



## **HEALTH AND SAFETY POLICY**

**JULY 2020**



## CONTENTS

### INTRODUCTION

#### 1.0 HEALTH AND SAFETY POLICY STATEMENT

#### 2.0 SCHOOL FOR HEALTH AND SAFETY IN NORTH WEST LONDON JEWISH DAY SCHOOL

#### 3.0 SCHOOL ARRANGEMENTS

- 3.1 Training
- 3.2 Risk Assessment
- 3.3 Manual Lifting and Handling
- 3.4 Control of Substances Hazardous to Health
- 3.5 Display Screen Equipment
- 3.7 Fire
- 3.8 First Aid
- 3.9 Electricity
- 3.10 Control of Visitors
- 3.11 Control of Contractors
- 3.12 Pregnant Workers
- 3.13 Accident and Occupational Ill Health Reporting and Investigation
- 3.14 Safety Inspections

### APPENDICES

- App 1 Health and Safety Induction
- App 2 Risk Assessment
- App 3 Display Screen Equipment
- App 4 Fire
- App 5 First Aid
- App 6 Pregnant Women

App 7        Accident Reporting  
App 8        Accident Investigation

## **INTRODUCTION**

The Health and Safety at Work etc. Act 1974 Section 2(3) places a general duty on all employers to prepare and publicise a written statement of their health and safety policy.

The purpose of this document is to set out clearly and comprehensively how the Headteacher proposes to implement this requirement throughout North West London Jewish Day School's work activities.

This commitment also extends to the provision of adequate funds and other resources necessary to comply with relevant legislation, as a minimum standard.

## **1.0 HEALTH AND SAFETY POLICY STATEMENT**

As Headteacher, I am fully committed to achieving a high level of health and safety throughout North West London Jewish Day School. Consequently, I recognise and accept my responsibility for securing the health, safety and welfare of all my staff and others who may be affected by the school's activities.

To this end, it is my intention that the school operates in such a manner so as to achieve the following:

- A safe and healthy place to work which has adequate welfare facilities, safe access and egress to and from it and adequate arrangements for dealing with an emergency.
- Equipment which is safe to use and work which is safe to undertake.
- Arrangements which ensure that articles (e.g. stationary) and substances (e.g. chemical cleaning agents) are safe to use, handle, store and transport.
- Removing or reducing risks and controlling any hazards that have been identified following risk assessment, to a safe level.
- Providing staff with the information, instruction, training and supervision needed to ensure they do the job safely.
- Ensuring that staff are consulted with and informed on issues relating to health and safety.
- Technical advice provided by staff or where necessary, external consultants, competent to do so.

It is my belief that compliance with this policy will positively contribute to the performance of the school as a whole – by maintaining a low rate of injuries and ill health and reducing unnecessary losses and liabilities.

I will pursue the implementation of the following health and safety commitments in order to ensure the continual improvement to health and safety. I will, as far as is reasonably practicable:

- Ensure that health and safety objectives form an integral part of the decision making process when setting other service objectives.

- Ensure that effective systems of communication are implemented and maintained.
- Ensure effective consultative arrangements on health and safety matters are in place – this will include all levels of staff.
- Ensure adequate financial and physical resources are available to achieve our health and safety goals and objectives.
- Ensure that expert advice is called upon when required, to enable the policy to be implemented.
- Ensure that all workplace hazards are controlled – this will be achieved by ensuring risk assessments are conducted and control measures are adequately implemented.
- Ensure that staff are encouraged and given the facility to make a positive contribution to the implementation of the health and safety policy.

The policy will be monitored for effectiveness and reviewed every two years. It will also be reviewed following major school changes within the department, major incidents, new legislation and audit recommendations. Any amendments will be brought to the notice of all staff.

Signed.....

Date.....

**Miss Caplan**

Policy revision due:        July 2020

## **2.0 SCHOOL FOR HEALTH AND SAFETY WITHIN NORTH WEST LONDON JEWISH DAY SCHOOL**

### **2.1 RESPONSIBILITIES**

To ensure the effective implementation of our health and safety policy commitments, it is essential that all staff within the school understand their responsibilities and obligations, and are clear about the reporting procedures that have been established. With this in mind, the following responsibilities have been determined:

#### **Headteacher**

The Headteacher will be ultimately responsible for health and safety in all aspects within North West London Jewish Day School. The headteacher fulfils these responsibilities through the Health and Safety Co-ordinator who has specific responsibilities to ensure compliance with all statutory requirements. The Headteacher is also responsible for:

- The successful implementation and upkeep of the health and safety policy.
- Agreeing plans for improving and reviewing progress in developing the health and safety policy and for the implementation within North West London Jewish Day School.
- Allocating duties and responsibilities to nominated personnel within the policy to enable its requirements to be effectively applied throughout the school.
- Ensuring adequate financial and physical resources are available to achieve North West London Jewish Day School's health and safety goals and objectives.
- Ensuring external health and safety assistance is obtained on health and safety issues where necessary.
- Ensuring that staff under their control are aware of and comply with this health and safety policy.
- Ensuring that any practical precautions identified by the general risk assessments and specified in this health and safety policy are implemented as planned.
- Responding to reports from staff of any accidents or unsafe conditions and reporting these to the Health and Safety Co-ordinator.

### **Health and Safety Co-ordinator** (Role undertaken by Financial Manager)

The Health and Safety Co-ordinator is responsible for:

- Co-ordinating the preparation and periodic revision of this Health and Safety Policy, the associated general risk assessments and procedures.
- Bringing to the attention of the Headteacher, any material changes in circumstances or activity of North West London Jewish Day School that would necessitate revision of this Health and Safety Policy, general risk assessments or procedures.
- Providing health and safety induction to all new staff.
- Providing support and guidance to the Headteacher in the fulfilment of his responsibilities and in particular helping:
  - Implement any practical precautions identified by the general risk assessments and specified in the health and safety guidelines.
  - Ensure that staff are aware of this Health and Safety Policy and have received adequate information concerning the precautions identified by the general risk assessments.
  - Respond to reports of any accidents or unsafe conditions.
  - Ensure that any reportable accidents are notified to the relevant enforcing authority in the prescribed manner, that appropriate records are made and external health and safety assistance is sought regarding any further action that may be required.

## **Staff**

It is the duty of all staff to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions throughout the course of their work.
- Co-operate in establishing safe and healthy working conditions to enable statutory duties or requirements to be fulfilled.
- Ensure that they make proper use of health and safety facilities and do not intentionally interfere with, or misuse anything provided for their health and safety.
- Act in accordance with any health and safety training that has been provided.
- Report to the Headteacher or to the Health and Safety Co-ordinator, any hazard or potential hazard in their working environment, or any existing procedures or arrangements which appear to be defective.
- Make full and proper use of any personal protective equipment provided in accordance with instructions given or training received. Loss of equipment or defective equipment should be reported to the Health and Safety Co-ordinator so that it can be replaced.
- Ensure they are familiar with and act in accordance with this Health and Safety Policy. In particular, they must:
  - Ensure they are familiar with and understand:
    - the necessary action concerned with fire and fire drills
    - the first aid arrangements
    - the accident reporting procedures
- Report all accidents, incidents and near misses, no matter how insignificant, in accordance with the accident/incident reporting procedures. These are explained later in this Health and Safety Policy.

## **2.2 SCHOOL STRUCTURE**

The following diagram reflects the levels of health and safety responsibilities previously outlined.

## **3.0 SCHOOL ARRANGEMENTS**

### **3.1. Health and Safety Training**

#### **Identifying training needs**

Health and safety training needs will be identified for *all* staff within North West London Jewish Day School.

#### **Responsibilities**

- The Headteacher will have overall responsibility for ensuring training needs are identified.
- The Headteacher and the Health and Safety Co-ordinator are responsible for identifying training needs.

#### **Aspects to consider**

The areas which will be considered when identifying health and safety training needs are as follows:

- Risk assessments which identify training as a control measure
- Active and reactive monitoring
- Consultation of the Headteacher with staff, for example, through one to one or team meetings.

## **Special Considerations**

The following groups will be given special consideration when identifying health and safety training needs:

- New staff
- Staff with special needs
- Young and inexperienced staff
- Staff with crucial responsibilities for health and safety, for example, first aid appointed persons, fire marshals and display screen assessors.
- Staff working with new or modified equipment or new technology
- Staff who from time to time need refresher training, for example, display screen assessors, etc.

### **Providing health and safety training:**

All health and safety training will take place during working hours and without loss of earnings.

## **Responsibilities**

The Health and Safety Co-ordinator is responsible for:

- Ensuring staff are given appropriate health and safety training.
- Monitoring the effectiveness of health and safety training to staff and ensuring this is facilitated by persons competent to do so.
- Ensuring the particular needs of young employees, trainees and those who may have special needs are considered by those providing the training.
- Providing feedback to the Headteacher where necessary.
- Keeping records of completed training.

## **Induction**

The arrangements for undertaking induction training are as follows:

The Health and Safety Co-ordinator must:

- Ensure all new staff receive health and safety induction training within their first two weeks of joining North West London Jewish Day School.
- Use the induction checklist contained in Appendix 1.
- Ensure the completed induction checklist is included on the individual's records.

The induction course content will include:

- Major risks of the workplace and the control measures required
- Emergency procedures
- Identification of fire marshals
- Arrangements for first aid including the identity of first aid appointed persons
- Identification of staff with other delegated health and safety functions
- Accident/incident reporting procedures.

### **3.2. Risk Assessment**

General risk assessments will be undertaken on all activities, which pose a significant risk of injury within North West London Jewish Day School.

A fire risk assessment will be completed for the office occupied by North West London Jewish Day School.

#### **Risk Assessment Format**

We will follow these five steps when assessing risks in the workplace:

1. We will look for hazards
2. We will decide who might be harmed and how
3. We will evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. We will record our findings
5. We will review our assessment and revise it if necessary

The detailed procedures which are followed when undertaking risk assessments is contained in Appendix 2.

#### **Findings**

These will be reported to the Headteacher. Relevant staff will be made aware of the findings of the risk assessments undertaken and will be involved in the risk assessment process.

The Health and Safety Co-ordinator is responsible for ensuring risk assessments are undertaken and reviewed at least annually or in the event of a significant change which may affect them.

All staff and the Headteacher are responsible for informing the Health and Safety Co-ordinator when they believe a work activity poses a significant hazard and requires a risk assessment to be undertaken. They must also ensure that they inform the Health and Safety Co-ordinator when they believe the risk assessment requires a review, for example, in the event of a significant change to the work activity or new legislation.

**Action required to remove/control risks**

The Headteacher and/or the Health and Safety Co-ordinator will be responsible for this action, depending on the findings.

**Responsibility for ensuring the action required is implemented**

The Headteacher will be responsible for the implementation of control measures identified in the risk assessment.

**Staff**

Staff have a duty to:

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate when involved in the risk assessment process

**Completed assessments**

The completed risk assessments can be found in Section 2 of this manual.

**3.3 Manual Lifting and Handling**

Injuries may occur when adopting an incorrect method of lifting, attempting to lift something which is too heavy, of an awkward shape or is sharp. Accidents can also arise when the load is of a size so as to obscure your vision.

All manual handling activities will be identified and risk assessments will be carried out where the risk of injury is significant and cannot be avoided. All assessments will be undertaken in consultation with the staff concerned.

### **Health and Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for ensuring that:

- Manual handling tasks are assessed where necessary.
- When the risk assessments have been undertaken, staff are provided with information on the identified control measures and safe systems of work.
- Staff are provided with any training as identified by the assessment.

### **The Headteacher**

The Headteacher is responsible for ensuring that staff implement the control measures and safe systems of work identified in the assessment.

### **Completed Assessments**

The completed manual handling assessments can be found in Section 2 of this manual.

## **3.4. Control of Substances Hazardous to Health (COSHH)**

A hazardous substance is defined as any substance which could cause an adverse health effect. Control is based on risk assessment and the introduction of appropriate control measures.

A small number of hazardous substances are used in North West London Jewish Day School. These are mainly used by the cleaning staff and Site manager. Any member of staff using hazardous substances must ensure they are securely locked away out of the reach of pupils, when not in use.

## **Responsibilities**

The Health and Safety Co-ordinator is responsible for:

- Ensuring that Contractors using hazardous substances provide evidence to show that these have been assessed and suitable control measures introduced.

The Site manager is responsible for:

- Undertaking risk assessments on hazardous substances used either by himself or the cleaning contractors.

The Kitchen Supervisor is responsible for:

- Undertaking risk assessments on hazardous substances used by kitchen staff.

## **Hazardous Substance Assessment Form**

The form to be used in completing risk assessments on hazardous substances can be found in Appendix 3.

### **3.6. Emergency Procedures**

#### **3.6.1 Fire**

Fire is an important aspect of health and safety in every workplace. It accounts for many millions of pounds lost to industry through insurance claims, damage to property, lost productivity, etc. More importantly, there are also human losses and injuries, which can be minimised through good fire safety management systems and effective prevention or precaution procedures.

A fire risk assessment has been undertaken for the building to assess the fire hazards. Appropriate controls will be implemented to eliminate or adequately control those risks.

The fire evacuation procedure is contained in Appendix 4 of this manual.

The Health and Safety Co-ordinator will:

- Ensure the fire extinguishers are tested on an annual basis and records kept
- Undertake regular visual checks to ensure fire extinguishers remain in a usable condition.
- Ensure all escape routes, fire doors and exits are unobstructed and clearly marked in accordance with the Safety Signs and Signals Regulations 1996 (i.e. running man and directional arrow on green background).
- Ensure contractors are provided with information on the fire evacuation procedure.
- The building fire risk assessment is reviewed on a regular basis.
- All new staff are provided with information on fire safety and taken through a written copy of the fire evacuation procedure. The information to be provided to staff is appended to this Health and Safety Policy.
- Ensure the fire evacuation drill is undertaken once a term without prior warning to staff.
- Ensure the performance of the evacuation drill is monitored and records kept.
- Ensure the fire evacuation procedure is reviewed for adequacy on a regular basis and following emergency evacuation drills, fire risk assessments and any major changes which could affect it.
- Ensure a sufficient number of notices are posted throughout the building giving simple guidance on what to do in the event of a fire i.e. how to identify the fire alarm sound, what to do if it is sounded and what to do if a fire is discovered.
- Conduct regular inspections of the building are undertaken to ensure escape routes, fire doors and exits remain unobstructed.

The Headteacher will ensure that:

- All staff co-operate during evacuation drills and/or real emergencies.

Staff also have a duty to:

- Familiarise themselves with the fire evacuation procedure and ensure they follow this in the event of an emergency or evacuation drill.
- Co-operate during evacuation drills and/or real emergencies.

### **Location of assessment**

The fire risk assessment completed for the building can be found in Section 2 of this manual.

### **3.6.2. Security**

The school has devised a procedure to take in the event of a security incident. This will be practised on a half termly basis and is co-ordinated by the Security Officer.

The security procedure is contained in Appendix 4.3.7      **First aid**

First aid is the immediate treatment of injuries or illnesses prior to the arrival of proper medical assistance. It is intended to save lives, reduce the effects of injuries and speed recovery. Adequate and appropriate first aid equipment and facilities will be provided for North West London Jewish Day School employees.

### **First aider**

First aiders have been appointed. Their names are identified on notices posted throughout the school. Their roles include calling for medical assistance and administering emergency first aid. They are not responsible for giving tablets or medication to treat illnesses.

They are also responsible for ensuring the first aid container is replenished when necessary to ensure it remains adequately stocked. (Appendix 5 details the minimum requirements for first aid containers).

The First Aiders have a duty to inform the Health and Safety Co-ordinator when their HSE approved 'First Aid at Work' certificate is due for renewal.

### **Health and Safety Co-ordinator**

It is the responsibility of the Health and Safety Co-ordinator to ensure that the First Aiders are provided with time off to attend refresher training required to ensure their First Aid certificates remain valid.

### **Facilities and Equipment**

The Health and Safety Co-ordinator will ensure that staff are informed of the location of the first aid container and First Aiders. He will also ensure that notices are displayed giving staff details of the location of the First Aiders and first aid container.

## **3.8 Electricity**

Electrical appliances are used widely throughout our office. Electricity is a common cause of fire. In addition, electricity can cause injury to people through shocks and burns.

### **Risk Assessment**

Risk assessments have been undertaken on the use of our electrical appliances. These are contained in Section 2 of this manual.

### **Inspections and Testing**

An inventory of all electrical equipment used by our employees during the course of their work will be compiled. A suitable periodic inspection and test of electrical safety will be made of each item and at an interval to be determined with regard to the nature of the equipment and the circumstances of use. These checks will be recorded in the inventory. The

Health and Safety Co-ordinator will engage a suitable subcontractor to carry out this work.

The Health and Safety Co-ordinator will liaise with the School Keeper to ensure the building's fixed electrical (distribution) system is inspected and tested by a competent person at least once every five years and a valid certificate will be kept available for inspection.

### **Maintenance and Repair**

Only persons specifically trained for the work will undertake electrical maintenance and repair work. Staff must not attempt such work themselves, and should refer to the Health and Safety Co-ordinator if electrical equipment needs any repair or maintenance.

### **Visual Checks**

Ninety five percent of all electrical faults can be detected by just looking. Staff should look out for the following which may make electrical equipment unsafe:

- Damage e.g. cuts and abrasion (except for light scuffing).
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment – the coloured insulation of the internal wires should not show.
- Damage to the plug e.g. the casing is cracked or the pins are bent.
- Non standard joints, including taped joints in the cable.
- Damage to the outer cover of the equipment or obvious loose parts or screws.
- Overheating (burn marks or staining).

Staff identifying any such defects should stop using the equipment and report the fault immediately to the Health and Safety Co-ordinator.

**STAFF ARE PROHIBITED FROM TAKING THEIR OWN ELECTRICAL EQUIPMENT INTO THE WORKPLACE FOR USE AT WORK.**

### **3.9. Control of Visitors**

Workplace hazards not only put staff at risk, but, also put visitors at risk as they are unlikely to be familiar with the area.

The following measures will be taken to ensure the safety of visitors:

- All visitors will sign in and out of the building at the ground floor reception desk.
- All visitors will be supervised at all times by a member of staff.
- Access to areas which pose a danger to anyone unfamiliar with the premises will be restricted.
- Site evacuation notices will be displayed to inform visitors what to do in case of an emergency.

### **Risk Assessment**

A risk assessment has been undertaken to identify any risks to our visitors and further control measures required. This can be found in Section 2 of this manual.

### **3.10. Control of Contractors**

Contractors are occasionally used by North West London Jewish Day School for various activities. In order to ensure a high standard of health and safety is maintained within our premises, whilst work is undertaken by contractors, the following measures will be taken:

- All work involving contractors must be arranged through the Health and Safety Co-ordinator.
- Each contracting School will as a minimum be asked to submit risk assessments and method statements. These will then be evaluated by the Health and Safety Co-ordinator. All contractors will also be required to provide adequate evidence of insurance cover. The contractor will be accepted or rejected depending upon the strength of the

information submitted.

- The Health and Safety Co-ordinator will monitor the work activities of contractors to ensure they are adhering to North West London Jewish Day School's health and safety policy and arrangements. However, all staff have a responsibility to ensure they report any hazards or breaches of health and safety associated with contractors to the Health and Safety Co-ordinator.
- All contractors will be required to sign in and out upon entering and leaving the premises.

### **Location of assessment**

The results of the assessment undertaken on controlling contractors can be found in Section 2 of this manual.

### **3.11 Pregnant Women**

Any person concerned that their work presents a risk to themselves or their unborn child should bring this to the attention of the Health and Safety Co-ordinator. Their concern will be treated sensitively and in confidence.

North West London Jewish Day School will take steps to safeguard the following five groups of employees:

- Those who are pregnant
- Those who have just given birth within six months
- Those who have miscarried or had a still birth delivery after 24 weeks of pregnancy
- Those who are breastfeeding
- Those who are of childbearing age

### **Responsibilities:**

Staff must:

- Inform the Headteacher or Health and Safety Co-ordinator in writing if they are pregnant. Staff may also be requested to present in writing a certificate from a registered medical practitioner or a registered midwife, confirming the pregnancy.

- Inform the Headteacher or Health and Safety Co-ordinator if they have had a miscarriage or still birth delivery after 24 weeks of pregnancy.

The Headteacher must:

- Inform the Health and Safety Co-ordinator if they have been informed that a member of their staff is pregnant or has had a miscarriage or stillbirth delivery after 24 weeks of pregnancy.

The Health and Safety Co-ordinator will:

- Ensure the risks specific to the work of the above five groups of employees are considered when undertaking risk assessments.
- Ensure all employees are informed of the findings of any risk assessments that may present a significant risk to their health and safety.
- Keep the risks under review. Though the hazards are likely to remain constant, the possibility of damage to the foetus will vary at different stages of pregnancy and there are also different risks to consider for those who are breastfeeding. Working practices may therefore need to be adapted to cope with this.
- Ensure workers who are breastfeeding are not exposed to risks that could damage health and safety for as long as they continue to breastfeed.
- Train, inform and instruct all employees, especially women of childbearing age of the arrangements with respect to pregnant workers. (Appendix 6 details the information which will be issued to all women of child bearing age)

### **Risk Assessment**

- If the risk assessment shows there may be a significant risk to the health and safety of a new or expectant mother, North West London Jewish Day School will:
  - Temporarily alter conditions and/or hours of work, or

- Offer suitable alternative work if it is available, or
- Give paid leave for as long as is necessary to protect her health or safety and that of her child.

### **3.12 Accident and Occupational Ill health Reporting and Investigation**

Staff will notify the Health and Safety Co-ordinator of any accidents, incidents, near misses, injuries or ill health sustained during the course of their work.

The Health and Safety Co-ordinator will ensure that a record is made of the incident in the North West London Jewish Day School Accident Book and will make such further investigation as is necessary to determine accurately:

- the facts;
- the underlying causes; and
- the measures required to prevent a re-occurrence.

If necessary, external health and safety assistance will be employed.

The incident/accident will be reported to the Health and Safety Executive by the Health and Safety Co-ordinator in the event of the following:

- Death or major injury – a list of major injuries is contained in Appendix 7
- If a member of the public is killed or taken to hospital
- An injury which requires a member of staff to be off work for more than three days
- Notifiable disease – a list of notifiable diseases is contained in Appendix 7
- A specified dangerous occurrence – a list of reportable dangerous occurrences is contained in Appendix 7

The Health and Safety Co-ordinator will also ensure that the Headteacher is notified of all legally reported incidents/accidents.

Guidance on accidents needing to be reported to the Health and Safety Executive can be found in the Appendix 7.

Items recorded in the accident book will be examined on a regular basis by the Health and Safety Co-ordinator.

## **Accident Investigation**

The function of an accident investigation must be carried out by the Headteacher and Health and Safety Co-ordinator following:

- All injury accidents and cases of ill health
- All incidents causing loss, or having the potential to cause loss, for example, property and equipment damage or loss of business activity
- Serious accidents and incidents or those with the potential to cause serious harm

The Headteacher will be involved in the investigation of:

- Serious accidents and incidents e.g. fatality/major injury (depending on its nature) or those with the potential to cause harm.

Further details on the aspects to consider when investigating a workplace accident can be found in Appendix 8.

### **3.13 Safety Inspections**

A safety inspection is a detailed examination of the workplace, department, unit area, machine or process. It seeks to ensure that every potential hazard is properly identified and corrective action is taken.

#### **Responsibilities**

The Health and Safety Co-ordinator will ensure:

- A formal inspection is undertaken of the common areas of the building at least once a month.
- Any recommendations for action required are recorded.
- Any remedial action required is taken and a record made upon completion.

The inspection checklist used to inspect the common areas of the building can be found in Appendix 9.

Individuals assigned their own offices or in charge of an office(s) / other non classroom will ensure:

- A formal inspection is undertaken of the office/room at least once every quarter.
- Any recommendations for action required are recorded.
- Any remedial action required is taken and a record made upon completion.

The inspection checklist used to inspect the offices and non classrooms can be found in Appendix 9.

Teachers will ensure:

- An inspection is undertaken of the classroom each morning prior to allowing entry to pupils.
- Any recommendations for action required are recorded.
- Any remedial action required is taken and a record made upon completion.

The inspection checklist used to inspect classrooms can be found in Appendix 9.

All Staff will ensure:

- Health and safety is considered on an ongoing basis and hazards identified which cannot be adequately dealt with by the individual are immediately reported to the School Keeper or Health and Safety Co-ordinator.

## **Statutory Inspections**

The arrangements and responsibilities for ensuring statutory inspections are undertaken in are as follows:

### **Responsibilities of Site Manager**

- Identifying and compiling a list of all plant and equipment which have laid down time-scales for periods of inspections, examinations, and testing. These time-scales may be specified by legislation, British Standards or industry practice/manufacturer's recommendations. Examples include:
  - Fire equipment
  - Portable appliances
  - Pressure systems
  - Playground equipment
  - Certain types of sports apparatus
- Ensuring the equipment listed is inspected by a competent person.
- Ensuring systems are in place for correcting defaults found on inspection/examination.
- Ensuring arrangements for isolation and replacement are implemented where equipment is found to be dangerous.
- Ensuring records of all inspections are maintained.

### **Responsibility of Health and Safety Co-ordinator**

- Ensuring regular monitoring is undertaken to ensure statutory and other recommended inspections are being undertaken (if required).

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

A hazardous substance is defined as any substance which could cause an adverse health effect. It may include chemicals, substantial quantities of dust, etc. Control is based on risk assessment and the introduction of appropriate control measures. Hazardous substances must be eliminated from the workplace wherever possible.

Substances must be assessed if they are classified as any of the following:

- Toxic
- Harmful
- Irritant
- Corrosive
- Sensitising
- MEL – substances that have a maximum exposure limit
- OES – Substances that have an occupational exposure standard
- Dust of any kind if present in air in high concentration.

The following list gives some examples of commonly found substances likely to be hazardous in North West London Jewish School:

- Aerosols (e.g. some white board cleaning sprays)
- Chlorine
- Bleach/toilet cleaning materials
- Fly spray/ insecticides
- Glues and adhesives
- Kettle descaler
- Oils
- Paints and varnishes
- Photocopier toner/ fuser oil
- Solvent based correction fluid
- White spirit

Each substance used on site must be recorded in the COSHH Logbook together with the Material Safety Data Sheet and the COSHH Assessment. These are contained in the staff room and the Site manager will hold his own logbook, material safety data sheets and COSHH assessments in his office.

### **Responsibilities**

Managers and Heads of Department are responsible for:

- The control of substances hazardous to health within their departments.
- Ensuring COSHH assessments are reviewed on an annual basis or if the work process changes.
- Where the COSHH assessment identifies control measures which cannot be achieved at the time of the assessment, taking adequate steps in the interim to minimise the risks.
- Ensuring a written record is kept to enable North West London Jewish School to demonstrate that risks have been considered.
- Ensuring the control measures identified in the risk assessment required are implemented and maintained
- Ensuring that staff are given information on any risks associated with hazardous substances they may be exposed to at work, along with the necessary control measures and results of any monitoring carried out (except where this includes personal health related information which is confidential).
- Ensuring that staff are instructed and trained in the use and limitations of any control measures provided.

The Health and Safety Co-ordinator is responsible for ensuring the following:

- Staff training records are held including information, instruction and training given.
- Health Surveillance records are held.
- Producing COSHH assessments on hazardous substances used by the school.

Staff are responsible for:

- Using any protective equipment or other control measures fully and properly.
- Attending health or medical surveillance programmes if identified as being necessary.

- Reporting defects

### **Purchasing.**

When proposing to bring any substance hazardous to health into North West London Jewish School, the Manager or Head of Department responsible for its use must ensure that the Material Safety Data Sheet provided by the suppliers and a description of the process, is forwarded to the Health and Safety Co-ordinator for his approval.

**No hazardous materials can be purchased without approval.**

**The Health and Safety Co-ordinator/School Keeper must undertake a COSHH Assessment BEFORE the substance is used.**

Guidance on undertaking COSHH Assessments can be found in Appendix 10.

### **3.15 Driving at Work**

Each day, on average, ten people are killed and one hundred and twenty are seriously injured in road accidents of some form or other.

95% of all accidents are caused by human error.

Consequently, it is essential that all staff required to drive as part of their work at North West London Jewish School follow the guidance contained in Appendix 10. In addition, it is important that the following responsibilities are implemented:

Employees required to drive as part of their work must:

- Provide their original driving licence to the Health and Safety Co-ordinator for inspection on an annual basis
- Provide a copy of their insurance certificate to demonstrate that cover includes driving for business purposes
- Provide a copy of the MOT certificate where applicable

- Reporting any endorsements to the Health and Safety Co-ordinator immediately
- Ensure the car is kept in a roadworthy condition
- Ensure the rules of the road are applied at all times and the guidance contained in Appendix 10 is followed.

The Health and Safety Co-ordinator is responsible for:

- Inspecting on an annual basis, the following documents held by employees required to drive as part of their work
  - Original driving licence
  - Insurance certificate
  - MOT certificate
- Investigate any reports of endorsements and introduce appropriate control measures to prevent re-occurrence.

The Manager is responsible for:

- Ensuring any member of staff required to drive as part of their work is taken through the guidance contained in Appendix 11.

### **3.16 RECRUITMENT AND PLACEMENT OF STAFF**

When recruiting and placing staff, Heads of Department must ensure the following:

- Staff are provided with job descriptions or other documentation which define their health and safety duties.
- Medical examinations are given to staff following significant injury or ill health, however caused, to assess their fitness to resume work.
- All staff irrespective of position are security checked.

### **3.17 PROVISION OF HEALTH AND SAFETY ASSISTANCE**

The Head of Jewish Studies has been nominated as the North West London Jewish School Health and Safety Co-ordinator. He is responsible for ensuring provision of advice to managers and heads of departments on all health and safety issues.

#### **Key Tasks**

His key tasks include:

- Maintaining information systems on health and safety legislation and safety management practice.
- Interpreting the law and its implication for the School.
- Where necessary, calling upon specialist advice to complement his competence

The Head Master is responsible for provision of:

- Adequate resources to enable the health and safety co-ordinator to fulfil his duties
- Providing training where identified as necessary in order to ensure competent health and safety advice.

Specific roles are identified for the health and safety co-ordinator throughout this policy

### **3.18 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE includes any equipment or clothing worn at work to offer protection against identified risks. PPE should only be used as a 'last resort' control measure where risks cannot be controlled by other means, i.e. changing the process or activity to

eliminate the hazard, replacing something with a safer alternative or using something in a safer form.

## **Responsibilities**

Managers and Heads of Department are responsible for ensuring:

- An assessment is undertaken to ascertain the suitability of PPE before it is issued.
- Staff required to use it are actively involved in its selection.
- All items issued are of a suitable size and comfortably fit the user (suitability does not include consideration of style, colour or fashion).
- Any PPE issued to individual members of staff is signed for and records kept
- The records include the date for maintenance and replacement where required.
- PPE is maintained (i.e. cleaned, repaired and replaced) in efficient working order.
- Stocks of replacement parts etc are kept.
- Storage facilities are provided to hold PPE not in use. Each individuals PPE should be stored separately to ensure it will not be contaminated or used by other members of staff.
- All reasonable steps are taken to ensure that PPE is worn by staff.
- The PPE is regularly inspected and tested in accordance with manufacturers instructions.

The responsibilities of Staff in the use of PPE include:

- Using and storing PPE properly and in accordance with any instruction/training given.
- Reporting any losses or defects to their manager.

## **Information, Instruction and Training**

Managers and Heads of Departments are responsible for informing staff of the following:

- The purpose of any PPE provided
- Correct method of use and storage
- The risks that will and will not be controlled
- Performance limitations of the PPE
- When it should be used
- Health effects if not used
- Risk of injury if not used
- Disciplinary consequences if not used
- Cleaning, repair and maintenance procedures
- Replacement procedures.

## **Selection of PPE**

Selection of PPE should take into account the following:

- The risks to health and safety that cannot be controlled by other means i.e. what risks the PPE is expected to offer protection against.

- The characteristics required for the PPE to be effective.
- EU standards – if PPE carries the 'CE Mark', this should be sufficient to meet these standards.

### **3.19 OCCUPATIONAL HEALTH MANAGEMENT**

Occupational health management anticipates and prevents health problems which are caused by the work which people do.

#### **Responsibilities**

Managers and Heads of Department in conjunction with the Health and Safety Co-ordinator are responsible for:

- Ensuring all risk assessments consider the risks associated with occupational health issues.
- Translating the findings into action plans/procedures and ensuring these are implemented.
- Ensuring all new members of staff are provided with pre-employment screening before starting work.
- Ensuring that where any special medical evaluation requirements are identified for staff conducting work activities, these are provided (e.g. eye tests for Display Screen Equipment users).
- Ensuring any special physical needs of a member of staff (perhaps associated with a medical condition) are accommodated.
- Ensuring staff are excluded from certain types of work if certain medical conditions or the results of health surveillance require this.

### **3.20 HEALTH ISSUES AND CONTROLS**

This section provides guidance on types of occupational ill health which could be met within the work of the school.

These include:

- Legionnella
- Work Related Upper Limb Disorders
- Vibration Syndrome
- Communicable Diseases
- Dermatitis

### **3.20.1 LEGIONNELLAE**

Legionnaires Disease (Legionellosis) is caused by a species of bacteria called Legionellae. It is contracted by inhaling the bacteria in water droplets. It can be treated by using antibiotics, although it has resulted in some fatalities.

#### **Factors which present a risk**

Certain installations present a risk of Legionnaires Disease due to a number of factors which allow the rapid growth and spread of legionellae. These include:

- Areas of still water
- Presence of sludge, scale, rust or algae
- A temperature in the range of 20 degrees Celsius to 40 degrees Celsius. The formation and dispersal of fine, water droplets or spray

Examples of installations which present a risk of Legionnaires Disease include:

- Air conditioning systems
- Hot and cold water systems
- Showers
- Humidifiers

## **Reporting Legionellosis**

The Health and Safety Co-ordinator must ensure that any case of legionellosis such as legionnaires disease is reported to the HSE using Form 2508A.

## **Risk Assessment on Legionellae**

The Site manager together with the Health and Safety Co-ordinator are required to ensure an assessment of potential risk of exposure to micro-organisms including legionellae is undertaken.

When undertaking the risk assessment, the following must be taken into consideration:

- The effects of exposure to legionellae and how severe this may be. For example, legionnaires disease which may produce severe short-term illness, result in permanent health effects and may cause death.
- The likelihood of exposure to sufficient levels of the bacteria to cause disease – this will depend on whether the factors outlined above are present
- The routes of exposure i.e. inhalation
- Who is likely to be exposed – people both on and off the premises may be exposed and some people such as the elderly and smokers may be more susceptible.

## **Control Measures:**

If there is a significant risk from legionellae, control measures must be devised and implemented.

The Site manager and Health and Safety Co-ordinator must ensure a scheme is prepared for the prevention of Legionnaires Disease and ensure this scheme is implemented.

Control measures which should be considered include:

- Operating systems at temperatures which do not allow bacteria to multiply. For example:
  - Hot water storage should be at 60 degrees Celsius or above
  - Hot water distributed from taps, etc should be at least 50 degrees Celsius after running for one minute (it should not be so high that it creates a risk of scalding)
  - Cold water storage and distribution should be at a temperature of 20 degrees Celsius or below
- Treatment of water, for example, with biocides or chlorination systems can also have automatic dosing devices which are fitted with an alarm to warn of malfunctions.
- Disinfect water systems:
  - Before being used for the first time
  - If they are substantially altered
  - If they are entered for maintenance purposes
  - After a suspected outbreak of the bacteria

In addition, regular checks should be undertaken to ensure effective control measures. Information on these can be found in Appendix 12.

### **3.20.2 WORK RELATED UPPER LIMB DISORDERS**

Work related upper limb disorders (WRULDS) is a term used to cover a variety of conditions affecting the soft tissues of the hands, wrists, arms and shoulders. WRULDS may be caused by Repetitive Strain Injury (RSI) which leads to conditions such as Tennis Elbow, Flexor Tenosynovitis and Carpal Tunnel Syndrome.

These conditions are caused or aggravated by work. They are the result of cumulative over-use of particular parts of the hands, arms or shoulders. Examples of staff who may be at risk include keyboard users, switchboard operatives and mail room staff.

#### **Risk Assessment**

Where there is a significant risk of WRULDS, Managers and Heads of Departments must ensure a risk assessment is

undertaken.

When undertaking a risk assessment on upper limb disorders, the following factors likely to increase risk and control measures must be taken into consideration.

### **Factors likely to increase risk**

- Repetition, force, static or awkward posture and inadequate rest
- Poor job design and use of inappropriate work equipment
- Use of hand-tools where a large force is concentrated over a small area of the body. For example, cutting something stiff with scissors or shears
- Use of power tools where vibration necessitates a firmer grip
- Extremes of temperature may make use of equipment difficult

### **Control Measures**

Types of control measures to consider include:

- Modifying how the job is performed
- Adapting seating positions
- Provision of training in how to lift and carry correctly
- Correctly adjusting workstation – the Display Screen Equipment assessment should include this
- Mechanising the task
- Provision of appropriate work equipment

- Provision of special tools
- Avoidance of piece work and machine controlled rates of activity
- Adjustment of work loads
- Regular breaks away from the task
- Regular simple stretching exercises

Other factors to consider include:

- Upper limb disorders are not necessarily work related, they may be caused by hobbies or other activities. Where an individual's out-of-work activities cause similar physical stresses to those encountered at work, any problem is likely to be made worse.
- Work equipment that is suitable for an average user is unlikely to be suitable for everyone and care must be taken when selecting such equipment.
- All employees have different capabilities and this should be considered when designing work tasks and training programmes.

### **3.20.3 VIBRATION SYNDROME**

Exposure to vibration i.e. contact with a shaking object is a common occupational hazard which, if left uncontrolled, can cause physical discomfort, a reduction in productivity and adverse health effects. The two transmission routes for vibration exposure are Whole-Body Vibration and Hand-Arm Vibration.

Whole-Body Vibration:

Whole-Body Vibration is vibration which is transmitted to the whole body of a person who is in direct contact with a

vibrating surface and consequently affects all the body and organs. Associated symptoms include dizziness, headaches, nausea, weight loss, varicose veins, blurred vision, rectal bleeding, spinal damage, lung damage and in some cases, heart failure. The effects are often reversible once exposure ceases.

#### Hand-Arm Vibration:

Hand-Arm Vibration is vibration which is transmitted to the hands and arms through direct contact with a vibrating tool; it is generally more serious than whole-body vibration. The main effect is a thickening of the arteries carrying blood to the fingers thus impeding the flow of blood which results in blanching (whitening) of the fingers and eventually the hands. In extreme cases, the blood vessels become completely blocked and tissue death (gangrene) occurs, possibly leading to amputation. The effects are made worse by secondary factors such as smoking.

### **Responsibilities**

The Health and Safety Co-ordinator in conjunction with the School Keeper are responsible for:

- Ensuring all types of vibrating machinery are tested prior to purchase.
- Ensuring all maintenance is conducted in accordance with the manufacturer's recommendations.
- Ensuring suitable and sufficient risk assessments from vibration are undertaken and reviewed and the necessary control measures implemented.
- Providing staff at risk (including temporary) staff with information, instruction and training in order to raise awareness and encourage the reporting of symptoms.
- Ensuring potential new staff (including temporary staff) who are likely to be exposed to vibration at work are provided with health surveillance. This will form part of the pre-employment health screening on which an employment decision will be based. It will also establish a baseline for further routine health surveillance.
- Ensuring staff exposed to vibration participate in a regular health surveillance programme conducted by an Occupational Health Department.

- Ensuring immediate referral of any member of staff reporting symptoms of either Whole-Body or Hand-Arm Vibration to an Occupational Health Department.
- Ensuring recommendations from the Occupational Health Department are implemented.

Staff are required to:

- Inform their manager/head of department about any tools, processes or machinery which produce high levels of vibration.
- Co-operate with new ways of working introduced to reduce the risk.
- Participate in any health surveillance required.
- Use personal protective equipment where provided.
- Immediately report symptoms of Whole-Body or Hand-Arm Vibration to their Manager.

The Personnel Department is responsible for ensuring records of all health surveillance are maintained for 30 years following the date of last entry.

#### **3.20.4 COMMUNICABLE DISEASES AND VACCINATION POLICY**

##### **Responsibilities**

Managers and Heads of Department who are responsible for staff who may be at risk of contracting Communicable Diseases are responsible for ensuring that: -

- Risk assessment of work activities is carried out and that staff identified to be at particular risk of contracting certain diseases are referred to the Council's Occupational Health Service.
- Employees are informed of and are given appropriate training on the risks associated with their work.

- Suitable protective clothing or equipment is provided, that employees are encouraged to wear/use it correctly and that procedures are in place to check and replace worn items.

#### Staff responsibilities

Members of staff who have a communicable disease or who may carry the virus of a communicable disease have a responsibility to conduct themselves in a manner that minimises the risk of transmitting the disease to others.

They must: -

- Inform the School at the pre-employment health assessment of relevant medical history, for example past history of or exposure to tuberculosis
- Provide evidence of vaccination history if requested to do so by the School
- Be aware of hazards associated with their work
- Use any protective clothing provided correctly and report worn or damaged items as soon as possible in order that they may be replaced.

### **3.20.5 OCCUPATIONAL DERMATITIS**

Dermatitis is a skin condition usually caused by contact with certain chemicals or agents. The skin becomes dry, cracked and itchy. The likelihood of contracting Dermatitis varies widely from person to person. Sensitisation to a particular chemical may cause Dermatitis on exposure to relatively small amounts.

#### **Causes of Occupational Dermatitis**

Certain chemicals, agents and activities are known to increase the risk of susceptible people contracting Dermatitis. These include (although the list is not exhaustive):

- Exposure to cement
- Exposure to chromates
- Exposure to solvents
- Exposure to detergents
- Exposure to irritant dusts
- Exposure to some foods e.g. chillies, sugar, flour, fish, seafood and citrus fruits.
- Working in warm, dry environments
- Wearing impervious gloves, which trap sweat and make the hands hot
- Frequent wetting and drying of hands

It should also be noted that some people can contract dermatitis through wearing latex gloves. If this should occur, a suitable alternative should be found.

### **Responsibilities**

Managers / Heads of Department whose staff may be at risk from contracting Occupational Dermatitis are responsible for:

- Ensuring suitable and sufficient risk assessments are undertaken and reviewed and the necessary control measures implemented.
- Providing staff at risk (including temporary staff) with information, instruction and training so as to raise awareness of the risk.
- Providing adequate washing facilities including hot and cold (or warm) running water, soap and a means of drying.
- Ensuring staff wash hands thoroughly after using sensitising chemicals.
- Ensuring referral of any member of staff who think they may have symptoms to the Health and Safety Co-ordinator.
- Ensuring any case of occupational Dermatitis is reported to the HSE (via the Health and Safety Co-ordinator using Form F2508A).

- Providing appropriate personal protective gloves or other protective clothing as a last resort.
- Ensuring the availability of suitable skin care or barrier cream.
- Providing adequate supervision to check information, instruction and training given is implemented.

Staff responsibilities include:

- Ensuring work is undertaken in accordance with any information, instruction or training given.
- Ensuring high standards of personal hygiene.
- Ensuring any possible symptoms are reported to the Manager / Head of Department.
- Ensuring personal protective equipment is worn correctly.
- Ensuring barrier cream provided is used.

### **3.21 VIOLENCE**

Violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

Violence can cause pain, distress and even disability or death. Physical attacks are dangerous but, serious or persistent verbal abuse or threats can also damage health through anxiety or stress.

#### **Responsibilities**

Managers and Heads of Department are responsible for:

- Finding out whether there is a problem with violence in their department by monitoring accident reports and by informally asking staff whether they ever feel threatened at work.
- Encouraging staff to report incidents promptly
- Ensuring that all violent incidents involving staff are thoroughly investigated and the accident book is completed
- If there is a risk of violence, ensuring a risk assessment is undertaken.
- Ensuring all relevant staff are informed of the findings of the risk assessment and the relevant control measures required. Written procedures should be produced as a result of the risk assessment.
- Undertaking regular checks to ensure arrangements are working by:
  - Consulting with staff
  - Examining accident/incident report forms
- If measures are working well, ensuring they continue to be implemented.
- If violence is still a problem, ensuring the risk assessment is reviewed and alternative preventative measures identified.
- In the event of a violent incident, ensuring a quick response is taken to avoid any long-term distress to staff. In providing support to staff, the following measures should be considered:
  - De-briefing – victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack;
  - Time off work – individuals will react differently and may need differing amounts of time to recover. In some circumstances they may need specialist counselling;
  - Other staff – may need guidance and/or training to help them to react appropriately.

- Ensuring all alarms systems such as panic alarms are tested on a regular basis to ensure they are working
- Ensuring that where panic alarms are used, there is a system in operation and understood by all staff to ensure the correct action is taken.
- Ensure that where appropriate in the event of a violent incident, departments in neighbouring council buildings or similar departments are immediately informed.
- Ensuring that the police are informed and appropriate action taken in the event of a physical attack.
- Ensuring the credentials of clients and their locations are checked before staff have meetings or visits away from the workplace
- Arranging for staff to be accompanied by a colleague if they have to or are likely to meet a suspected aggressor away from the workplace.
- Making arrangements for staff who work away from their base to keep in touch.
- Where possible, maintaining numbers at the workplace to avoid a lone worker situation developing
- Where staff are required to work late, ensuring they have suitable transport home or ensuring a safe parking area is available.

Your policy should state that Staff have a duty to:

- Follow any instruction, information and training given in the prevention of violence.
- Report any violent incidents immediately to their manager or supervisor.

### **3.22 ASBESTOS**

Asbestos is a general term covering a number of fibrous minerals which cause adverse health effects such as Asbestosis,

various Cancers of the Respiratory Tract and Mesothelioma when the fibres are released as dust and inhaled. Asbestos is used primarily as a fire-resistant construction material and as lagging on heating systems and equipment. Examples of its use include wall and roof linings, partitions, dust and pipe covers and as pipe lagging in plant and boiler rooms.

The main types of Asbestos, all of which are hazardous include:

- Crocidolite (blue asbestos)
- Amosite (brown asbestos)
- Chrysotile (white asbestos)
- Fibrous Anthophyllite
- Fibrous Actinolite
- Fibrous Tremolite

Crocidolite (blue asbestos) and Amosite (brown asbestos) are recognised as the most hazardous types. However, the School does not differentiate between the types and treats them all as though they were blue asbestos.

### **Potential Dangers of Asbestos**

Currently asbestos is responsible for about 3000 work-related deaths a year in the UK. The number of deaths is expected to increase and peak at more than 10,000 in 2025 as a result of past exposure to asbestos fibres.

Asbestos fibres cause disease because they are small enough to reach the finest particles of the lungs (the alveoli). Once there, they are too large for the body's natural cleaning mechanism to be effective. They can then rest in the lungs for some years. This may lead in some instances to diseases such as Lung Cancer and Mesothelioma.

### **Risk Assessment and Survey**

An asbestos risk assessment and survey has been undertaken. A copy is available through the Health and Safety Co-ordinator. The survey identified asbestos in some areas. It also recommended that asbestos is assumed to be present in a number of areas.

The following control measures must be applied:

- Work is not undertaken in any of the areas identified in the register as potentially containing asbestos until a further investigation is undertaken.
- Areas identified as containing asbestos must not be disturbed unless it is for the purposes of removal through a specialist licensed contractor.
- Contractors must be made aware of the presence or possibility of the presence of asbestos and it must be ensured that they do not disturb this.

Asbestos which has been identified as being present must be:

- labelled to identify its presence
- removed, sealed or encapsulated if it is in a poor condition (through a licensed contractor)
- inspected on a regular basis to ensure its condition does not deteriorate – these inspections must be recorded to demonstrate they have been undertaken.

### **3.23 OCCUPATIONAL STRESS**

Stress is a reaction people have to pressures placed upon them. It occurs when pressures exceed the individual's ability to cope.

Stress occurs in all areas of life and whilst excessive stress may lead to serious ill-health, a complete lack of stress would be de-motivating.

#### **Stress is harmful when:**

- Pressures pile on top of each other
- The individual feels the following emotions:
  - Trapped

- Lonely
- Guilty and frustrated
- Resentment and anger
- Confusion caused by conflicting demands
- An inability to control the demand placed on them

## **Responsibilities**

Managers / Heads of Department are responsible for:

- Surveying the working environment of staff for factors that may contribute to stress. The surveys should be undertaken whenever there is a significant change in accommodation (for example, when occupying new accommodation or changing its use). They should be reviewed at least every two years.
- Undertaking an evaluation on their effects and introducing measures to reduce or eliminate them.
- Monitoring any control measures implemented to ensure their effectiveness.
- An ability to recognise the symptoms of stress in their department.
- Consulting with those who may be affected by decisions on jobs, welfare, income, relationships of a member or members of staff. Consultation should take place at an early stage and should involve as many members of affected staff as possible.
- Providing support to staff likely to experience or who are experiencing situations generating stress. This may include, for example, flexibility in working arrangements. Where staff are recognised as suffering from non-work induced stress, managers should also consider offering support or assistance in obtaining advice or support to allow them to return to normal levels and standards of work.
- Considering counselling where occupational stress affects the member of staff's health and other support is not appropriate or has not resolved the problem sufficiently.

- Ensuring ill health resulting from stress caused at work is treated in the same way as ill health due to other physical causes present in the workplace.
- Ensuring staff are given information on practical self-help solutions for avoiding stress.

The responsibilities of staff include:

- Reporting symptoms of stress to their manager / head of department
- Assisting and co-operating with managers when dealing with issues of workplace stress.
- Attempting to reduce the impact caused by stress arising from outside the workplace (e.g. home) which may affect their work. This may be progressed by seeking assistance through G.P.s and other external agencies or where appropriate, their Manager or Head of Department.
- Attempting practical self-help solutions provided by their Manager in avoiding stress.

Further guidance on Stress can be found in Appendix 13.

### **3.22 SMOKING**

Tobacco smoking in the workplace may result in health and safety hazards to the workforce in the presence of environmental tobacco smoke and fire hazards. North West London Jewish School operates a smoke-free environment policy for all staff working on its premises.

# APPENDICES

Appendix 1 – Health and Safety Induction

Appendix 2 – Risk Assessment

Appendix 3 – Display Screen Equipment

Appendix 4 - Emergency

Appendix 5 – First Aid

Appendix 6 – Pregnant Women

Appendix 7 – Accident Reporting

Appendix 8 – Accident Investigation

Appendix 9 – Inspections

Appendix 10 - COSHH

Appendix 11 – Driving at Work

Appendix 12 - Legionella

Appendix 13 - Stress

# APPENDIX 1

## HEALTH AND SAFETY INDUCTION

### CONTENTS:

#### Health and Safety Induction ChecklistHealth and Safety Induction Checklist

The Health and Safety Co-ordinator and the employee should work through the checklist and then sign the form to confirm that it has been used and understood.

Where appropriate, sensory, physical or educational needs of the new employee should be taken into consideration.

The completed induction checklist should be included on the member of staff's training records.

#### **Health and Safety Induction Checklist**

1Employee's Name:
2Job title:
3Health and Safety Co-ordinator's name:

1		<b>Health and Safety Policy:</b>	Yes/No
		Has the employee been made aware of and signed for the health and safety policy?	

2		<b>Emergency Procedures:</b>	
		Has the employee been advised on the actions to be taken on discovering a fire, including the: - method for raising the alarm 1 - identification of the warning signal - identification of the fire marshals - evacuation procedure 2 - 'Fire Action' notices.	
		Have the fire escape routes and assembly point been shown to the employee?	
3		<b>First Aid Arrangements</b>	
		Has the location of the First Aid facilities been shown to the employee?	
		Have the First Aiders been identified to the employee?	
4		<b>Accident/Incident Reporting</b>	
		Has the accident/incident reporting procedure been explained to the employee?	
		Has it been explained that all accidents/incidents and near misses should be reported?	

5	<b>Safety Procedures</b>	
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	Have the relevant risk assessments and control measures been explained to the employee, examples may include: 1 - Display Screen Equipment 2 - Safety in the use of Electrical Equipment 3 - Manual Handling operations 4 - Use of Hazardous Substances	
6	<b>Job Specific Procedures</b>	

H&S Co-ordinator's        1  
 Signature:

Employee's Signature:    2

**NOTE:**        Completed copy to be retained on employee's records

## **CONTENTS:**

- Procedure to be followed when undertaking a Risk Assessment
- Risk Assessment form **PROCEDURE TO BE FOLLOWED WHEN UNDERTAKING A RISK ASSESSMENT**

### **Hazard and Risk**

A hazard means anything that can cause harm (e.g. chemical, electricity, working from ladders, etc)

A risk is the likelihood of the hazard occurring

### **Structure of the Risk Assessment:**

These five steps should be followed when assessing the risks in the workplace:

- STEP 1: Look for the hazards
- STEP 2: Decide who might be harmed and how
- STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- STEP 4: Record your findings
- STEP 5: Review your assessment and revise it if necessary

### **STEP 1 Look for the hazards**

Decide what could reasonably be expected to cause harm. Ignore the trivial and focus on the significant hazards that may result in serious harm or affect a number of people.

Use the following examples as a guide:

- Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Moving parts of machinery (e.g. blades)
- Work at height
- Ejection of material
- Vehicles
- Electricity (e.g. poor wiring)
- Manual handling
- DSE
- Poor lighting
- Low temperature

Sources of information you may wish to use include:

- Staff who already do the job or who are familiar with the process
- Manufacturer's instructions
- Industry or Trade Association guidance
- HSE guidance
- Accident records
- National and Industry standards
- Legislation
- Approved Codes of Practice

## **STEP 2 Decide who might be harmed and how**

Think about staff who are exposed whilst at work and others who may be affected as a result of the department's activities.

You need to pay particular attention to:

- Young workers, trainees, new and expectant mothers, staff with disabilities, etc who may be at particular risk
- Cleaning operatives, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- Peripatetic workers who may be in different work environments.
- Members of the public if there is a chance they could be hurt by your activities

### **STEP 3 Decide whether existing precautions are adequate or more should be done**

Remember the risks to health as well as safety

Ask yourself whether the existing precautions:

- As a minimum meet the standards set by a legal requirement
- Comply with a recognised industry standard
- Represent good practice
- Reduce the risk as far as reasonably practicable

Ask yourself whether you have provided:

- Adequate information, instruction, or training
- Adequate systems or procedures

If so, then the risks are adequately controlled, but, you need to indicate the precautions you have in place.

If not, you need to ask yourself the following:

- Can the hazard be eliminated?
- If not, how can the risk be controlled?

In controlling the risks, apply these principles if possible in the following order:

- Try a less risky option
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment – use this only as a last resort

#### **STEP 4 Record your findings**

Write down the significant hazards and conclusions.

The findings on the risk and relevant control measures must also be communicated to those at risk.

#### **STEP 5 Review and Revise if necessary**

Set a date for the review of the assessment – assessments must be reviewed:

- Following accidents or incidents
- If monitoring shows the current system to be inadequate
- Where working practices change
- On at least an annual basis – the frequency must reflect the extent and nature of the risk and the consequence of the hazard occurring

When reviewing your assessments, check that the precautions for each hazard still adequately control the risk. If not, indicate the action needed and note the outcome.

If there is any significant change such as:

- new equipment
- new substances
- new procedures

these could lead to new hazards. Look for the new hazards and follow steps 1 to 5.

Do not amend your assessment for every trivial change.

**RISK ASSESSMENT ON:**

**Completed by:**

**Date of Assessment:**

**Signature of  
Assessor (s):**

**Assessment Review Date:**

<b>HAZARDS</b>	<b>WHO MAY BE HARMED?</b>	<b>IS THE RISK ADEQUATELY CONTROLLED?</b> (List existing control measures and decide)	<b>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</b> (List additional control measures required and proposed date of implementation)

**RISK ASSESSMENT ON:** (Continuation Sheet No.1)

HAZARDS	WHO MAY BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

# APPENDIX 3

## DISPLAY SCREEN EQUIPMENT

### CONTENTS:

- DSE – Possible health effects
- Minimum requirements for Workstation Equipment
- Working with DSE
- Laptop Users

### DSE – POSSIBLE HEALTH EFFECTS

HAZARD	SYMPTOMS	CAUSE	COMMENTS
<b>Upper limb pains and discomfort</b>	<ul style="list-style-type: none"> <li>Temporary fatigue</li> <li>1 Soreness in the limbs</li> <li>2 Chronic soft tissue disorders e.g. peritendonitis, carpal tunnel syndrome</li> <li>3 Occupational cramp</li> </ul>	<p>A combination of factors is likely:</p> <ul style="list-style-type: none"> <li>Prolonged static posture of back and neck</li> <li>1 Awkward positioning of hands and wrist</li> <li>2 High workloads combined with tight deadlines</li> <li>3</li> </ul>	<p>1 This combination of factors which contribute to health risks from display screen work requires a risk reduction strategy which includes:</p> <p>2</p> <ul style="list-style-type: none"> <li>Proper equipment</li> <li>3 Suitable furniture</li> <li>4 Training</li> <li>5 Job design</li> <li>6 Work planning</li> </ul>
<b>Eye and</b>	4 Medical evidence shows that using display	These temporary symptoms may be	Though display screen

<b>eyesight effects</b> <b>1</b>	<p>screen equipment is not associated with damage to eyes or eyesight, nor does it make existing defects worse.</p> <p>5</p> <p>6Some workers may experience temporary visual fatigue, which causes a range of symptoms such as:</p> <p>7</p> <ul style="list-style-type: none"> <li>▪ Impaired visual performance</li> </ul> <p>8   ▪ Red or sore eyes</p> <p>9   ▪ Headaches</p>	<p>caused by:</p> <p>4</p> <ul style="list-style-type: none"> <li>▪ Staying in same position and concentrating for a long time</li> </ul> <p>5   ▪ Poor positioning of equipment</p> <p>6   ▪ Poor legibility of screen or source documents</p> <p>7   ▪ Poor lighting, including glare and reflections</p> <p>8   ▪ A drifting, flickering or jittering image on the screen</p>	<p>equipment work does not cause eye damage, it may make workers with existing defects more aware of them.</p> <p>7</p> <p>8Uncorrected defects can make work with a display screen more tiring or stressful than would otherwise be the case</p> <p>9</p>
<b>HAZARD</b>	<b>SYMPTOMS</b>	<b>CAUSE</b>	<b>COMMENTS</b>
<b>Fatigue and stress</b>	<p>Many symptoms described by display screen workers reflect stresses arising from their task, however, attributing individual symptoms to particular aspects of a job or workplace can be difficult</p>	<p>Causes of stress may be secondary to upper limb or visual problems but, they are more likely to be caused by:</p> <p>9</p> <ul style="list-style-type: none"> <li>▪ Poor job design</li> </ul> <p>10   ▪ Poor work school, particularly lack of sufficient control of the work by the individual</p> <p>11   ▪ Under-utilisation of skills</p> <p>12   ▪ High-speed repetitive working</p> <p>13   ▪ Social isolation</p>	<p>The risks of display screen workers experiencing physical fatigue and stress can be minimised by;</p> <ul style="list-style-type: none"> <li>▪ Careful design of work stations</li> </ul> <p>10   ▪ Use of appropriate equipment</p> <p>11   ▪ Comfortable working environment</p> <p>12   ▪ Training of users</p> <p>13   ▪ Consultation and involvement of the user</p>
<b>Epilepsy</b>	<p>Display screen equipment has not been known to induce epileptic seizures</p>	<p>People suffering from the very rare (1 in 10,000 population) photosensitive epilepsy who react adversely to flickering lights and patterns find they can work safely with display screens.</p>	
<b>Facial dermatitis</b>	<p>Some DSE users have reported the following symptoms:</p> <ul style="list-style-type: none"> <li>▪ Occasional itching</li> </ul> <p>10   ▪ Reddened skin on face/neck</p>	<p>There is limited evidence to show that this may be associated with environmental factors such as:</p> <p>14</p>	

		<ul style="list-style-type: none"> <li>Low relative humidity</li> </ul> 15 <ul style="list-style-type: none"> <li>Static electricity near the DSE</li> </ul>	
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HAZARD	SYMPTOMS	CAUSE	COMMENTS
<b>Electro magnetic radiation</b>		<p>Concern about radiation emissions from DSE and possible effects on pregnant women has been widely discussed.</p> <p>1There is substantial evidence that these concerns are unfounded.</p>	<p>1The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by DSE are well below those set out in international recommendations for limiting risk to human health created by such emissions and the National Radiological Protection Board does not consider such levels to pose a significant risk to health.</p> <p>2</p> <p>3No special protective measures are therefore needed to protect the health of people from this radiation.</p> <p>4</p>
<b>Effects on Pregnant Women</b>	There has been considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of DSE workers in particular, due to electromagnetic radiation.	<p>Many scientific studies have been carried out, but, taken as a whole, their results do not show any link between miscarriages or birth defects and working with DSE.</p> <p>2</p> <p>3Research and reviews of the scientific evidence will continue to be undertaken.</p>	<p>5In the light of the scientific evidence, pregnant women do not need to stop work with DSE. However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and worried about working with DSE should be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice.</p> <p>6</p>

## MINIMUM REQUIREMENTS FOR WORKSTATIONS EQUIPMENT

**1Display Screen Equipment** – the characters on the screen have to be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

2The image on the screen should be stable, with no flickering or other forms of instability.

3The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

4The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

5It shall be possible to use a separate base for the screen or an adjustable table.

6The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

**7Keyboard** - the keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

8The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

9The keyboard shall have a matt surface to avoid reflective glare.

10The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

11The symbols on the keys shall be adequately contrasted and legible from the design working position.

**Work Desk or Work Surface** - The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

12The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

13There shall be adequate space for operators or users to find a comfortable position.

14**Work Chair** - The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

15The seat shall be adjustable in height. The seat back shall be adjustable in both height and tilt.

16A footrest shall be made available to any operator or user who wishes one.

## **ENVIRONMENT**

**Space Requirements** - The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

17**Lighting** - Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user. Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

**18 Reflections And Glare** - Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

19 Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

20 **Noise** - Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

21 **Heat** - Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

22 **Radiation** - All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators' or users' health and safety.

**23 Humidity** - An adequate level of humidity shall be established and maintained.

## **24 INTERFACE BETWEEN COMPUTER AND OPERATOR/USER**

25 In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following principles:

- software must be suitable for the task;
- software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operators or users;
- systems must provide feedback to operators or users on the performance of those systems;
- systems must display information in a format and at a pace which are adapted to operators or users;

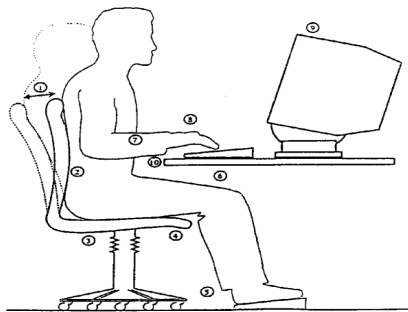
## **WORKING WITH DSE**

### **What you should know:**

- Under the Health and Safety (Display Screen Equipment) Regulations 1992 your workstation should be assessed for any risks to your health and safety.
- Your workstation should meet minimum requirements in terms of equipment, environment and the software. This will be determined from the risk assessment.
- You should have breaks or changes of activities from keying at your workstation.
- The number and length of breaks depends on the intensity of your work and how long you spend on the DSE. Short frequent breaks are more beneficial than longer less frequent ones.
- You should have regular eyesight tests, which are paid for on request by North West London Jewish Day School. These must be arranged through North West London Jewish Day School.

### How you can help yourself:

- Adjust your chair and DSE to find the most comfortable position for your work. As a guide your arms should be approximately horizontal and your eyes at the same height as the top of the monitor.
- Make sure there is enough space underneath your desk to move your legs freely.
- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for users of smaller build, may be helpful.
- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements.
- Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.
- Good keyboard technique is important. Don't bend your hands up at the wrist keep the wrists straight when keying. Try to keep a soft touch on the keys and don't over stretch your fingers.
- Good keyboard technique is important. Don't bend your hands up at the wrist keep the wrists straight when keying. Try to keep a soft touch on the keys and don't over stretch your fingers.
- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough work space to take whatever documents you need. A document holder may help you to avoid awkward neck movements.



- Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights. The window, if behind you, should have blinds or curtains to prevent glare. Adjust curtains or blinds to prevent unwanted light.

### **SEATING AND POSTURE FOR TYPICAL OFFICE TASKS**

- 1) Seat back adjustment
- 2) Good lumbar support
- 3) Seat height adjustment
- 4) No excess pressure on the underside of thighs and legs
- 5) Foot support if needed
- 6) Space for postural change, no obstacles under desk
- 7) Forearms approximately level
- 8) Minimal extension, flexion or deviation of the wrist
- 9) Screen height and angle should allow comfortable head position
- 10) Space in front of the keyboard to support hands/wrists during pauses in keying

### **LAPTOP USERS**

#### **The effects of working with laptops:**

In today's business environment, laptops have provided us with the flexibility to work and travel almost anywhere and therefore send and receive information worldwide. However, their convenience causes concern to health and safety. These can be divided into the following two areas:

1. Design – Laptops are designed for mobility. This means that their screens are fixed to the machine, keyboards are smaller and the screen definition is not as good.
2. Environment – Laptops are used in a range of environments such as at home, in a car, on a plane, hotels, etc. These are all unlike modern offices. It can therefore be difficult to adopt good working practices, which ensure correct posture and a comfortable working position.

**Working with a laptop:**

1. Correct sitting posture:
  - Always try to find a good sitting position.
  - Sit in your chair and initially slouch completely.
  - Exaggerate the curve in your lower back by moving your shoulders backward.
  - Do not sit like this for too long.
  - Relax for a moment, releasing the lower back curve.
  - Do not let your back flatten completely.
  - Sit right back in your chair to benefit from the chair's back support.
  - Allow the curve of the chair to fit in your lower back.
2. Do not slouch:
  - Do not sit forward and crouch over the laptop.
  - Do not place the laptop at the edge of the desk, as looking down too much will create stressful posture for your head and neck.
  - Push the laptop to the middle of the desk, which will allow your arms to rest on the desktop in order to keep your wrists relaxed.
3. Do not lean to one side:
  - Do not lean or bend to one side to read your screen.
  - Sit directly in front of your laptop and remove anything in the way.

- When reading from a hard copy, keep it as close as possible to the laptop.
- If possible, use a document holder.

4. Do not bend wrists:

- Do not sit too high or too low in order to avoid straining your wrists.
- Work on height adjustable chairs.
- Make sure your forearms are horizontal when your hands are on the keyboard in order to allow your wrists to be straight when typing.
- Take regular breaks to reduce the risk of injury.

5. Correct mouse usage:

- Do not clench your fingers or raise them up in the air.
- Keep your hands flat and fingers relaxed to use the glide pad/trackball.

6. Avoid glare:

- Glare and reflected light can affect screen clarity when using laptops.
- If glare occurs, adjust your screen away from the light to reduce reflections.
- Do not sit with your back facing a window.
- Regularly clean your screen.
- Adjust brightness to suit surrounding light levels.

**Working with a laptop away from the office:**

1. Working with a laptop at home or in a hotel:

- Use a comfortable chair with a suitable work surface.
- Do not use whilst sitting on a sofa or easy chair.
- Correct posture is important, therefore the chair must support your back.
- Do not put laptop on your lap.

- Many hotels provide suitable conference rooms or bedrooms with appropriate desks.
- Do not use your laptop when lying on a bed. This causes strain to the neck and back.

## 2. Working with a laptop in a car:

- **Never use a laptop when driving**
- Do not use a laptop when sitting in the driver's seat with it on your lap or sited on the passenger's seat.
- Sit in the passenger seat when using your laptop.
- Adjust the seat to provide plenty of legroom.
- If you have a briefcase, put it under the laptop to raise it slightly as this will improve posture for your neck and wrists.

## 3. Working with a laptop on planes and trains:

- Avoid using a laptop on a plane.
- Reclining seats limit space.
- If you need to use your laptop on a plane, request a bulkhead seat, which will provide a little more room to achieve a comfortable working position.
- When on a train, avoid working in a seat with the table attached to the rear of the seat in front of you.
- Try to use the more spacious communal tables.
- Place the laptop away from the edge of the table in order to achieve a more comfortable position.

### **Standard guidelines when using your laptop:**

- Reduce the amount of carrying weight in your laptop case.
- Always check your batteries and follow the recharging instructions in order to avoid carrying extra batteries.
- Use the mains power point to extend the life of your batteries.
- Minimise taking hard copy documents that are already on your laptop.
- Use luggage with wheels where appropriate.
- Store laptop in suitable carrying case.
- Always make sure you have enough cable length when using telephone sockets (approx. 20 feet long).
- Use dual telephone socket jack for transition from telephoning to tele-computing.

# **APPENDIX 4**

## **EMERGENCY**

### **CONTENTS:**

- Fire Precautions and Instructions
- Security Drill

<b>FIRE PRECAUTIONS AND INSTRUCTIONS</b>
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**It is the responsibility of every member of staff to read the following procedures and understand what to do in the event of a fire.**

**Smoke stop doors**

The fire resisting, self-closing doors must be kept closed. It is essential that doors are not wedged open or hooked back. When leaving remember to close all doors behind you.

**Escape routes**

These include all fire escapes or other staircases or corridors marked 'FIRE EXIT'. It is absolutely essential that they are kept clear of any obstructions, e.g. rubbish, boxes, etc., at all times. Anyone finding an obstruction at any escape route must report this immediately to a member of management.

**Smoking**

Smoking in any part of this building is an offence. Any person who is found smoking in the building is liable to disciplinary action.

**Heating, lighting and electrical equipment**

No materials should be allowed to be left in contact with light bulbs or fittings.  
No combustible materials should be stored in heater enclosures, electrical cupboards or within 1 metre of electrical panels.  
Access to controls and switchgear must be maintained at all times.  
All lights other than night-lights should be switched off at the end of the working day.

## **Waste Materials**

Waste material is any material that we intend to discard (or are required to discard) such as cardboard and other packaging material.

Waste materials must not be allowed to accumulate inside the premises.

## **Fire drills**

All staff are required to attend and take part in Fire Drills and evacuation exercises.

It is extremely important for staff to report any problems encountered to the Health and Safety Co-ordinator after a fire evacuation or drill e.g. the alarm not being heard or congestion of escape routes.

## **Fire Alarm**

The fire alarm is the change of lesson bell sounding continuously (without break).

## **Fire hazard/defect reporting:**

Ensure that you report anything which you suspect is a fire hazard or equipment defect to the Health and Safety Co-ordinator.

## **Visitors and contractors:**

All visitors and contractors on site will have been signed into the register at ground floor reception upon their arrival. In the event of an emergency evacuation, the Fire Controller will check this to ensure all have been accounted for.

In the event of an evacuation, all visitors and contractors will assemble:

**Playground (area marked assembly point in front of the grass)**

## **General policy:**

North West London Jewish Day School adopts an all out evacuation policy. Consequently all staff must evacuate the

building on the sounding of the alarm. There will be no exceptions to this and failure to comply with this policy may lead to disciplinary procedures.

### **Do's and Don'ts**

- DO make sure you understand and comply with these procedures at all times.
- DO read the fire notices
- DO keep fire escape routes clear at all times.
- DO act immediately upon hearing the fire alarm.
- DO help direct clients and visitors.
- DO NOT use fire extinguishers to 'prop open' doors.
- DO NOT ignore the fire alarm - it may not be a test!
- DO NOT act in a careless manner which may affect your safety or the safety of your colleagues or clients.

### **ON DISCOVERING A FIRE**

**Fighting a fire is secondary to ensuring everyone evacuates the premises safely.**

- Proceed to the nearest fire alarm call point on your way to the nearest Fire Exit
- Sound the fire alarm call point

- If possible close all doors behind you

DO NOT TAKE ANY RISKS

2

- Go straight to the assembly point. This is located:

**3Playground (area marked assembly point in front of the grass)**

1

### **ON HEARING THE ALARM**

- CALMLY STOP WHAT YOU ARE DOING.
- DON'T panic.
- DON'T stop to pick up personal belongings.
- DON'T use the telephone.
- ASSIST pupils, visitors etc to evacuate the Building by the nearest, safest Fire Exit. Do not run.
- GO to the ASSEMBLY POINT AREA and wait for further instructions from the Fire Controller. The assembly point for this Building is:

**Playground (area marked assembly point in front of the grass)**

1

2

### **Teachers in Charge of a Group / Class when Alarm is Heard**

#### **ON HEARING THE ALARM**

- Follow the above procedures and
- DISMISS the class or group
- TAKE your whistle with you
- PROCEED to the assembly point via the nearest and safest fire escape route
- CLOSE the classroom door and follow at the rear of the children
- ENSURE children maintain silence so that they will hear instructions easily
- IF going down the stairs, go in single file to allow simultaneous passage of two classes
- CHECK the number of children against the class register on arrival at the assembly point
- REPORT to the Fire Controller (i.e. Head of Jewish Studies or Headteacher in his absence) that all staff, visitors and children are / are not accounted for

### **Office Staff**

#### **ON HEARING THE ALARM**

- Follow the above procedures and
  - Take the class registers with you

### **Site manager**

#### **ON HEARING THE ALARM**

- As far as possible and without risk to personal safety, check that the building is completely vacated.

### **Office/ Security**

#### **ON HEARING THE ALARM**

- Follow the above procedures and
  - Take a list of the name of each class with you as-well as the staff, visitors and contractors registers
  - Tick off against the list that all are / are not accounted for
  - Liaise with the fire brigade and report any individuals not accounted for
  - Provide the all clear to re-enter the building if given by the fire brigade

### **RESPONSIBILITIES**

#### **Fire Controller Responsibilities**

The Headteacher will take on the role of Fire Controller in the absence of the Fire Controller.

#### **1Re-entry:**

- When the Fire Brigade are satisfied that the building is safe to return to, the authorisation will be given to the Fire Controller.

- The Fire Controller will then inform all staff that it is safe to return to the building.

### **Fire Marshal (Financial Manager) Responsibilities**

It is essential that no one remains inside the building during an evacuation. The Fire Marshal (i.e. the School Keeper) will immediately investigate whether all staff, pupils and visitors to North West London Jewish Day School have evacuated in the event of an alarm activation. The Fire Marshal has the authority to instruct all personnel to evacuate the building on the sounding of the alarm.

The Deputy Fire Marshal is responsible for undertaking the role of the Fire Marshal in his/her absence. The role of Deputy Fire Marshal will be undertaken by the most senior member of staff present at the time of the evacuation.

**At no time should a fire marshal or any other member of staff risk his or her own safety.**

- When the alarm has been raised, ensure that all staff, pupils and visitors, etc immediately evacuate the area.
- Check toilets if necessary and if safe to do so to ensure they have been evacuated, closing all doors on the way.
- Proceed to the assembly point.
- Upon reaching the assembly point, inform the Fire Controller of the result of the search.
- Ensure all staff, pupils and visitors remain at their assembly point and do not leave.
- Immediately after the evacuation, inform the Fire Controller of any findings or problems they may have encountered.

### **Evacuating Persons with Disabilities:**

If you are aware or made aware of a person with a disability, you are asked to provide them with assistance to enable them to leave the building as quickly as possible.

## SECURITY PROCEDURE

### Security Alarm

It is a high pitched series of 'squeaking pips'

#### **ON HEARING THE SECURITY ALARM (when in the classroom)**

- Immediately go down on the floor, preferably under the desk
- Remain silent
- Shield your head with your hands
- Do not move, speak or get up until the Headteacher or security officer gives the all clear

1

#### **ON HEARING THE SECURITY ALARM (when directly outside the classroom)**

- Return to the class and follow the above procedure

#### **ON HEARING THE SECURITY ALARM (when in the playground)**

- Ensure that the children freeze, lay down and cover their heads
- You freeze, lay down and cover your head
- Do not move, speak or get up until the Headteacher or security officer gives the all clear

It is impossible to advise for all circumstances e.g. if you are coming down the stairs taking a group of children to the hall for P.E. whether to 'freeze' on the spot or return to the safety of the classroom. Please think clearly and give precise instructions to your class.

Do not move, speak or get up until the Headteacher or security officer gives the all clear.

## **CONTENTS:**

- Minimum requirements for First Aid Containers

### **MINIMUM REQUIREMENTS FOR FIRST AID CONTAINERS**

All first aid containers will include the following items:

- a leaflet giving general guidance on first-aid (e.g. HSE leaflet – Basic Advice on First Aid);
- twenty individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detachable type for food handlers);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized individually wrapped sterile unmedicated wound dressings – approximately 12cm x 12cm;
- two large sterile individually wrapped unmedicated wound dressings – approximately 18cm x 18cm;
- one pair of disposable gloves.

**Tablets and medication must NOT be kept in a first aid container.**

All first aid containers are identified by a white cross on a green background.

The contents of first aid containers will be examined frequently by the first aiders and will be restocked as soon as possible after use.

# **APPENDIX 6**

## **PREGNANT WOMEN**

### **CONTENTS:**

- Assessing the risks for New and Expectant Mothers at Work
- New and Expectant Mothers at Work

## ASSESSING THE RISKS FOR NEW AND EXPECTANT MOTHERS AT WORK

Assessments on new and expectant mothers at work will be undertaken using the following guidance. This guidance has been produced with the help of the HSE booklet on New and Expectant Mothers at Work which identify some of the hazards for new and pregnant mothers at work.

For each hazard identified, the associated risks are listed along with ways of controlling them. However, the following are general hazards, which may or may not affect the work of North West London Jewish Day School staff and should not be seen as an exclusive list. The individual risk assessments will highlight any areas, which need to be considered.

HAZARD	WHAT IS THE RISK	HOW TO AVOID THE RISK
<b>MANUAL HANDLING OF LOADS WHERE THERE IS A RISK OF INJURY</b>	<p>Pregnant workers are especially at risk from manual handling injury e.g.</p> <ul style="list-style-type: none"><li>▪ hormonal changes during pregnancy can affect the ligaments increasing susceptibility to injury;</li><li>▪ postural problems may increase as the pregnancy progresses.</li></ul> <p>There can also be risks for those who have recently given birth, e.g.</p> <ul style="list-style-type: none"><li>▪ after a caesarean section, there is likely to be a temporary limitation on lifting and handling capability.</li></ul>	<p>The changes an employer should make will depend on the risks identified in the assessment and the circumstances of the business.</p> <p>It may be possible to alter the nature of the tasks so that risks from manual handling are reduced for all workers including new or expectant mothers.</p> <p>It may be necessary to address the specific needs of the worker and reduce the amount of physical work.</p> <p>Provide aids for her in future to reduce the risks she faces.</p>

	There is no evidence to suggest that breastfeeding mothers are at greater risk from manual handling injury than any other workers.	
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HAZARD	WHAT IS THE RISK	HOW TO AVOID THE RISK
<b>SHOCKS, VIBRATIONS OR MOVEMENT</b>	<p>Regular exposure to shocks, low frequency vibration, or excessive movement, may increase the risk of a miscarriage.</p> <p>Long-term exposure to vibration does not cause foetal abnormalities but often occurs with heavy physical work, so there may be an increased risk of prematurity or low birth weight.</p>	<p>Pregnant workers and those who have recently given birth are advised to avoid work likely to involve uncomfortable whole body vibration, especially at low frequencies, or where the abdomen is exposed to shocks or jolts.</p> <p>Breastfeeding workers are at no greater risk than other workers.</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<p><b>WORK WITH DISPLAY SCREEN EQUIPMENT (VDU's)</b></p>	<p>The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by display screen equipment are well below those set out in international recommendations for limiting risk to human health created by such emissions and the National Radiological Protection Board does not consider such levels to pose a significant risk to health.</p> <p>No special protective measures are therefore needed to protect the health of people from this radiation.</p>	<p>In the light of the scientific evidence, pregnant women do not need to stop work with VDU's.</p> <p>However, to avoid problems caused by stress and anxiety, women who are pregnant or planning children and are worried about working with VDU's should be given the opportunity to discuss their concerns with someone adequately informed of current authoritative scientific information and advice.</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<b>1EXTREMES OF COLD OR HEAT</b>	<p>When pregnant, women tolerate heat less well and may more readily faint or be more liable to heat stress.</p> <p>The risk is likely to be reduced after birth but, it is not certain how quickly an improvement comes about.</p> <p>Breast-feeding may be impaired by heat dehydration.</p> <p>No specific problems arise from working in extreme cold, although clearly for other health and safety reasons, warm clothing should be provided.</p>	<p>Pregnant women should not be exposed to prolonged heat at work.</p> <p>Rest facilities and access to refreshments would help.</p>
<b>PHYSICAL AND MENTAL FATIGUE</b>	<p>Fatigue from standing and other physical work has long been associated with miscarriage, premature birth and low birth weight.</p> <p>Excessive physical or mental pressure may cause stress and can give rise to anxiety and raised blood pressure.</p>	<p>Ensure that hours of work and the volume and pacing of work are not excessive and that, where possible, the employees themselves have some control over how their work is organised.</p> <p>Ensure that seating is available where appropriate.</p> <p>Longer or more frequent rest breaks will help to avoid or reduce fatigue</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<b>1WORK SPACE</b>	<p>Pregnant workers may experience problems with:</p> <ul style="list-style-type: none"> <li>▪ working at heights i.e. ladders, platforms;</li> <li>▪ working in tightly fitting workspaces;</li> <li>▪ workstations which do not adjust sufficiently to take account increased abdominal size, particularly during the later stages of pregnancy.</li> </ul> <p>This may lead to strain or sprain injuries. Dexterity, agility, co-ordination, speed of movement, reach and balance may also be impaired, and an increased risk of accidents may need to be considered.</p>	<p>Limit the work pregnant women undertake at height.</p> <p>Adjusting workstations or work procedures may help remove postural problems and risk of accidents.</p>

HAZARD	WHAT IS THE RISK?	HOW TO AVOID THE RISK
<b>1SUBSTANCES LABELLED WITH RISK PHRASES R40, R45, R46, R61, R63 AND R64</b>	<p>There are about 200 substances labelled with these risk phrases.</p> <p>The actual risk to health of these substances can only be determined following a risk assessment of a particular substance at the place of work i.e. although the substances listed may have the potential to endanger health or safety, there may be no risk in practice, for example, if exposure is below a level which might cause harm.</p>	<p>With the exception of lead and asbestos these substances all fall within the scope of COSHH.</p> <p>For work with hazardous substances, which include chemicals which may cause inheritable genetic damage, the health risks to workers arising from such work must be assessed, and where appropriate, prevent or control the risks.</p> <p>1In carrying out assessments, the assessor should have regard for women who are pregnant, or who have recently given birth.</p>

## 1NEW AND EXPECTANT MOTHERS AT WORK

### Are you pregnant or planning a pregnancy?

**If so, then the Management of Health and Safety at Work Regulations 1999 apply to you.**

These regulations apply to the following groups:-

- those who are pregnant;
- those who have given birth within the last 6 months;
- those who have miscarried or had a still birth delivery after 24 weeks of pregnancy;
- those who are breastfeeding.

It is therefore very important that you inform the Headteacher as soon as you are aware that you are pregnant.

If you do not, then there is no requirement for the Headteacher to take any action under these regulations.

The Headteacher is entitled to ask for confirmation of your pregnancy in writing from either a registered medical practitioner or a registered midwife.

Once your pregnancy has been established, the Headteacher must take steps to protect not just your health and safety, but, that of your unborn child.

If an assessment shows that there is a significant risk to the health of a pregnant worker or new mother, then the following action must be taken:-

- temporarily alter working conditions and/or hours of work, or
- offer suitable alternative work if it is available, or
- give paid leave for as long as is necessary to protect your health and safety and that of your child.

Pregnant women who work at night are also given special consideration. If there is a medical reason why you cannot work at night and you have a medical certificate which proves this, the Headteacher must either:-

- offer suitable daytime work where it is available, or
- give paid leave for as long as necessary to protect the health and safety of the pregnant worker.

If you require further information and advice, contact the Health and Safety Co-ordinator.

# **APPENDIX 7**

## **ACCIDENT REPORTING**

### **CONTENTS:**

- Reportable Accidents to the Health and Safety Executive
- (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations / RIDDOR 1995)
- List of Dangerous Occurrences
- List of Major Injuries
- List of Notifiable Diseases

### **Reportable Accidents to the Health and Safety Executive (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations / RIDDOR 1995)**

#### **Health and Safety Co-ordinator:**

The Health and Safety Co-ordinator will:

- Inform the Health and Safety Executive by completing a report on-line ([www.hse.gov.uk](http://www.hse.gov.uk)) in the case of any of the following:
  - Death or major injury
  - If a member of the public is killed or taken to hospital

- An injury which requires a member of staff to be off work for more than three days
- A specified dangerous occurrence
- A notifiable disease
- Ensure the completed report arrives at the Health and Safety Executive within 10 days of the reported accident/incident.
- Notify the Health and Safety Executive without delay by telephone in the event of a fatality, major injury or dangerous occurrence.
- Retain a copy of the completed form in the central accident reporting form file.
- Retain the completed RIDDOR for a minimum of five years. The accident book must also be kept for a minimum of five years from the date of last entry.

### **LIST OF DANGEROUS OCCURRENCES**

#### **Reportable dangerous occurrences are:**

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Failure of any freight container in any of its load bearing parts
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion

- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- Dangerous occurrences at a well (other than a water well)
- Dangerous occurrence at a pipeline
- Failure of any load bearing fairground equipment or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers a serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work, any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or 500 kg of these substances if the release is in the open air

- Accidental release of any substance which may damage health

## **LIST OF MAJOR INJURIES**

### **Reportable Major Injuries are:**

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

## LIST OF NOTIFIABLE DISEASES

### Reportable Diseases include:

- Certain poisonings;
- Some skin diseases such as: Occupational dermatitis;  
Skin cancer;  
Chromic ulcer;  
Oil folliculitis/acne;
- Lung diseases including: Occupational asthma;  
Farmer's lung;  
Pneumoconiosis;  
Asbestosis;  
Mesothelioma;
- Infections such as: Leptospirosis;  
Hepatitis;  
Tuberculosis;  
Anthrax;  
Legionellosis;  
Tetanus;
- Other conditions such as: Occupational cancer;  
Certain musculoskeletal disorders;  
Decompression illness;  
Hand-arm vibration syndrome.

**NB. Please note this is not a full list of reportable diseases. However, if you think you may have a reportable disease and it does not appear on the list, please consult the Health and Safety Co-ordinator.**

# **APPENDIX 8**

## **ACCIDENT INVESTIGATION**

### **CONTENTS:**

- Aspects to Consider when Investigating an Accident

#### **ASPECTS TO CONSIDER WHEN INVESTIGATING AN ACCIDENT**

Information obtained during investigations is given verbally or provided in writing. Written documentation should be gathered to provide evidence of policy or practice followed in the workplace, and witnesses should be talked to as soon as possible after the accident. The injured person should also be seen promptly.

Key points to consider when conducting an accident investigations are:

- Events and issues under examination should not be pre-judged by the investigator.
- Total reliance should not be placed on any one sole source of evidence.
- The value of witness statements is proportional to the amount of time, which passes between the events or circumstances described and the date of a statement or written record (theorising by witness increases as memory decreases).
- The first focus of the investigation should be on when, where, to whom, and the outcome of the incident.
- The second focus should be on how and why, giving the immediate cause of the injury or loss, and then the secondary

or contributory causes.

- The amount of detail required from the investigation will depend on:
- The severity of the outcome; and
- The use to be made of the investigation and report.
- The report should be as short as possible and as long as necessary for its purpose.

### **Purpose of the Report:**

The report must provide answers to the following questions:

- What was the immediate cause of the accident /injury/loss?
- What were the contributory causes?
- What is the necessary corrective action?
- What system changes are either necessary or desirable to prevent a recurrence?
- What reviews are needed of policies, risk assessments and procedures?

### **Reports are Discoverable:**

Reports are usually 'discoverable'; this means they can be used by the parties to an action for damages or criminal charges. Investigation reports must be undertaken under the assumption that they will be seen by solicitors and experts acting on behalf of the injured party. It should not contain comments on the extent of blame attaching to those concerned.

## **Contents of the Accident Investigation Report**

The accident investigation report should contain the following:

- A summary of what has happened.
- An introductory summary of events prior to the accident.
- Information gained during investigation.
- Conclusions.
- Recommendations.
- Supporting material (e.g. photographs, diagrams to clarify).
- Dates of the accident/incident, investigation and report.
- Signature of the person or persons carrying out the investigation.

# **APPENDIX 9**

## **INSPECTION CHECKLISTS**

### **CONTENTS**

- General Inspection Checklist – Common Areas
- General Inspection Checklist - Offices and other Non-Classrooms
- Classroom Inspection Checklist

## HEALTH AND SAFETY INSPECTION CHECKLIST FOR COMMON AREAS

ITEM	Satisfactory		ACTION REQUIRED	BY WHOM
	1YES	NO		
<b>Exterior</b>				
Fences/Gates				
Vehicle/Pedestrian Access				
Windows/Glazing				
Final Exits (Fire)				
<b>Corridors</b>				
Are they free from obstruction?				
Do all fire doors close properly?				
Is the poster 'Health & Safety Law – What You Should Know' displayed?				
<b>Floors</b>				
Condition				
Are they free from tripping/slipping hazards?				
Any obstructions?				

<u>ITEM</u>	Satisfactory		ACTION REQUIRED	BY WHOM
	YES	NO		
<b>Stairs/Stairwells</b>				
Are treads, nosings and hand rails in good condition?				
Clear from obstructions?				
<b>Walls</b>				
Cleanliness				
State of repair				
<b>Doors</b>				
State of repair				
Opening and shutting				
Condition and cleanliness of glazing				
<b>Windows</b>				
State of repair				
Openings				
Cleanliness				
Safety of cleaning				
<b>Ceilings</b>				
State of repair				
Cleanliness				
Condition/cleanliness of toilets				

ITEM	Satisfactory YES	NO	ACTION REQUIRED	BY WHOM
<b>Welfare Facilities</b>				
<b>Drinking water</b> – Is it clearly marked as such? 1 – is it accessible?				
<b>First Aid</b>				
Are first aid notices displayed in your building?				
Do they include the name of the first aider?				
Do they include the location of the first aid container?				
Is the provision of first aid adequate? 2- Numbers of first aiders? 3- Contents of first aid box?				
<b>Fire Arrangements</b>				
Are the number of fire marshals adequate and have they been trained?				
Are all fire exits/corridors/escape clearly marked?				

ITEM	Satisfactory		ACTION REQUIRED	BY WHOM
	1YES	NO		
Are all fire exits/corridors/escape routes (inside and out) clear from obstruction?				
Are all fire exits kept unlocked when premises are occupied?				
Are adequate Fire Action notices clearly displayed for both staff and visitors?				
Do all fire doors close properly?				
Are there sufficient portable fire extinguishers and are they readily available for use?				
Have all portable fire extinguishers been serviced within the past 12 months and are records kept?				
Has the fire alarm been tested each week from a different call point and are records kept?				
Has an emergency evacuation been undertaken in the past 6 months and are records kept?				
Have all parts of the building been checked to see that all combustible materials including waste are safely stored?				
Is adequate space maintained around heaters and are they suitably guarded?				
Are portable heating appliances secured safely and suitable guarded?				

ITEM	Satisfactory		ACTION REQUIRED	BY WHOM
	1YES	NO		
<b>Electrical</b>				
<b>Sockets</b>				
Switches				
<b>Portable Electrical Equipment</b>				
Has all new portable electrical equipment been added to the register?				
Are leads and plugs of shared equipment in good condition?				
Is shared equipment safe to use?				

ITEM	Satisfactory		ACTION REQUIRED	BY WHOM
	1YES	NO		
<b>Smoking</b>				
Is the School's smoking policy fully observed within the building?				
<b>Security</b>				
Is there adequate means of controlled entry e.g. coded access?				
Are panic alarms tested on a weekly basis and records kept?				
Are burglar alarms maintained and records kept? Are they regularly tested?				
Health and Safety Law Poster				
Is the 'Health and Safety Law – What you should know' poster displayed in a location accessible to all staff within the building?				
Has this been completed accurately?				

ITEM	Satisfactory 1YES	NO	ACTION REQUIRED	BY WHOM
<b>General (all areas)</b>				
Do any of the following give cause for concern? - Heating 1 - Humidity 2 - Lighting 3 - Ventilation 4 - Noise 5 - Tripping hazards e.g. trailing cables 6 - Slipping hazards - Obstructions				
<b>Cleaning</b>				
Provision for general cleaning				
Provision for rubbish removal				
<b>Building Specific items</b>				

ITEM	Satisfactory		ACTION REQUIRED	BY WHOM
	YES	NO		
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14

This sheet may be used to add any new areas of health and safety concern to the inspection checklist.

## Health and Safety Inspection Checklist – Common Areas and Offices

INSPECTION CARRIED OUT BY

Signature:

Name in BLOCK capitals:

Position:

Location:

Date of Inspection:.

## Health and Safety Inspection Checklist – Common Areas and Offices

	Satisfactory 1				1	
	Yes	No				
<b>Environmental</b>						
<b>Factors:</b>						
Lighting:						
▪ General						
▪ Workstations						
▪ Temperature						
▪ Ventilation						
<b>Decoration:</b>						
Condition						
Cleanliness/House-keeping						

# 1Health and Safety Inspection Checklist – Common Areas and Offices

	Satisfactory					
	Yes	No				
<b>Floors</b>						
Condition						
Cleanliness						
Obstructions						
Slipping Hazards						
Tripping Hazards						
<b>Walls</b>						
State of repair						
Cleanliness						
<b>Windows</b>						
State of repair						
Cleanliness (inside)						
Openings						
<b>Doors</b>						
State of repair						
Condition						

### Health and Safety Inspection Checklist – Common Areas and Offices

	Satisfactory					
	Yes	No				
<b>Doors (cont)</b>						
Cleanliness of glazing						
Opening/shutting						
<b>Ceilings</b>						
State of repair						
Cleanliness						
<b>Storage</b>						
Shelving						
Racking						
Cupboards						
Storerooms						
Filing Cabinets – Loading / Stacking on Top.						
<b>Office Equipment</b>						
Computer Workstations						
Printer						

## Health and Safety Inspection Checklist – Common Areas and Offices

	Satisfactory					
	Yes	No				
<b>Office Equipt (cont)</b>						
Photocopier						
Furniture:						
Chairs – Adjustments						
Desks						
<b>Electricity</b>						
Sockets						
Switches						
Cables						
Equipment						
<b>General</b>						
<b>Humidity</b>						
Access/egress to workstations						

### **Health and Safety Inspection Checklist – Classrooms**

INSPECTION CARRIED OUT BY

Position:

Classroom Name:

Date of Inspection:.

### **Health and Safety Inspection Checklist – Classrooms**

		Satisfactory 1		Action Required	By Whom?
		Yes	No		
1	Corridors and aisles free from obstruction.				
2	Floor free from slip/trip hazards.				
3	Key to medicine cabinet is located out of reach of children.				
4	Medicine cabinet is clearly labelled to indicate that it is a medicine cabinet.				
5	A sheet with the names of the pupils requiring medication together with the name of the medication and dosage required is held in medicine cabinet.				
6	Work surfaces (incl. tops of cupboards) free from clutter.				
7	No hazardous substances such as cleaning materials, sharp items such as scissors stored correctly in locked cabinets out of reach of children.				

## Health and Safety Inspection Checklist – Classrooms

		Satisfactory			
		Yes	No		
8	Cupboards and storage areas are locked and key placed out of reach of children.				
9	Sharp items such as guillotine stored out of reach of children.				
10	If room contains a fire exit, it is freely accessible and openable (by adults only).				
11	Radiators are not hot to touch.				
12	Decorations do not pose fire safety hazard e.g. no decorations to be hung from light projector.				
13	Desks and chairs are free from broken parts.				

**Note: Please complete this section if the inspection identified any actions required which could not be taken by you immediately.**

[illegible]

## **APPENDIX 10**

### **1CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

#### **CONTENTS:**

- Guidance on Undertaking COSHH Assessments
- COSHH Inventory
- COSHH Assessment Form

## GUIDANCE ON UNDERTAKING COSHH ASSESSMENTS

### Assessment:

The following steps should be taken when undertaking the COSHH assessment.

## STEP 1:

You must wherever possible **ELIMINATE** all hazardous substances from the workplace. If this is not possible, you must control exposure to the lowest practical limit by using the following:

- i) Substitution for a less hazardous substance or process
- ii) Controlling the risk at source(e.g. via engineering controls or isolation separating the user from the hazardous substance)
- iii) Minimising the risk by using safe systems of work.
- iv) Minimising the risk by using personal protective equipment – this must only be used as a last resort.

## STEP 2:

In order to carry out the assessment the Manager of the department must carry out an inventory of all hazardous materials in their area and record it on a register as shown below:

[illegible]

**The above inventory is located at the end of this procedure and may be photocopied for your use.**

### **STEP 3:**

Once the inventory is complete, you are in a position to collect information and guidance on the materials so that an evaluation of the risk can be carried out and control measures identified.

The starting point for information should be the Material Safety Data Sheet. This is available from the suppliers of the material. The container label should also be used. The Material Safety Data Sheet and container label will together provide information on:

- Physical and health hazards
- Safety procedures
- Possible emergency actions

The information provided and an examination of the process will enable you to assess the risk and identify the control measures required.

### **STEP 4:**

Using the COSHH assessment form located at the end of this procedure, you must now assess the risk of using the substance.

Do not attempt to complete this form until you have read and fully understood the following terminology:

#### **Description:**

Characteristics such as:

- Appearance
- Odour
- Form - eg: solid, liquid, gas, powder, crystal,
- Solubility

### **Active Ingredients:**

These are the main ingredients, which make up the substance. They will be highlighted together with the percentage amount they make up within the Material Safety Data Sheet. Please ensure the percentage is also included on the COSHH Assessment form.

### **Supplier:**

Please enter the name of the supplier of the substance.

### **Contact no:**

Please enter the contact telephone number of the supplier of the substance.

### **Material Safety Data Sheet no:**

Please enter the number indicated on the Material Safety Data Sheet.

### **Activities/Purpose of use:**

This is a complete description of how the substance will be used eg: the process and tools that will be used. An example could include:

‘Substance A is applied by spatula to the monitor case for cleaning and allowed to dry for 30 seconds. Substance B is then applied by spatula to the label. The label is then attached to the area cleaned by Substance A and pressure is applied for 1 minute’.

It must be noted that Substance A and Substance B will each have to be assessed separately. However, the assessments could not be undertaken correctly without reference to both substances.

### **Location of Use:**

This refers to exactly where the substance is to be used. You should state whether the area will be well ventilated,

adequately ventilated, poorly ventilated, no ventilation, hot, cold, confined space, outdoors, indoors, work-bench, room, etc.

### **Storage when not in use:**

The substance must be stored in accordance with the manufacturer's guidance. This will be indicated on the Material Safety Data Sheet. All hazardous substances must be stored in a locked container when not in use.

### **Hazards:**

Some of these will be identified on the Material Safety Data Sheet. Examples include:

- Irritating to eyes, respiratory system and skin
- Contact with water liberates toxic gas
- Causes burns
- Harmful in contact with skin
- Highly Flammable
- Flammable
- Skin irritant
- Inhalation irritant
- Harmful if digested/swallowed
- Harmful: possible risk of irreversible effects in contact with skin.

You must also decide if based on the information gathered, there are any other hazards.

### **Persons at Risk:**

All persons who could be at risk from this substance should be identified. You need to consider persons such as:

- Staff
- Visitors
- Cleaners
- Contractors

- Members of the Public
- Clients

**Is Health Surveillance necessary?**

This will be indicated on the Material Safety Data Sheet. Further information on this can also be obtained from the Health and Safety Department.

**Existing control measures:**

These may include:

- Information and instruction provided to users
- Training provided to users
- Persons with history of asthma/skin problems, etc. (the symptoms of which could be triggered by the substance) are excluded from use
- Only authorised personnel to use
- Not mixed with other substances e.g. Acids/alkalis
- Used only in minimum quantities
- Ventilation
- Personal Protective Equipment
- Safe transport procedures
- First aid box provided
- Eye wash provided
- Disposed as specified on Material Safety Data Sheet
- Spillages cleared as specified on Material Safety Data Sheet

**Risk Acceptable Y/N?**

Using the information gained so far, do you consider the risk to be acceptable or not?

If you have answered 'yes', you have completed the assessment and should now sign and date it.

If you have answered 'no', you must go to the next section and indicate the further control measures required in order to reduce the risk to an acceptable level.

**Sign offs:**

You and your Manager must sign off the assessment

**Review:**

The Manager or Head of Department must ensure the assessment is reviewed on an annual basis or if there are any changes to the process, substance, new personnel, etc. The assessment must be reviewed to ensure that the control measures remain effective.

**4.0 Departmental COSHH Logbooks:**

Upon completion of the assessment, the following documents should be placed in the Departmental COSHH Logbook. The logbook should contain the following

- Inventory of all hazardous substances in your department
- Material safety data sheet for each hazardous substance
- COSHH assessment for each hazardous substance.

The logbook will be held in the staff room and the School Keeper will keep his own logbook for the substances used by him.

When any new substance is brought into the department, or there is a revision to the assessment the Manager must ensure that the Health and Safety Co-ordinator is informed so that the logbook can be updated.

**5.0 Accidents involving hazardous materials**

In the event of an accident you will find information on first aid that needs to be administered on the Material Safety Data Sheet.

If the effected person needs to be taken to hospital a copy of the Material Safety Data Sheet must accompany them.

## COSHH INVENTORY

[illegible]

<b>COSHH ASSESSMENT FORM</b>	
Name of Substance:	Date of assessment:
Description:	Review date:
Active ingredients:	Supplier:  Contact no:  Material safety data sheet no:
Activities/ Purpose of use:	
Location of use:  Storage when not in use:	

Hazards:
Persons at risk:
Is health surveillance necessary?
Comments:

Existing control measures:
Risk acceptable Y/N:



# APPENDIX 11

## DRIVING AT WORK

### CONTENTS:

- Safe Driving Introduction
- Safe Driving Tips
- Mobile Phone Use
- Fitness to Drive
- State of Mind
- Tiredness
- Vision
- Alcohol and Drugs
- Medical Conditions
- Weather Conditions
- Breakdowns
- Accidents
- Personal Safety Whilst Driving
- Personal Safety Whilst Parking
- **Safe Driving Introduction**

A driver averaging 25 000 miles a year has a similar risk of being killed at work as a coal miner or construction worker.

Considering these statistics from the Department of Environment Transport and the Regions, it is obvious that certain safe-driving guidelines and precautions should be thought about and undertaken prior to any trip, irrespective of distance. The adherence to this guidance will help to ensure the safety and well being of both yourself and other road users, and

also help protect your driving licence.

The following section contains general safe driving suggestions that should be kept in mind at all times. The sections after that concentrate on more specific safety issues including:

- Mobile phone use
- Driving fitness
- Adverse weather conditions
- Guidance in the event of a breakdown or accident

### **Safe Driving Tips**

- **All manoeuvres should be made slowly with clear vision**  
Check all mirrors, front and rear screens. Get out and look if you can't see. Winding down your window will also help you hear potential hazards such as schools and children.
- **Leave a good distance between you and the vehicle in front**  
Too many accidents are caused by not leaving enough distance between vehicles. In general at least 2 seconds should be left between you and the vehicle in front and 4 seconds in wet road or weather conditions.
- **Do NOT stop too close to the vehicle in front**  
Stopping too close to the vehicle in front could mean that if you are hit from behind you will then be pushed into the vehicle in front. This can be avoided by stopping so that the rear wheels of the vehicle in front can be seen touching the tarmac.
- **Do NOT use excessive speed**  
Speed limits are maximum speeds that it is safe to drive. They are NOT targets.  
Forward observation should also be used to identify anything that could cause you to slow down, well in advance.

- **Ensure you are awake and alert before you drive**

Tiredness is a much bigger problem than first thought and falling asleep at the wheel can clearly have fatal consequences. (Discussed further in the Fitness to Drive section.)

- **Try and stay out of other vehicles blind spots**

If another driver cannot see you, they might “side-swipe” you. This can be avoided by using the side mirrors of the other vehicle. If you can see the other driver’s face in their door mirror, they can see you. Be especially cautious of vehicles with foreign number plates, as their blind spot is considerably larger.

- **Leave plenty of time to brake**

By braking late or reactively, you not only run the risk of going into the vehicle ahead of you, but also increase the risk of the vehicle behind going into the back of you. Always apply the brake lights early to alert the car behind and encourage them to increase their distance behind you. Braking reactively, and heavily, could also cause you to lose control of your car.

- **Keep aware of any possible hazards in front of you**

Lack of hazard awareness can lead to harsh braking and possibility of the vehicle behind going into the back of you.

- **Be aware of the different driver types around you**

Different driver types such as HGV drivers, bus drivers, motorcyclists etc all have different needs and constraints on their time. Always keep this in mind and try and pre-empt any situations that could arise.

### **Mobile Phone Use**

Although most people are aware that it is both advisable and a legal requirement not to drive while using a hand held mobile phone, many people are not so aware of the dangers associated with making calls using a hands free phone.

Recent research and reports have suggested that when drivers use either hand held, or hands free phones, they become oblivious to the traffic situations around them. With this decreased awareness they then either completely fail to react to traffic conditions, or react in a much slower time than they would had their complete concentration been held on the road. As traffic conditions can change in a matter of seconds, any reduction in concentration can result in accidents. Drivers must have 100% concentration on the road at all times to be able to react with the necessary speed to adjust to constantly

changing road conditions.

In order to ensure your safety and that of other drivers and pedestrians, you must ensure the following:

- Do not make or accept hand held calls whilst driving or in traffic
- Do not type or read text messages whilst driving or in traffic
- Try to keep any hands free calls to a “I will call back” message
- Do not record information from a hands free while driving
- Use scheduled rest stops to check phone and make required calls
- Ensure the phone is connected and secured before driving
- Pull over in a safe place to talk.

### **Fitness To Drive**

As stated in the previous section, driving requires 100% concentration at all times. Therefore, it follows that both fitness and health must also be 100% to ensure that your ability to drive and attention levels are not impaired.

Many different factors can affect your fitness to drive, including both physical factors and mental factors, such as your state of mind, prior to your drive.

### **State of Mind**

- Try to start your journey relaxed; know where you are going and leave plenty of time for the journey.
- During the journey you may encounter poor driving from other motorists and on occasions aggressive behaviour. Do not respond, but simply back off and relax. You increase your chances of an accident if you become agitated and any aggressive response increases the likelihood of conflict developing.

## **Tiredness**

One in five accidents on major UK roads can be attributed to sleepy drivers, which is actually more than the number of accidents caused by drunk drivers. With this taken into account, both the Highway Code and North West London Jewish School requires the following:

- Do not undertake a journey of over an hour if you feel tired
- Avoid taking long journeys between midnight and 6am, when your natural alertness is at a minimum. Your alertness is also reduced between 2 and 4 pm.
- Plan your journey to take sufficient breaks. A minimum break of at least 15 minutes after every two hours is recommended
- If you feel at all sleepy, stop in a safe place. Do not stop on the hard shoulder of a motorway. If you have a long journey, following an evening meeting but feel tired, you can stop at a reasonably priced hotel to stay the night
- The most effective way to counter sleepiness is to take a short nap (up to 15mins) or drink, for example, 2 cups of strong coffee. Fresh air, exercise or turning up the radio can help for a short time but are generally not as effective
- We advise no more than 3 evening meetings should be arranged in any one week and none should be organised for concurrent nights
- A meeting where you believe you will be too tired to drive safely, would be justification for an overnight stay.
- If you feel tired, and you are more than an hour from home, you can get a hotel for the night.
- You should avoid commencing journeys when you feel tired.

## **Vision**

- You **MUST** be able to read a vehicle number plate from a distance of 20.5m (67 feet). Glasses or contact lenses **MUST** be worn at all times if they are required for you to be able to see this distance.
- Do not use tinted glasses or lenses at night or in poor visibility.
- Have your eyes checked at a frequency advised by your optician.

## **Alcohol and Drugs**

- Do **NOT** drink and drive, even if your alcohol level is below the legal limit. This is due to the fact that any amount of alcohol will seriously affect your judgement and abilities. Even if you feel unaffected, alcohol will:
  - Reduce co-ordination and slow down reactions

- Give you a false sense of confidence
  - Affect judgement of speed, distance and risk
  - Reduce your driving ability, even if you are below the legal limit
  - Take time to leave your body; you may be unfit to drive in the evening, after drinking at lunchtime, or in the morning after drinking the previous evening.
- **If you are going to drink alcohol, arrange another form of transport**
- You **MUST NOT** drive under the influence of drugs or medicine. Check the instructions or ask your doctor or pharmacist whether you can drive whilst taking medication.

### **Medical Conditions**

There are a number of medical conditions that can affect your ability to drive, a number of which need to be notified to the DVLA in Swansea. The following web site provides guidance on the subject.

<http://www.dvla.gov.uk/drivers/dmed1.htm>

If you have concerns regarding your fitness to drive, contact your doctor.

### **Weather Conditions**

Adverse weather conditions can greatly affect your ability to drive safely. Headlights must be used whenever visibility is seriously reduced, generally when you are unable to see more than 100metres (328 feet). The following guidelines are taken from the Highway Code's guidance and regulations for driving in adverse weather conditions.

#### **Wet Weather**

- In wet weather, stopping distances will be at least double those required on dry roads. This is due to the fact that your tyres will have less grip on the road. Therefore, you should keep well back from the vehicle in front at all times. This will also aid in increasing your ability to see and plan ahead.
- If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road.

Ease off the accelerator and slow down gradually.

- Remember that the rain and spray not only make it difficult to see, but also makes it difficult to **be seen** by other road users.

### **Icy & Snowy Weather**

- Do **NOT** drive in these conditions unless your journey is essential and if it is then ensure that great care is taken. Also carry a spade, warm clothing, a warm drink and emergency food in case your vehicle breaks down
- Before setting off you **MUST** be able to see, so all snow and ice must be cleared from your windows and you **MUST** also ensure that lights, number plates and mirrors are clear and clean.
- Whilst driving, take great care even if the roads have been gritted and keep well back from the vehicle ahead as **stopping distances can be ten times greater** than in dry conditions. Also, be prepared for the road conditions to change over relatively short distances.
- If it is icy, drive in as **high a gear as possible, at a slow speed**. Avoid sudden actions as these could cause a skid, so accelerate and brake extremely gently. If you approach a bend, brake progressively on the straight prior to the bend and then drive round the bend slowly. Check your grip on the road surface by choosing a safe place to break gently. If the steering feels unresponsive, this may indicate ice and your vehicle losing its grip on the road.

### **Windy Weather**

- High-sided vehicles are most affected by windy weather, but strong gusts can also blow a car or cyclist off course. This can happen on open stretches of road exposed to strong winds, or when passing bridges or gaps in hedges.
- In very windy weather your vehicle may be affected by turbulence created by high vehicles. Motorcyclists are particularly affected, so ensure you keep well back from them when they are overtaking a high-sided vehicle.

### **Fog**

- Prior to entering fog, check your mirrors and then slow down. If the word “FOG” is shown on a roadside signal but the road is clear, be prepared for a bank of fog or drifting patchy fog ahead. Even if it seems to be clearing, you can suddenly find yourself in thick fog.
- When driving in fog you should:
  - Use your dipped headlights. If you cannot see further than 100m use your fog lights. (Remember you **MUST** turn them off as soon as visibility improves as it is an offence to use your fog lights in good visibility.)

- Keep a safe distance from the vehicle in front, remembering that rear lights can give a false sense of security
- Be able to pull up within the distance that you can see clearly
- Use your windscreen wipers and demisters
- Beware of other drivers not using headlights
- Not accelerate to get away from a vehicle that is too close behind you
- Stop in the correct position at a junction with limited visibility and wind down your window to listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate in a position that puts you directly in the path of approaching vehicles.

### **Hot Weather**

- Keep your vehicle well ventilated to avoid drowsiness. Be aware that the road surface may become soft or if it rains after a dry spell, it may be slippery. This could affect your steering and braking

## **Breakdowns**

If your vehicle breaks down, it is important to think of other road users as well as yourself. The first thing to try to do is to get your vehicle off the road if possible. If you are unable to do that and your vehicle is causing an obstruction, then warn other traffic by turning your hazard lights on. If you have a warning triangle, place that on the road at least 45m behind your broken down vehicle. Keep your sidelights on if it is dark or visibility is poor and do not stand where you will prevent other road users seeing your lights.

### **Motorway Breakdowns**

If your vehicle develops a problem, leave the motorway at the next exit and pull into a service area. If you are unable to do this, then:

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels also turned to the left
- Try and stop near an emergency telephone (situated at approximately one mile intervals along the hard shoulder)
- Leave the vehicle by the left-hand door and ensure that your passengers do the same.
- Do NOT attempt even simple repairs, such as changing a wheel.
- Walk to an emergency telephone on the same side of the carriageway. (Arrows on the posts at the back of the hard

shoulder indicate the direction of the telephone.) This phone is free and connects you directly to the police and should be used in preference to mobile phones, as it will give the police your exact location. Full details should be given to the police and you should also let them know if you are a woman travelling alone. Once you have informed the police, you should return and wait near your vehicle.

- If you feel at risk from another person, then return to your vehicle using the left-hand door and lock all doors. Leave your vehicle again as soon as you feel that this danger has passed. Many people are seriously injured or killed on motorway hard shoulders.
- Before you rejoin the carriageway after a breakdown, it is vital that you build up speed on the hard shoulder first. (Be aware that other vehicles might also be stationary on the hard shoulder at the same time.)
- If you cannot get your vehicle onto the hard shoulder:
  - Do NOT attempt to place any warning device (e.g. warning triangle) on the carriageway
  - Put your hazards on and only consider leaving the vehicle when you can get safely clear of the carriageway.

### **Breakdowns on Level Crossings**

- Immediately get everyone out of the vehicle and clear of the crossing
- Use a railway telephone if available to tell the signal operator and then follow the instructions that they give you
- Move the vehicle clear of the crossing if there is time before the train arrives. If the alarm sounds, or the amber lights come on, leave the vehicle and get clear of the crossing immediately.

### **Accidents**

- If you are involved in an accident, you should first get yourself to safety. Beware of moving traffic and hazards such as leaking petrol.
- If you are uninjured (or not involved, but have stopped to give assistance) then try to assist all other casualties:
  - Phone the emergency services immediately with the exact location of the accident. (Use motorway phones if the accident happened on the motorway.)
  - Uninjured people should be moved away from the vehicles to safety
  - Injured people should not be moved, unless there is an immediate danger or risk to them, such as fire
  - Do not remove a motorcyclist's helmet unless it is essential to do so
  - Make sure that all engines are switched off and that no one is smoking at or near the scene
  - Be prepared to give first aid, if you are trained to do so

- Stay on the scene until the emergency services arrive
- If you are involved in an accident, which causes damage or injury to any other person, vehicle, animal or property then you **MUST**:
  - Stop
  - Give your own and the vehicle owner's name and address and the registration number of the vehicle to anyone else involved
  - Collect names, addresses, vehicle registration numbers of drivers involved and any witnesses
  - Do NOT admit liability or say sorry
  - Do NOT move the car unless it is causing an obstruction
  - Make notes and sketches of the road condition, circumstances, positions of vehicles (use a camera, if available)
  - If another person is injured, you must produce your insurance certificate for the police within seven days
  - Report the event to your manager
- Failure to stop at an accident is a criminal offence. If you believe your personal safety is threatened, stay in the vehicle and phone for assistance
- If you are injured in an accident, you can take civil action against others involved, but this is NOT an action the School becomes involved in.

### **Personal Safety Whilst Driving**

In addition to the points already raised about driving the following are especially relevant to your safety.

### **Planning Ahead**

- **Vehicle maintenance:** Make sure your car is serviced, and regularly check petrol, oil and tyres.
- **Plan your route in advance:** That includes places where you can park close to your destination. Streetmap.com will provide good detailed maps of areas from a postcode.
- **Mobile phone:** Make sure you have your mobile phone charged up and available.
- **Tell people your itinerary:** If you can let someone know where you are going, and importantly what to do if you do not return on time.

## On the Road

- **Keep car doors locked:** This is particularly important in built up areas and when in stop-start traffic.
- **Do not display valuables:** Remember not to display valuables in the car even when driving. It is also good safety advice to store heavy items in the boot whilst you are driving.
- **If you make a mistake:** We all make mistakes when we drive; the best approach to diffuse any potential aggression is to just acknowledge your error.
- **Another driver is aggressive towards you:** Do not respond. Any response from you has the potential to escalate the situation. If you can, open up a gap between you and the other vehicle. For example if you are “cut up”- don’t tail gate or flash your lights, but just open up a 2 second gap.
- **Stay relaxed:** We all have those journeys where we are late or stressed. It is important to relax, it will improve your driving and reduce the likelihood of you antagonising other drivers. Remember if you are stuck in traffic other drivers will be fed up to.

## Breakdowns

- **What if you breakdown?** Pull the car as far off the road as possible and use your hazard lights.
- **Contact the breakdown services and give your location and position.** Single females are likely to receive priority treatment so let them know.
- **Motorway.** Do not sit in the car on the hard shoulder, but sit off the hard shoulder on the verge, behind the crash barrier. You can leave the passenger door open and lock all other doors to allow you to get inside the vehicle if you are approached.

## **Personal Safety When Parking**

Although parking a car may not appear to have any particular bearing on personal safety, there are several crucially important points to be considered with regard to both safety and security.

- Firstly, if the car is parked during daylight hours, then consider what the car park will look like at night, e.g. are there plenty of streetlights, etc?

- Try and park the car so that is possible to drive straight out on your return
- Hide all valuables in the boot /out of sight and do NOT display items which give personal information or indicate the gender of the driver
- When storing items in the boot, keep in mind that local thieves could be continuously watching the Car Park you are using.

### **Working in the car**

If your laptop is used in the car you should be aware of the area you are in, and it is of the utmost importance to remember the last point, i.e. **thieves could be watching you**. Therefore,

- Keep all doors locked whilst in the car
- When you have finished work do NOT attempt to store the laptop in the car or boot. Either:
  - Take the laptop with you, but only if you have a relatively short, safe walk in a busy area
  - Or alternatively, and probably the better solution, store the laptop in a secure place and then go and park in a different car park or area.
  - Leave the area if you have any concerns.

### **Returning to the car**

- Make sure you have your keys in your hand so you can enter your vehicle quickly.
- Check the vehicle before you get in.

# APPENDIX 12

## LEGIONNELLA

### CONTENTS:

- Checks to ensure effective control measures

### CHECKS TO ENSURE EFFECTIVE CONTROL MEASURES

Frequency	Action
Weekly	Check water quality
Monthly	Test water quality, e.g. by a water treatment specialist 1
Monthly 1	Check the temperature at the nearest and furthest tap from the calorifier after running the water for one minute 2
Every six months	Disinfect the system 3
Annually 2	Check the temperature all taps after running the water for one minute 4
<b>Annually</b>	Check the insides of water tank and calorifiers for rust, scale, sludge, etc 5
Annually 3	Check the condition of the pipe-work
Annually	Check and replace filters and softeners at the frequency specified by the manufacturer

# APPENDIX 13

## STRESS

### CONTENTS:

- Stressors – Factors which may be associated with work related stress
- Methods of Reducing or Eliminating Stress
- Monitoring Stress
- Symptoms of Stress

### **STRESSORS – FACTORS WHICH MAY BE ASSOCIATED WITH WORK-RELATED STRESS**

Examples of types of stressors include:

- Lack of control over the work
- Conflicting demands
- Overwork/underwork
- Monotonous, repetitive work
- Uncertainty about job security

- Unrealistic targets or performance standards
- Peer pressure including harassment
- Poor management
- Lack of support, both from peers and managers
- The work environment e.g. excessive noise, temperature, humidity and poor décor.

### **METHODS OF REDUCING/ELIMINATING STRESS**

**Stress can be controlled by directly addressing the known causes of work-related stress. Methods include:**

- Allowing staff more control over their work
- Providing consistent fair management and demands
- Communicating effectively with staff and involving staff in decisions
- Team working
- Rotating jobs
- Training
- Planning and reviewing work practices
- Providing an open and understanding approach to staff concerns
- Allowing staff to provide regular feedback on their work

## **MONITORING STRESS**

Any control measures implemented must be monitored to ensure their effectiveness. Monitoring should include Managers / Heads of Department carrying out the following:

- Scrutinising sickness absence records
- Conducting exit interviews
- Measuring work performance levels
- Assessing work relationships
- Assessing staff turnover
- Scrutinising time-keeping records
- Scrutinising disciplinary records
- Examining accident records
- Awareness of gossip/atmosphere

## **SYMPTOMS OF STRESS**

Stress sufferers often demonstrate well recognised symptoms, although the symptoms actually displayed will vary with each individual and not all the symptoms will necessarily be present. Common symptoms include:

- Increased heart rate
- Increased sweating

- Headaches
- Giddiness
- Blurred vision
- Aching muscles, particularly neck and shoulders
- Rashes
- Reduced immunity to infections
- Depression/generally negative outlook
- Increased anxiousness
- Increased irritability and moodiness
- Increased intake of alcohol, caffeine, nicotine, etc
- Reduced ability to sleep
- Lack of concentration
- Poor work performance
- Inability or reduced ability to cope with normal tasks and situations
- Increased sickness absence
- Poor timekeeping