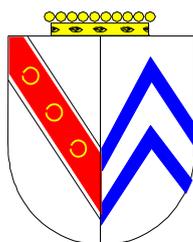


THE DAWNAY SCHOOL



HEALTH AND SAFETY AND WELFARE POLICY AND ARRANGEMENTS

Compiled by: Alexandra Fox/Gail Hard

Approved by Governors: Autumn 2016

Review Date: Autumn 2019

Responsibility: Full Governing Body

Status: Statutory

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by Surrey County Council, and obtainable via SCC website.

Throughout this Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

Health, Safety & Welfare Policy and Arrangements

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Key Nominated Health and Safety Roles

Health and Safety Governor Representative	– Alexandra Fox
Health and Safety Co-ordinator	– Zoe Cowan
Health and Safety Staff Representative	– Louise James
Outdoor Education Co-ordinator	– Jo White

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body and Head Teacher of The Dawnay School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
- Act in accordance with the general Health and Safety Policy of Surrey County Council.
- Require all managers in the school community to act in accordance with County/School Health and Safety Policy and Procedures, and require the names of persons that they supervise and take responsibility for.

2. The Governing Body and Head Teacher will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant health and safety legislation, and will, so far as is reasonably practicable ensure:

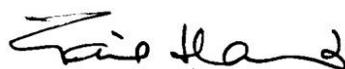
- The school/workplace is in a safe condition
- A safe working environment
- Safe systems of work
- Safe plant and equipment
- Safe access and exit to all areas of the school
- The safety of articles and substances for use at work and in school
- Sufficient instruction and training supervision

3. In support of the above, the Governing Body and Head Teacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the school's health and safety procedures. Risk assessments are undertaken on an 'as required' basis, and on the recommendation of Surrey County Council and Four S.



Annette di Giovanna,
Chair of Governors

November 2016



Gail Hard,
Head Teacher

November 2016

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following health and safety organisational structure, roles and responsibilities are approved by the Governing Body and Head Teacher of The Dawnay School.

1. The Governing Body

The Governing Body approves the Health and Safety Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policies. The Governing Body will specifically:

- 1.1 Include health and safety targets in the School Development Plan (Premises Development Plan section). Targets may include;
 - Provision of facility for health and safety purposes
 - Reductions in accidents/incidents
 - Training for governors/staff
 - Revision of policy/procedure
- 1.2 Nominate a governor (PPF Committee) as a health and safety link between the Governing Body and the wider school community, who will stay up to date with school health and safety initiatives and inform the Governing Body accordingly (Nominated Governor currently Alexandra Fox).
- 1.3 Be informed and updated of Surrey County Council's Health and Safety Policy, and receive advice and support from relevant officers of Surrey County Council or advisers acting on County behalf. Information will be forwarded by the Head Teacher and the Admin Officer – (Surrey County Council Schools' Bulletin Service/Health & Safety Co-ordinator training courses).
- 1.4 Ensure that health and safety is an agenda item on full Governing Body termly meetings, and receive a health and safety report from the PPF Committee. This report should include information on;
 - Progress of the health and safety targets in the School Development Plan
 - Accident/incident analysis
 - Relevant health and safety information received from County or its advisers
 - Suggestion on future health and safety initiatives
- 1.5 Facilitate any necessary review of the school's Health and Safety Policy and procedure as may become apparent via the strategies above.

2. Head Teacher

As senior manager for the premises and of all on and off site school related activities, the Head Teacher is responsible for the day to day management of health and safety. The Head Teacher will advise County/Governors of any health and safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this Policy. In particular the Head Teacher will ensure that:

- 2.1 The contents of this Policy are brought to the attention of all relevant persons
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school*)
 - Appropriate control measures are implemented
 - Assessment is monitored and reviewed as necessary
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this Policy
- 2.4 Appropriate staffing levels for safe supervision are in place
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure that a place of work is in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Head Teacher health and safety awareness
 - Health and safety induction training (all new and temporary staff). The Health and Safety Policy is highlighted in the staff handbook and appropriate staff training takes place on a regular basis.
 - Emergency/fire training for the whole school community
 - First aid
 - Risk assessment

- Health and Safety Co-ordinator
- Lifting and handling
- Working at heights
- Positive physical intervention

and any further specific health and safety training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date (Zoe Cowan, Admin Officer).
- 2.8 The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the management of health and safety regulations.
- 2.9 A termly health and safety report is provided to Governors.
- 2.10 The school co-operates and participates in the County's health and safety monitoring arrangements.
- 2.11 A school's Outdoor Education/Educational Visits Co-ordinator is appointed (Nominated – Jo White).
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents (Admin Office – Katharine Kemp/PPF Committee – Alexandra Fox).
- 2.14 Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly (Admin Officer – Zoe Cowan).
- 2.15 The Fire Risk Assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate deputy is suitably instructed to take day to day responsibility for health and safety in the absence of the Head Teacher (Nominated Person - Deputy Head Teacher).

The Head Teacher may delegate functions to other or single members of staff (e.g. a Health and Safety Co-ordinator) who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out (Health and Safety Co-ordinator – Zoe Cowan, Admin Officer).

3. Deputy Head Teacher

The Deputy Head Teacher will take on the above responsibilities in the absence of the Head Teacher.

4. Line Managers (Individual Staff Members)

Managers in charge of curriculum areas/departments/staff are responsible to the Head Teacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure. (Katharine Kemp – School Office (online service now available)/Zoe Cowan, Admin Officer).
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency (Health and Safety Co-ordinator – Zoe Cowan, Admin Officer).
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the head teacher, and a report to the Head Teacher is provided where necessary.
- 4.6 The health and safety training needs of staff are identified and the Head Teacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary staff receive appropriate health and safety induction training.
- 4.9 First aid provision is adequate (First aiders – Sharon Collett/Lesley Andrews /Jane Peters/Karen Wheeler).
- 4.10 Pupils are given relevant health and safety information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

- 5.3 That they are conversant with the school's Health and Safety Policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person (Health & Safety Co-ordinator).
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretakers

The caretaker is responsible to the Admin Officer and Head Teacher and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic health and safety inspections are carried out at a timescale agreed by the Governing Body, paying particular attention to the building structure, services, access to/exit from the school, and the main circulation areas. These inspections are carried out by the Caretaker, Admin Officer and a selection of pupils as available.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, County etc.

7. Health and Safety Co-ordinator

The Head Teacher has appointed Zoe Cowan, Admin Officer as the Health and Safety Co-ordinator to carry out health and safety functions and maintain an

overview of the health and safety organisation and management of the school, and report to the Head Teacher accordingly.

Specific functions of the Health and Safety Co-ordinator will include:

- 7.1 Having an overview of the school's Health and Safety Policy and arrangements, bringing amendments to the attention of the Head Teacher where necessary.
- 7.2 Overseeing and supporting the school's risk assessment/risk management process and advising the Head Teacher of any deficiencies.
- 7.3 Organising, with the Head Teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arranging, with the Head Teacher, termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Head Teacher and/or County of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all senior managers (including heads of departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their line manager

9. Staff Health and Safety Representative

The Health and Safety Representative shall have the following functions:

9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.

9.3 To make representations to the Head Teacher on matters affecting the health, safety and welfare of employees.

9.4 To carry out workplace health and safety inspections, subject to reasonable notice to their line manager.

9.5 To report any concerns to the Health and Safety Co-ordinator and Head Teacher

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

10. PPF Committee (Governors)

The school has established a PPF Committee which meets termly and comprises governors and staff. One of the purposes of the Committee is to consult with staff on health and safety issues and agree health and safety procedures. Minutes of the PPF Committee meetings are copied to all Governors for termly Governing Body meetings.

A list is displayed in the staffroom to enable staff to report any health and safety concerns to the Committee.

The PPF Committee consults with the following people:-

- 10.1 Head Teacher (Gail Hard – via day to day communication and Governors' meetings)
- 10.2 Governor Health and Safety Representative (Alexandra Fox – via Governors' meetings)
- 10.3 Staff Health and Safety Representative (Louise James – via Health & Safety Co-ordinator and Health & Safety inspections)
- 10.4 Health and Safety Co-ordinator (Zoe Cowan, Admin Officer – via day to day communication and Governors' meetings)
- 10.5 Caretaker (Sue Bishop – via Health & Safety inspections and Health & Safety Co-ordinator)
- 10.6 Caterer (Jacqui White (Commercial Services – via Health & Safety inspections/Health & Safety Co-ordinator)
- 10.7 All school staff (via list on staffroom wall/Staff Health & Safety Representative/staff meetings/Health & Safety Co-ordinator)

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The Dawnay School keeps a health and safety associated policy file. Below are listed the teachers or staff in charge:-

1. Access Control/Security

- Agreed arrangements in place for processing all visitors to the school site (School Office staff) (see under Safeguarding)
- Agreed arrangements in place for security alerts (School Emergency Plan – copies held by all members of School Emergency Management Team – and copy in Admin Office)

2. Accident Reporting, Recording & Investigation

- Katharine Kemp (person in charge of recording and reporting)
- Information and records kept in the office
- On line reporting available
- Investigator (Zoe Cowan, Admin Officer)
- Governor (Alexandra Fox)
- Staff Representative (Louise James)

3. Asbestos

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)
- Consult with Surrey County Council Premises Management Team (on 0208 541 9000 option 6)

4. Contractors

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)
- Consult with Surrey County Council Premises Management Team (on 0208 541 9000 option 6)

5. Curriculum Safety [including out of school learning activity/study support]

- Outdoor Education Co-ordinator (Jo White)
- All curriculum activity risk assessments are held by Jo White. These are reviewed before each trip.

6. Drugs & Medications

- Policy on the Administration of Medicines (Katharine Kemp is the person in charge at The Dawnay) kept in School Office and Admin Office
- Policy on Drug Awareness and Substance Abuse (Admin Office)

7. Electrical Equipment [fixed & portable]

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)
- Procedures and records held in the Admin Office
- All staff have responsibility to report defective equipment
- Caretaker, Sue Bishop conducts portable appliance testing

8. Emergency Plan

- Agreed arrangements in place for all types of security alert
- School Emergency Plan – copies held by each member of School Emergency Management Team, in Admin Office and in School Office

9. Fire Precautions & Procedures (and other emergencies)

- Emergency Plan held in Admin Office (also held by all members of SEMT)
- All fire routes clearly displayed in each room
- Regular fire safety inspection carried out by competent officer
- Fire routes checked termly during the Health & Safety inspections

10. First Aid

- First Aiders – Sharon Collett/Lesley Andrews /Jane Peters/Karen Wheeler.
- First aid boxes held in medical room
- Lesley Andrews responsible for checking and stocking of first aid boxes and general supplies
- Administration of Medicines Policy in file in Admin Office and copy in medical room
- Head Teacher (or Teacher in Charge) responsible for any decision on whether child should be taken to hospital and by whom

11. Glass & Glazing

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)

12. Hazardous Substances

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)

- Caretaker, cleaners and staff aware of storage of hazardous substances
- Hazardous substances kept locked in 'Fort Knox' (storage cupboard with metal fire door used by cleaners) and those used by staff kept locked in cupboard in medical room

13. Health and Safety Advice

- Health and Safety Co-ordinator
- Health and Safety Advisor (0800 073 4444)

14. Housekeeping, Cleaning & Waste Disposal

- The Dawnay buys into the County cleaning contract, building buy back scheme and inspections contract
- The Caretaker and Premises Manager (Zoe Cowan, Admin Officer) are responsible for the daily administration of site issues including security, refuse collection/disposal, snow clearance etc. under the direction of the Head Teacher.

15. Handling & Lifting

The school follows the Surrey policy which is implemented by the Head Teacher

16. Intimate Care

Intimate Care Policy in Admin Office and annexes displayed where appropriate around the school (Zoe Cowan, Admin Officer)

17. Jewellery

The school follows the Surrey policy which is implemented by the Head Teacher.

18. Lettings/Shared Use of Premises

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)
- Lettings Policy in Admin Office

19. Lone Working

Head Teacher reminds staff on regular basis of issues relating to lone working

20. Long Term Evacuation Plan

See under Emergency Plan

21. Maintenance / Inspection of Equipment

- Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)
- Buy back into County inspections (details in Admin Office)

22. Monitoring the Policy

- Head Teacher
- Admin Officer
- PPF Committee

23. Playground Safety

- Head Teacher implements County guidelines on playground safety including staff/pupil ratio and staff training
- Termly midday supervisor meetings (Katharine Kemp reporting back to Head Teacher)
- Equipment and grounds inspections via County buy back (Zoe Cowan, Admin Officer)
- Head Teacher and Caretaker check playgrounds for safety in snow and ice and make appropriate decisions
- Inspection of equipment carried out by Caretaker and Admin Officer during termly inspections

24. Reporting Defects

Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)

25. Risk Assessments

- Separate folder kept in the Admin Office for all risk assessments (not school trips) (Zoe Cowan, Admin Officer)
- School trips risk assessments kept in Admin Office and also by Outdoor Education Co-ordinator (Jo White)
- Governor Representative (Alexandra Fox)

26. Safeguarding

- Central single list (Jane Peters)

- County guidelines adhered to (Head Teacher and Admin Officer (Personnel))
- Child Protection Policy in Admin Office (Head Teacher)

27. School Trips/ Off-Site Activities

- School Health & Safety Representative and Outdoor Education Co-ordinator (Jo White)
- Educational Visits and Outdoor Education Policy (Jo White) – kept in Admin Office

28. School Transport

- The school uses driver checklist for safety checks of hired mini buses (School Office)
- (School Office) for driver safety/insurance verification
- Reputable coach companies used (School Office)

29. Smoking

School's Smoking Policy (no smoking on school site) implemented by Head Teacher

30. Staff Consultation

- PPF Committee meetings (Governor Representative)
- Health and Safety inspections
- School Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)
- Information in staff handbook (for new staff/supply teachers etc.)
- Staff meetings
- Staff spoken to by Staff Health & Safety Representative during termly inspection

31. Staff Health and Safety Training and Development

- Head Teacher responsible for informing staff of updates
- Admin Officers (Premises/Personnel) school contacts
- School Office arranges courses
- Staff Handbook for new staff
- Head Teacher outlines H&S to new staff/volunteers
- Health and Safety Policy shown to staff

32. Staff Well-being / Stress

- The school buys back County personnel and occupational health support
- School contact Zoe Cowan, Admin Officer

33. Supervision [including out of school learning activities/study support]

- Head Teacher
- Katharine Kemp (Staff Health & Safety Representative and Outdoor Education Co-ordinator)
- Alan Cottle (Surrey County Council Risk Management Consultant)

34. Use of VDU's / Display Screens

Health and Safety Co-ordinator (Zoe Cowan, Admin Officer)

35. Vehicles on Site

- The school informs and reminds parents regularly about rules involving vehicles on site and safe routes for pupils within the school grounds
- Parents are asked to drop off and pick up children in designated areas only
- No parking is available to parents on the school site; Parking Permits for the Fairfield car park are issued free by the school office and monitored by Mole Valley.
- Appropriate road markings are used and gates are shut when the school is in session
- If any building works take place on the school site, appropriate arrangements are made

36. Violence to Staff / School Security

We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community. If you have concerns we will always listen to them and seek to address them. Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school. Visitors behaving in this way are likely to be removed from the premises and prosecuted.

37. Working at Height

The school follows the Surrey Guidelines which are implemented by the Head Teacher

38. Work Experience

School contact Carolyn Boulding for all issues relating to work experience and visiting students

S SUMMARY RISK ASSESSMENT

SAFETY MANUAL

SMI No: 1/08 This form is provided as a resource to help Surrey County Council managers record risk assessments. **Section B1 Appendix 4A**
June 2008 Its use is not mandatory. Managers can record risk assessments in any format that provides the required information.

Central Joint Safety Committee has approved this document to summarise Surrey County Council's risk assessments and health & safety precautions for its most common activities. More detail on risks and precautions can be found in the Safety Manual sections listed in column 4. Managers using this recording method must ensure that the wording is valid for the activities they control, arrange supplementary assessments for any risks it does not cover and record validation evidence where indicated.

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Safety Manual Ref.	Step 3 (continued) What further action is necessary?	Step 4 How will you put the assessment into action?
Fire	Outbreaks are uncommon in occupied workplaces but fire can kill many employees and service users if it occurs.	Managers must make sure employees are told about alarms and escape routes for their normal workplace. Employees must ask for this information if they are not given it or are working in an unfamiliar place.	C2 G1		
Equipment	Can cause cuts, bruises or major injuries to employees and service users if faulty or used incorrectly. Electrical faults can kill.	Managers must make sure that all equipment is fit for purpose and well maintained. Also, that employees are given safe working instructions and comply, check for obvious faults, report any they find, and do not use faulty equipment.	D		
Work activities	All tasks have their own risks. Poor posture or cramped conditions can cause chronic strain injury to those doing the work.	Managers must ensure that employees know any risks caused by their work and how to overcome them. Computer users must be trained in how to how to adjust and use workstations safely.	B1 F3		
Lifting or moving loads	Bad lifting technique can cause crippling injuries to the lifter or to service users if they are being lifted.	Managers must keep loads to the minimum by planning tasks, storage, routes etc and procuring mechanical aids. Use adequately trained people for any lifting that may cause injury. Instruct employees not to lift anything heavy or awkward.	F2		
Trips and falls	Falls are an everyday event. Injuries are usually minor but can be severe. Height increases risk.	Managers must ensure workplaces are kept tidy and tripping hazards remedied. Prohibit work at height without suitable and well-maintained access equipment.	C5		
Chemicals	Can cause the user or people nearby poisoning or skin damage if used incorrectly.	Managers must make sure that employees know how to use chemicals safely, have all necessary training, equipment and protective clothing and supervise them to ensure safe working.	E1		

S

SUMMARY RISK ASSESSMENT

SAFETY MANUAL

Infections	Health Authorities try to prevent the spread of disease but there is always some risk of infection when working with people.	Managers must ensure that employees are given specific instructions on infection control if their work elevates exposure to contagious diseases other than common environmental infections. The council promotes good personal hygiene to help combat common infections.	E2		
Violence	A minority of the general public can become violent if they do not get their own way. Serious injuries are rare but regular exposure to threats can cause ill health in affected employees.	Building security arrangements are designed to minimise risks from violence for the majority of occupants. Where this is not possible (eg services for vulnerable people) managers must arrange special precautions including training to minimise the risks from working with potentially violent people.	F4		
Stress	Excessive workload or traumatic events can cause ill health in affected employees.	Managers must use performance management procedures to agree achievable work targets and amend them when circumstances change. Employees convinced that their manager is being unfair should initiate independent review via the Fairness and Dignity at Work Procedure.	F5		
Travel	Many people are killed or injured on or near roads	Everybody must act on road safety guidance, plan travel in advance and allow plenty of time to minimise risks from hurrying. .	F6		
Hazards to the pregnant/young	Physical weakness and/or lack of experience increase vulnerability for mothers and children	Managers must ensure that extra precautions are taken to supervise and protect under-18s, new/expectant mothers and unborn babies.	B1 App. 5		
Other					

This assessment, together with the additional documentation identified below, is valid for the activities undertaken by

Additional documentation filed at

Name and Job Title: Date:.....