assist in reporting any hazards, defects or dangers that exist in their work areas to the Director of Estates & IT

## Policy

Under the Health and Safety at Work Act 1974 the Colleges have a responsibility to:

- provide and maintain safe and healthy conditions, as far as is reasonably practicable, for all employees, students and visitors taking account of any statutory requirements
- audit the Policy on a regular basis to ensure it remains effective and that performance standards can be monitored, the adherence to law updated and the Policy reviewed as necessary
- provide training and instruction to enable employees and students to perform their work safely and efficiently
- provide necessary and up to date information on developments in legislation, codes of practice and any relevant technical or guidance materials and where appropriate, maintain contact with recognised outside bodies for this purpose
- make available all necessary safety devices and protective equipment
- provide arrangements for the safe handling, storage and transport of hazardous substances
- ensure that suitably qualified first aid personnel are available
- All employees, students, visitors and contractors have a duty to co-operate in the operation of this policy and to safeguard their own as well as the health and safety of others by:
  - working safely and efficiently
  - using the protective clothing and equipment provided
  - reporting, at once, any incident or situation that has led to or may lead to danger, injury or damage
  - adhering to any health and safety guidelines set down by the Colleges
  - seeing that safety instructions to students are embodied within all courses
  - encouraging students to work and relax in a safe manner

## **Implementation of the Policy**

The Colleges will:

- appoint a Health and Safety Committee
- endeavour to eliminate hazards
- investigate and record accidents and unsafe practices
- publish general safety rules and display necessary instructions in all areas
- enable students, staff, visitors and contractors to receive adequate safety training
- maintain and practice an emergency evacuation system
- operate a preventative maintenance system
- require protective clothing to be worn by staff and students where necessary
- provide visitors with a summary of the key content of this Policy when they sign in.

## **Health and Safety Committee**

A Health and Safety Committees, which meet once a term, shall be appointed to undertake the following duties:

- to encourage the implementation of approved safety procedures throughout the College
- to consider any need for new safety measures and advise the Principal and Corporation accordingly
- to help disseminate information on safety to staff and students
- to consider risk assessments
- to audit and monitor safety performances throughout the College operations
- to receive reports on all aspects of safety in the College including departmental precautions, inspections and details of fire drills and accident prevention
- to carry out annually a visual inspection of each area of the College to assess potential health and safety hazards

The Health and safety Committees represent collectively the interests of all employees and membership consists of the Premises Maintenance Manager at Reigate, The Estates Manager at Coulsdon and a cross-section of teaching and support staff, particularly those from departments where higher risks are involved such as practical subjects.

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# 1 Fire

## Reigate College

Any person discovering a fire should:

- operate the nearest fire alarm
- if possible, contact the College Reception giving details and location
- if safe to do so, attack the fire with the appropriate extinguisher (this should only be done if appropriate fire extinguisher training has been undertaken)
- leave the building quickly via the nearest exit without stopping to collect personal belongings

Any person hearing the fire alarm bell (a continuous ring) should follow the emergency procedures listed below:

- leave the building via the nearest exit as quickly and quietly as possible
- students should leave books etc. on desks and only take their bag with them
- once outside, proceed immediately to the designated fire assembly points i.e. to the North Assembly Point at the rear of the Refectory if evacuating from the Sports Centre, Rushworth, Performing Arts Centre, Holmesdale, The Dance Studio, Enhancement Centre and Refectory, or to the South Assembly Point on the front lawn outside Visual Arts if evacuating from County, Langham, Business Centre, Garden Building, Castlefield House and Visual Arts Centre.

## Coulsdon College

Any person discovering a fire should:

- Raise the alarm by operating the nearest fire alarm call point.
- if possible, contact the College Reception giving details and location

Any person hearing the fire alarm bell (a continuous ring) should follow the emergency procedures listed below:

- Give the necessary assistance to people who need it to ensure that they can leave safely or reach the relative safety of the nearest refuge.
- Follow the exit signs and leave the building by the nearest available exit.
- ACT CALMLY DO NOT USE LIFTS
- CLOSE ALL DOORS (to stop fire spreading)
- Proceed to the assembly point on the rear field location
- nobody shall leave until the Officer in Charge has given instructions to do so

Emergency evacuation drills will be held once each term

Fire alarm and emergency lighting systems will be checked and certificated 4 times a year

Fire extinguishers will be serviced annually

## **2 First Aid**

### **Reigate College**

Mrs Susan Lampard, Mr Martin Brown and Mr Tom Mardell are the College's nominated First Aider's

First aid kits are located at: The Medical Room adjacent to Reception, Design and Technology, Careers, Learning Support in the Business Centre, All Science labs, Art and Photography. There is an additional Medical Room in the Sports Centre at Reigate College.

### **Coulsdon College**

Mrs Caroline Dickenson-Read, Miss Thirza Legg, Mrs Yvonne White, Mrs Carol Bailey, Mr Jason Gentles, Mrs Esther Priam, Mr Dan Woolsey and Mrs Reena Moses-Ramus are the College's nominated First Aiders

First aid kits are located at:

Main Building; Rooms 01,50, 51, 52, 70

Sports Centre: Ground floor fitness suite, first floor staff office

Regular and appropriate first aid training will be offered to staff as and when required.

## **3 Accident Procedure**

In the event of an injury occurring, the matter should either be reported to Reception immediately so that a first aider can be despatched or the injured party should be brought to Reception (Student Reception at Coulsdon) if the injury is minor.

Any student taken ill at College should report to Main Reception at Reigate College and Student Reception at Coulsdon College. Under no circumstances should they leave the site without permission. Their Senior Tutor or Tutor (Duty Pastoral Manager at Coulsdon) will decide whether help is needed or if the student is capable of making their own way home.

All accidents to students, staff or members of the public which occur on the College sites as well as near accidents or hazardous activities must be reported to the Director of Estates & IT who will then take the necessary steps to record the incident by having the victim complete from HS1, Accident Report Form. The accident will then be reported to the Health and Safety Executive, if necessary.

The appropriate manager should investigate promptly any accident or near accident and report the findings to the Director of Estates & IT. Any instances requiring further investigation will be dealt with by the Director of Estates & IT and the Health and Safety Committee.

Any other incidents, i.e. situations involving staff or students but not on College sites and therefore not requiring further action by the College should be recorded on form HS3, available from the Director of Estates & IT, for information purposes only.

#### Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

These regulations are made under the Health and safety at Work etc. Act and the purpose is to generate reports to the Health and safety Executive and to local authorities. The reports provide data, which is used to indicate where and how risks arise and to show up trends. This enables the enforcing authorities to help prevent injuries, ill health and accidental loss.

#### **4 Intruders on Site**

The Colleges Premises/Security staff have been nominated as those members of staff responsible for removing intruders from the site as follows:

- Approach an intruder and politely ask their reason for being on site. If they have a valid reason, direct them to Reception and ask them to sign in as a visitor
- If they do not have a valid reason, explain that they are on private property and that they should not be here, then politely ask them to leave
- If they do not leave immediately, explain that you are authorised by the College Corporations to remove unauthorised persons from the site
- If they still do not leave, take them by the arm and lead them away
- If they show resistance to this, call the police for further assistance

#### **5 Children**

The Colleges buildings contain many hazards for young children. If staff, students or visitors bring young children onto the premises, they are responsible for supervising them and for ensuring that they do not endanger themselves or others for the whole time that they are on site (Please see the Children on College Premises Policy available from Personnel).

#### **6 Electricity, Gas and Water Services and Portable Electrical Appliances**

The electrical mains supplies to laboratories and workshops will be supplied via an RCD. All emergency stop and RCD's should be tested annually by the appropriate manager.

Portable electrical appliances will be checked and either passed as safe to use or condemned for use via an annual check to be carried out by an appointed contractor. No privately owned appliance should be used in College without first being checked and marked.

Fixed electrical appliance testing will be carried out every 5 years.

All gas apparatus and equipment should be regularly checked for correct functioning by the appropriate manager.

Tests on water tanks, down services, showers and vending machines are carried out twice a year by outside specialist contractors.

Annual tests are carried out on all air extraction systems.

## **7 Boilers and Mechanical Plant**

All such equipment on site is fully serviced twice a year.

## **8 PUWER**

The Colleges have a duty to ensure that work equipment and working areas are all suitable and sufficient for the purposes intended for staff and students alike.

To that end the following items apply:

- Working equipment and work areas will be defined by a risk assessment
- Any or all electrical equipment must only be used if it has been PAT tested / calibrated
- The responsibility lies with the Colleges and tutors to make sure that the equipment or machinery is in good order, safe and suitable for purpose.
- All sharp instruments must be properly and safely stored when not in use
- A suitable cleaning, repair or maintenance regime of any machine or other equipment must be in place and staff must be aware of them
- Only knowledgeable and trained persons to use any equipment or have received suitable instruction training or supervision for it
- Students can only use equipment if a member of staff is present

It is the responsibility of the staff and students alike to assess any risk and take the necessary steps to ensure that safe working practises are adhered to at all times.

## **9 Protective Clothing**

Staff and students are required to wear the appropriate clothing for the areas in which they work and to ensure that, where appropriate, protective clothing is used where there is a risk to health and safety. It is expected that the following protective clothing which is supplied by the College should be worn at all times when working in the relevant areas:

Overalls, laboratory coats, aprons etc. to protect from dirt, dust, chemicals etc.

Respirators (masks), where there is a risk to health from dust or fumes.

Gloves to protect from abrasions or chemicals.

Eye protection to BS2092 grade 1 where there is a risk of injury to the eyes.

Suitable ear protection to BS5108 where there is a risk of damage from excessive noise.

## **10 Working at Heights**

Any work carried out above floor level is potentially dangerous. If there is a requirement for working at any height, the correct access equipment must be used at all times. Ladders, stepladders and scaffolding should be subjected to a visual inspection before use and should only be used on a firm, level non-slip surface. The ladder register should be kept up to date. A risk assessment should be completed. Long ladders should be secured. Only trained staff should use the Scissor Lift. Specialist contractors will be used when there is a requirement for external works.

## **11 Field Work**

All members of staff organising off site fieldwork trips must follow the safety regulations outlined in the Visits handbook (Reigate) and the Trips and Residential Policy (Coulsdon).

## **12 Supervision of Students**

During lessons the health and safety of students is the responsibility of the member of the teaching staff timetabled to be in charge. The teacher must assess the potential hazards and advise students accordingly.

Where a class is left unsupervised the teacher must ensure that students are familiar with the action to be taken in the event of fire or if an accident occurs.

Students should not be allowed in restricted areas such as cleaner's cupboards, chemical stores, boiler rooms etc.

## **13 Display Screen Equipment**

The Colleges consider a Display Screen Equipment (DSE) user to be someone who uses a display screen for more than 3.5 hours a day.

The DSE Regulations were introduced to protect employees who habitually use DSE for a significant part of their working day. There are no indications that the use of DSE also referred to as Visual Display Units will cause disease or permanent damage to the eyes, but the fatigue of intensive work can cause discomfort. This may not only be caused by the screen image but also the general layout of the workstation that could contribute to other symptoms such as pains in the hands, arms, neck, shoulders and back.

For those members of staff who are designated DSE users an assessment can be conducted by their line manager on request, who will liaise with the Director of Estates & IT to identify any areas that may require improvement.

The Colleges also have a legal obligation to provide those designated as users with an eye test and a basic pair of corrective glasses, if required, specifically for DSE work. Any member of staff classed as a DSE user who has concerns that their work station is causing any comfort issues should contact the Director of Estates and IT who will issue a DSE assessment form for the employee to complete in order that any required remedial work can be carried out. Any employee who has concerns that their work is the cause of eyesight problems should contact the Personnel Department who will issue them an eye care voucher should they be eligible. Normally only one test per year will be paid for by the College unless you have a recognised medical condition that requires regular eye tests. Each voucher entitles the employee to a full eye test and a pair of basic spectacles if required solely for VDU use. Each voucher is individually numbered and can be used only once.

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

People in the workplace are sometimes exposed to substances that have the potential to damage their health and many of these are present as a direct result of work activities. The aim is to prevent any employee contracting any disease as a result of coming into contact with hazardous substances. The main classification of substances is harmful, irritant, corrosive and toxic although COSHH also covers substances such as Dusts, fumes, micro-organisms, respiratory sensitisers etc.

It is a requirement of each manager to implement the following standards:

Identification of hazardous substances

Evaluation of risk to individuals

Control of those risks

Training of those members of staff who are affected

Monitoring of the introduction of new substances, processes and procedures

Reviewing procedures annually

Any incident involving hazardous or dangerous substances or materials should be reported on Hazard report Form HS2 available from the Director of Estates & IT.

## **15 New and Expectant Mothers**

Pregnancy should not be equated with ill health, but should be regarded as part of everyday life and its health and safety implications can be easily addressed by normal health and safety management procedures. Many women continue to work whilst pregnant and may return to work whilst still breast-feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their children.

In order for staff to be protected whilst at work, expectant mothers and new mothers returning to work are required to keep their line manager fully informed of their circumstances in order for the line manager to carry out assessments of the staff member's work activities and conditions. The assessments should be regularly reviewed during the course of the pregnancy or breast-feeding period.

For students who are expectant mothers, a risk assessment will be carried out by the Associate Director (Learning Support & Child Protection) (Reigate) or Estates Manager (Coulsdon) and a College First Aider to determine any reasonable adjustments which need to be made to support the student.

## **16 Stress**

The Colleges utilise the guidelines laid down by the Health and Safety Executive; 'Tackling Stress: The Management Standards Approach'. Furthermore, the identification management of stress related absence is highlighted in the Colleges Staff Sickness Absence Policy.

## **17 Roadways and Car Parks**

Roadways, footpaths and parking areas must be kept free from obstructions and holes. Where temporary obstructions are unavoidable, substantial barriers should be erected. Barriers and sleeping policemen will be well illuminated. Drivers must comply with the on site speed limits and parking regulations. Car parking permits must be displayed at all times. (where applicable)

## **18 Obstructions**

All corridors, walkways, doorways, fire exits etc. must be kept clear from obstruction at all times.

## **19 Lifting and Handling**

If lifting and handling is not carried out correctly, serious damage can be caused. This includes the onset of musco-skeletal disorders, muscle strains, spinal damage, possible upper limb disorders and aches and pains etc. to tendons and joints. Persons should only lift and handle any goods when they feel confident of doing so safely. Training is provided to all staff who regularly carry out lifting as part of their duties.

## **20 Risk Assessments**

Risk assessments are produced for each activity that takes place at the Colleges that requires any kind of assessment. The risk assessment system that is utilised is provided by The Stonewall Partnership who are the Colleges Health and Safety Consultants.

## **21 After Hours Working/Lone Working**

Any person working on site outside of their normal working hours or during non-term periods should take all precautions for the safety and security of the building and of themselves.

They must ensure that the Director of Estates & IT or the duty Premises Assistant are aware of their presence and that agreed procedures for the securing of the site on their departure are carried out. These arrangements will vary depending on the area being occupied so they must be checked on each occasion (Please see the Lone Working Policy available from Personnel).

## **22 Working with Heat**

During any activity that takes place which involves working with heat, i.e. Science with Bunsen burners etc, Design & Technology with various equipment or Art with such items as heated glue guns, all necessary precautions must be taken; protective equipment should be worn where necessary and students must always be supervised by a capable member of staff.

## **23 Safety Audit Checks**

Each Manager is responsible for ensuring that the following checks are carried out by staff working in their department:

Daily check for hazards or defective equipment by teaching staff in each room

Annual completion of the Departmental Checklist to be distributed by the Estates Department.

Periodic departmental audit to be carried out with either a member of the Health and Safety Committee or a representative from the Stonewall Partnership

## **24 Visitors and Contractors**

It is the responsibility of all visitors and contractors to:

- Take note of and follow all health and safety instructions and guidelines provided to the by whoever they are visiting or working for at the College.
- Take personal responsibility for the health and safety of themselves and others with whom they are working and associating.
- Observe safe standards of behaviour.
- Comply with the regulations set out in the policy.

## **25 Disaster Recovery Plan**

The Disaster Recovery Plan is available as a separate document and lists key personnel and actions in the event of an emergency.



## **Appendix**

Glossary of Terms

Site Maps

Forms HS1, HS2

New and Expectant Mothers Risk Assessment

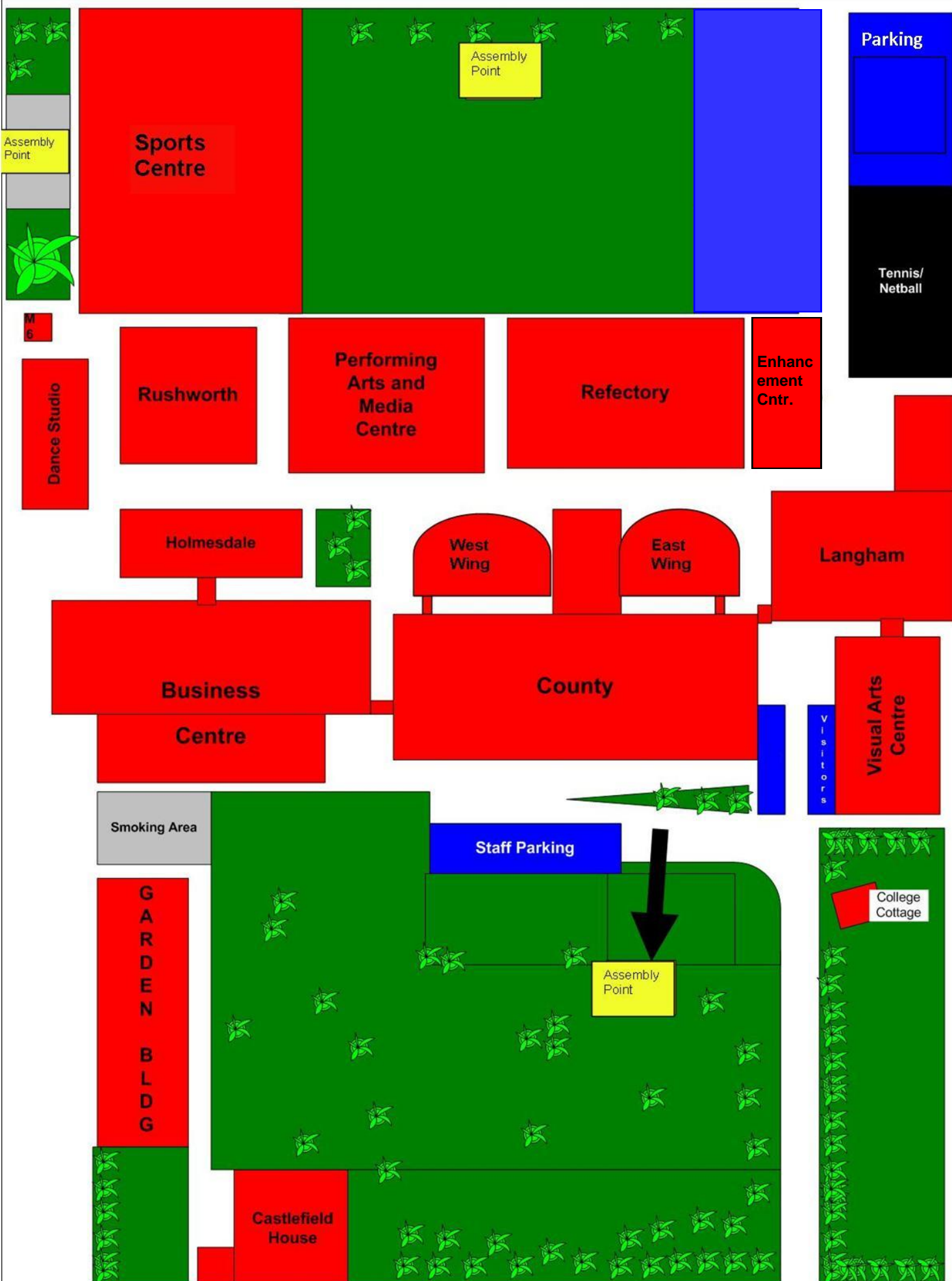
DSE Risk Assessment

Health and Safety Checklist

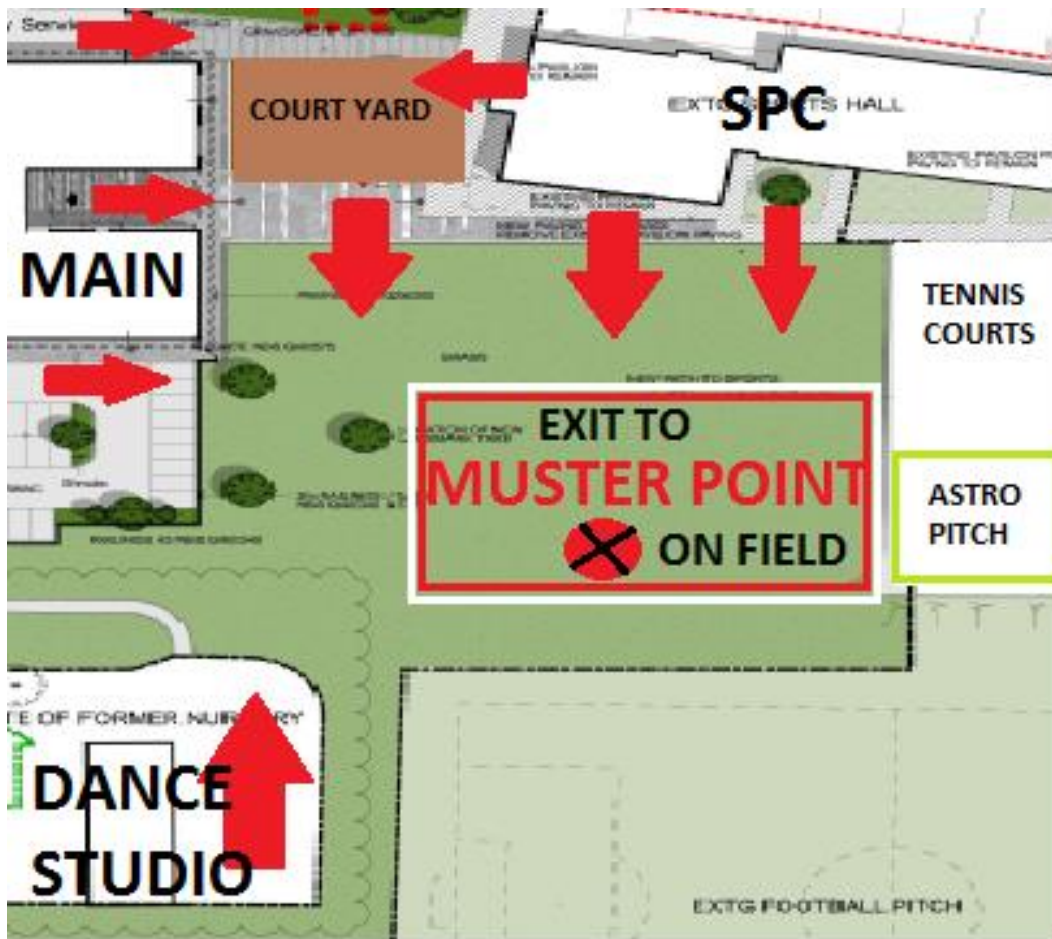
## **Glossary of Terms**

Active Monitoring	Monitoring what is currently taking place
Aims	What the College is trying to achieve
Arrangements	What the College will do to achieve the aim
COSHH	Control of Substances Hazardous to Health
Hazard	Any item or process which has the ability or Potential to cause harm
LOLER	Lifting Operations and Lifting Equipment Regulations
Method Statement	Written statement showing the order and details of any actions relating to hazardous work operations
Monitoring	The recording or physical checking of actions being taken to achieve the aim and who is responsible for those actions
Near Miss Accident	An accident which could have caused injury or loss. A warning that a potentially dangerous situation exists
Performance Standards	Documentation to prove that the safety arrangements are taking place
Permit to Work	Written, signed document detailing control measures and time limitations for a particular task
Personal Protective Equipment	Any type of equipment used by an individual to protect themselves against hazards
PUWER	Provision and Use of Work Equipment Regulations
Reactive Monitoring	The monitoring that takes place after an incident has occurred
Risk	The likelihood of a hazard being realised

# Reigate College



# Coulsdon College



Reigate & Coulsdon College

Hazard/Dangerous Occurrence Report Form

-----  
**Person Making Report**.....

**Date**.....

**Description of Hazard/Dangerous Occurrence**.....

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**Signature**.....

Once Completed, this form should be handed to the Director of Estates & IT.

**Action Taken**.....

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**Signature**.....**Date**.....

**Reigate & Coulsdon College**

**Incident Report Form**

.....

**Date**.....**Time**.....

**Place**.....

**Person/s Involved**.....

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**Description of Incident**.....

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**Action Taken(if any)**.....

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**Signed**.....**Job Title**.....

**Signed**.....**Job Title**.....

**Signed**.....**Job Title**.....

**Signed**.....**Principal**

**Reigate & Coulsdon College**

**Risk Assessment for New and Expectant Mothers**

1 Are there any manual handling lifting tasks involved in your usual work activities?  
Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

2 Are you subjected to excessive noise in your workplace?  
Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

3 Is there a risk from shocks, vibration or sudden movement in your usual work activities?  
Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

4 Do you use harmful substances (COSHH), see section 13 of the College Health and Safety Policy, in your usual work activities?

Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

5 Are you exposed to any radiation, chemicals or biological agents?  
Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

6 Are you exposed to extremes of temperature for any length of time?  
Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

7 General working conditions; do you use DSE (Display Screen Equipment)?  
Yes / No (delete as applicable)

If yes, what control measure or precautions need to be put in place?

.....

Signed (employee).....Date.....

Signed (Line Manager).....Date.....

Reigate & Coulsdon College

Display Screen Equipment Risk Assessment Form

On Behalf of (Name of Member of Staff).....

**Keyboard:**

- Is the keyboard comfortable to use? Yes / No
- Is there space in front of you to rest your hands when you are keying? Yes / No
- Is the keyboard surface clear from distracting reflections? Yes / No
- Are the symbols on the keys legible from your normal working position? Yes / No
- Have you sufficient space to use your mouse? Yes / No

**Display Screen**

- Is the screen image clear and stable? Yes / No
- Is the contrast and brightness easily adjustable? Yes / No
- Does the screen swivel and tilt easily? Yes / No
- Is the screen height comfortable? Yes / No
- Is the screen free from reflection and glare? Yes / No
- Is the screen clean? Yes / No

**Chair**

- Does it allow you to move and sit comfortably? Yes / No
- Can you adjust the seat height easily? Yes / No
- Can you set the seat back height and tilt to a comfortable position? Yes / No
- Do you need a footrest? Yes / No

**Work Surface**

- Is the work surface large enough to allow some flexibility? Yes / No
- Is its surface suitable, i.e. not too shiny? Yes / No
- Can you reach equipment, e.g. printer and storage easily? Yes / No
- Is there enough space for you to be comfortable and change position? Yes / No
- Is there a document holder, is it stable and easily adjustable? Yes / No
- Is there sufficient legroom under the work surfaces? Yes / No
- Is it clear of obstructions? Yes / No

**Lighting/Daylight**

- Is the lighting suitable for you and your display screen tasks? Yes / No
- Have you sufficient light for other tasks? Yes / No
- Is there any glare or distracting reflections? Yes / No
- Are windows fitted with suitable blinds? Yes / No
- Are these effective in reducing glare and reflections? Yes / No

**General Environment**

- Does equipment noise distract your attention? Yes / No
- Does equipment heat cause you discomfort? Yes / No
- Is the humidity adequate? Yes / No
- Are there problems with static? Yes / No
- Are there problems with trailing or unsecured wires? Yes / No

**Workstation/User Interface**

- Do you have the opportunity to take breaks? Yes / No



Do you find the software easy to use? Yes / No  
Is it suited to your task? Yes / No  
Are the systems you use consistent, e.g. use of function keys? Yes / No  
Is the system response time suited to your work? Yes / No

**Information and Training**

Have you received sufficient and appropriate training? Yes / No  
(If no, detail below)  
Have you received guidance regarding the ergonomics and the health and safety issues which are related to working at display screens? Yes / No  
Does the use of your display screen cause soreness of eyes or headaches? Yes / No  
If you are a 'user', have you been offered an eye test? Yes / No  
If you wear glasses, are they suitable for display screen work? Yes / No  
Do you require special glasses? Yes / No

Please identify any training you require below:

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

**Outcome of Assessment**

Action to be taken:

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

**Assessment to be Completed by the Line Manager of the Member of Staff Named at the Top of the Page**

**Signature of Line Manager**.....

**Print Name**.....**Date**.....

**DEPARTMENTAL**  
**HEALTH AND SAFETY CHECK LIST**

**Please complete and return this form to the Estates Manager as soon as possible**

	YES	NO	N/A
Are the students made aware of procedures to follow in the event of a fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students properly informed on procedures to follow when using electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students properly informed on procedures to follow when using sharp implements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students properly instructed on procedures to follow when using gas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students instructed on how to properly use any machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students instructed on how to properly use laboratory apparatus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students instructed on how to properly handle chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students informed what safety clothing/equipment to use, and when?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your department issue any written health and safety instructions to students? If so please attach a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the students informed that food and drinks are not permitted in the classrooms/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the department's classrooms regularly checked for potential hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all the previously reported hazards been corrected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If not give details.....

**SIGNED.....HEAD OF .....DEPT. DATE.....**

**SIGNED..... Estates Manager DATE.....**