

New London Educational Trust



Health and Safety Policy

Version 4

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1. General Policy on Health and Safety at Work

New London Educational Trust has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees, learners, contractors and visitors who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Trust, and is applicable to all staff, learners and visitors at our sites. This policy also applies to staff working at off-campus sites.

- 1.1.** The Trust's CEO has the overall responsibility for safety and health at the Trust and is actively committed to continuous improvement and to achieving best practice in assessing and minimising any risk. The health and safety of learners and staff are central to our work, and we take legal requirements as no more than our starting-point.
- 1.2.** Health and safety shortcomings could impact directly on our public standing and financial viability; and risk management is particularly important at this time of major change and departmental relocation. Effective health and safety management is integral to effective management overall and will be incorporated into New London Educational Trust's performance standards and plans.
- 1.3.** To minimise the likelihood of failures of control, the Trust is committed to maintaining a properly resourced health and safety management system which involves systematically setting and continuously developing appropriate policy; creating the organisation necessary to achieve policy objectives; planning how to achieve our objectives; implementing our plans; continuously measuring achievement; auditing and reviewing the cycle as a whole.
- 1.4.** In pursuance of this policy, the NLET will take action to:
 - Make health and safety integral to the education and training we provide.
 - State health and safety policy and assign clear roles for carrying out the policy.
 - Display (and fill in) the HSE notice 'Health and Safety Law' or provide each worker with a copy of the equivalent pocket card.
 - Provide the information, instruction, training and supervision which will ensure that management, staff and learners have the competence and knowledge to work safely and without risk to health;
 - Allocate the necessary resources, and act to assess and then manage all significant risks to our staff and to those who are not in our employment - learners, contractors, and members of the public.
 - Identify, assess, and manage the health and safety risks arising from work activities.
 - Identify and removing fire hazards, ensure fire alarms and equipment are fully operational, and that those using the premises are familiar with emergency procedures.
 - Provide and maintain safe and healthy systems of work; plant and equipment; substances; premises, access and egress.
 - Provide and maintain a safe, comfortable and healthy working environment, including lighting, toilets, washing facilities and drinking water, with an ergonomic workspace for those using computers.
 - Ensure first aid needs are assessed and met, and that there is an accident record for any accident leading to absence from work of three or more days, any notifiable work-related disease or dangerous occurrence.
 - Prevent accidents and cases of work-related ill health, so far as is reasonably practicable.

- Ensure that regulations on private transport (minibuses) for learners are observed.
- Foster communication and co-operation with staff and learners in developing, monitoring and reviewing measures to improve our health and safety standards.
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action for any breach of the Trust safety law.

2. Responsibilities for Health and Safety

2.1. The CEO is responsible for annual review and development of this policy. The CEO will also review progress in implementing plans and achieving objectives. In addition, codes of practice and other forms of instruction will be issued for more specific subject areas.

2.2. The Health and Safety Committee, consisting of employer, staff and learner representatives, has both executive and consultative functions. In its executive role, the Committee is responsible to Trust's CEO for:

- Co-ordinating the formulation and issue of Trust-wide codes and procedures.
- The ongoing monitoring, audit and review of progress.
- Ensuring effective consultation.
- Encouraging staff and learner involvement and participation.

2.3. The CEO has day-to-day responsibility for Health & Safety and control measures on the Centres. The Health and Safety Officer has the responsibility to ensure that:

- This policy is put into practice and must provide relevant advice on health and safety to staff and learners.
- Suitable and sufficient risk assessments are carried out regularly on all premises and activities within the premises;
- Action plans and precautions, resulting from risk assessments are implemented and control measures for controlling the risk are maintained;
- Regular audits and inspections are carried out on control measures to ensure their continued effectiveness;

2.4. Curriculum Co-ordinators are responsible for health and safety within their departments. They are required to demonstrate leadership in health and safety management and are encouraged to adopt their own statements of general policy as appropriate.

They will ensure adequate risk assessment and risk management; and will issue and periodically review departmental procedures as appropriate. Curriculum Co-ordinators are also responsible for specifying procedures for monitoring and review; and for establishing departmental or specialist committees - in each case as appropriate to the risks associated with the work of the department concerned.

2.5. Event or conference organisers must ensure that they carry out risk assessments of their activities, including research and learner projects, conferences and open days, and other activities arranged or hosted by them on or off Campus. Control measures must be implemented to minimise any risks from Health & Safety.

2.6. All Staff, Learners, Visitors, Contractors and others are required to take reasonable care for their own health and safety and that of others. They are expected to co-operate with the Trust on all matters of health and safety; to comply with Trust instructions on health and safety; to promptly report any Trust-related accident, hazard or instance of ill-health; and to adopt a responsible attitude overall. The normal channel for a health or safety query or concern from a member of staff or from a learner is by reference to their supervisor or respective head of department.

Staff should:

- Participate in routine on-site risk assessment, ensuring that equipment and facilities are safe and fit for purpose.
- Take any necessary action to manage risks.
- Properly use equipment and seek assistance when any necessary control measure is unavailable.
- Participate fully in training programmes, consultation, and periodic health and safety initiatives.

2.7. For specialist advice and assistance, the Trust would employ the services of a properly resourced Health and Safety Consultant.

To ensure health and safety standards are maintained/improved, those listed below have responsibility in the following areas:

Area of Responsibility	Contact
Health issues related to DSE use	Curriculum Co-ordinator
Furniture replacement or repair	Operations Director
Blinds, curtains, etc	Operations Director
Computing equipment / software	Curriculum Co-ordinator
Electrical defects	Operations Director
Work environment factors (ventilation, noise, etc)	Curriculum Co-ordinator

3. Health & Safety Committee

Approved by the Governing Council of New London Educational Trust

3.1. Title: New London Educational Trust Health and Safety Committee.

3.2. Reporting Line: The Committee shall report to the Trust's CEO.

3.3. Purpose and Functions:

3.3.1. The Committee consists of employer, staff and learner representatives. It has both an executive and a consultative role in following best practice and continuous improvement in standards of health, safety and welfare, including provisions for first aid and for fire prevention and control.

3.3.2. In its executive role, the Committee is responsible to the Trust's CEO for the functions of:

- i) Co-ordinating and assisting with the adoption of an appropriate framework of policy and procedures - facilitating the development and maintenance of safe systems of work and compliance with both existing and impending legislation.

- ii) Determining appropriate objectives, timescales and performance indicators.
- iii) Following the organisation and the planning necessary for effective risk management, particularly in relation to the introduction of new processes.
- iv) General oversight of the process of implementation, with particular reference to risk management, health and safety training, communications and publicity.
- v) The examination of accident reports, trends and resultant recommendations; health and safety audit reports; reports relating to comparable institutions and any reports from enforcement authorities;
- vi) The ongoing monitoring, audit and review of implementation and progress, and of the overall efficacy of the health and safety management system as outlined in (i) to (v) above.
- vii) The submission of an annual report to the Trust CEO and the Governing Council.

3.3.3. In its consultative role, the Committee is responsible to the Trust CEO for ensuring effective consultation on, and encouraging staff and learner involvement and participation in, each of the functions listed in 3.3.2 (i) to (vi) above.

3.4. Officers

The Trust CEO shall nominate a representative to chair the Committee. The Committee shall itself elect a Deputy Chair from its members - excluding those who are members ex officio or who have been co-opted (5.1).

3.5. Members

- The Chair of the Committee.
- Two members of New London Educational Trust Staff.
- Two New London Educational Trust Learners.

3.6. Meetings

3.6.1. The Committee shall meet twice each year.

3.6.2. The Deputy Chair of the Committee shall send the agenda and associated papers to Committee members two weeks in advance of its meetings and shall send them draft minutes as soon as practicable after the meetings.

3.6.3. The quorum for meetings of the Committee shall be four.

3.7. Powers

3.7.1. The Committee may appoint sub-committees or working groups for specified purposes at its own discretion; and may invite other members of staff and/or learners to serve on those sub-committees or groups.

3.7.2. For the purposes outlined in Section 3 above, the Committee may carry out inspections on Trust premises, within the limits of data protection and confidentiality, may inspect paperwork and other records associated with Trust activities.

3.7.3. The Committee may make recommendations to the Trust CEO on matters of health, safety or welfare, and may recommend that specified plant or materials be prohibited from use or that specified activities be suspended, whether or not pending further investigation.

- 3.7.4.** The Committee may make arrangements for the health and safety training of its members and any other Trust staff.
- 3.7.5.** The Committee may call for reports from departmental and specialist health and safety committees. The Deputy Chair of the Committee shall receive copies of the minutes of departmental and specialist health and safety committees for scrutiny by Committee members at their request.
- 3.7.6.** The Committee may nominate members to attend the meetings of specified departmental or specialist health and safety committees.

4. Health & Safety Risk Management Policy

4.1. Background

Legislation and the requirements of good practice dictate that we properly manage the risks associated with the work we do. To manage these risks properly, we are required to

- (a)** Identify and assess the risks - to staff, learners, contractors and the public.
- (b)** Evaluate the effectiveness of existing controls.
- (c)** Identify risks which are inadequately controlled.
- (d)** Identify and implement the additional controls required; and review their effect.

The object of assessment is to identify how to manage the risk to the lowest level reasonably practicable - an object which is best achieved using the following hierarchy of controls:

- (a)** Eliminate the risk by ceasing to carry out the process or task concerned.
- (b)** Substitute lower-risk substances or lower-risk methods of work.
- (c)** Reduce the risk at source, e.g. by fusing electrical appliances.
- (d)** Provide individual protection, e.g. by issuing personal protective equipment [PPE] where required; by excluding unauthorised personnel; etc.

4.2. Standard Template

The Appendix contains a suggested template for health and safety risk assessment – a form which may additionally be used, where appropriate, to assess risks to the environment.

4.3. Responsibility

Curriculum Co-ordinator should already have determined whether the work of their department warrants a departmental and/or specialist Safety Committee, consisting of staff and learner representatives as well as relevant specialists. Where established, these Committees should adopt a systematic approach to the following:

- (i)** Risk assessment of new tasks and methods of work before they are first undertaken.
- (ii)** Identification and assessment of any existing task not previously assessed.
- (iii)** Display screen equipment [DSE] assessments.
- (iv)** Assessments prompted by accident reports, by any trend in work-related illness, or by any other indication that existing controls are inadequate.

Where there are no departmental or specialist Safety Committees established, the Curriculum Co-ordinator concerned should make alternative arrangements or liaise with the Health & Safety Officer to cover items (i) to (iv) above.

4.4. Risk Classification

The template classifies risks as "Insignificant", "Low", "Medium" or "High" - with classification on the basis of proper implementation of the control measures specified.

4.5. Classification Outcome

NLET requirements for additional controls and subsequent re-assessment are as follows:

- i.** Insignificant - No further action required.
- ii.** Low - Additional control measures should be implemented to reduce the risk from "low" to "insignificant". The task may be carried out in the interim with any previously specified controls in place.
- iii.** Medium - Additional control measures - alternative methods of work, increased supervision, etc. - must be implemented to reduce the risk to "low". The task may be carried out in the interim with the previously specified controls in place but subject also to annual reassessment.
- iv.** High - The control measures required to reduce the classification to "medium" must be identified and implemented prior to continuing with the activity concerned. No activity may be carried out while any associated risk is classified as "high".

4.6. Assessment Communication

Safety Committees and others responsible for carrying out risk assessments should ensure that all relevant parties within their department(s) are informed about the control measures identified in the course of assessment. The object is to manage the risks by implementing the required controls. Supervisors have specific responsibility for distributing, and explaining, relevant risk assessments to all those whom they supervise. To minimise unnecessary duplication of effort, assessments which are relevant beyond the originating department should be copied to the nominated Health and Safety Officer for wider circulation.

4.7. Control Measures

Managers, supervisors, staff and learners are each responsible for implementing the control measures specified; and for correcting or reporting any deficiency. Any ongoing difficulty with controls should be referred to the Health & Safety Committee or originator concerned.

4.8. Site Specifics

Those involved in a task should ensure that generic assessments are not invalidated on site. When necessary, generic assessments should be made site-specific by completing another form. Supervisors must ensure that assessments fully reflect local conditions.

4.9. Records and Review

Copies of current and superseded assessments should be retained in departmental files. Assessments should be reviewed at two-year intervals; one-year for "medium" risks as stated above; and at once in the event of significant change in the circumstances assessed.

5. Slips and Trips Policy

It is the policy of the Trust to deal with the risk of slips and trips within our premises or on land that we own or control, in the same way as any other aspect of safety.

In order to ensure the systematic management of health and safety, the Trust will conduct a comprehensive risk assessment covering all hazards. Identified risks will be ranked according to likelihood and severity and prioritised. The Trust will take necessary action to manage identified risks, dealing first with those presenting the greatest risk of injury to our staff and any other persons to whom we owe a duty of care.

The risks associated with slips and trips will be ranked, prioritised and the appropriate action taken along with all other safety issues requiring our attention and action.

We will ensure that there are adequate funds to maintain our premises and land that we own or control, as far as is reasonably practicable to prevent injury or damage.

6. Policy Statement on the Health and Safety of New and Expectant Mothers

In accordance with the Health and Safety Policy, NLET is fully committed to continuous improvement in the management of all significant safety and health risks. The Trust will fully meet its legal requirements to provide a safe and healthy working environment for all staff.

The Trust will pay attention to the health and safety of new and expectant mothers. To this end, we will ensure, so far as is reasonably practicable, that the Health & Safety Officer or the Curriculum Co-ordinator carries out a specific risk assessment to ensure that all significant risks to new and expectant mothers are appropriately identified and controlled.

In order to achieve this, we require the full cooperation of female staff. If you are pregnant or there is a chance you might be pregnant and you feel that any work process, system or arrangement is creating a hazard to your health or safety, you must inform your line manager as soon as possible.

We will ensure that all female staff are informed of this policy and any action emanating from it.

7. Display Screen Equipment

7.1. Definitions

Display Screen Equipment	- any alphanumeric or graphic display screen, regardless of the display process involved, includes Visual Display Units (VDUs).
Workstation	- means an assembly comprising DSE and accessories, disk drive, telephone, modem, printer, chair, desk and immediate work environment.
User	- a NLET employee who habitually uses DSE as a significant part of normal work.
Operator	- a self-employed person or a contractor's or agency employee, working for NLET, who habitually uses DSE as a significant part of normal work.

7.2. Workstation Requirements

DSE workstations should comply with the requirements set out in the Schedule to the 1992 DSE Regulations. The requirements cover the DSE itself; the working environment; and the software interface between the DSE and its user or operator. Advice on the requirements is available from the Health & Safety Department.

7.3. Daily work routine

The daily work routine of DSE users should incorporate adequate breaks or changes of activity. Guidance on breaks is included in the HSE booklet, "Working with VDUs", available from the Health & Safety Department.

7.4. Sight Tests and Corrective Appliances

Sight tests must be undertaken by users at regular intervals. The Trust will not meet the cost of the tests, frames, lens or any sight correction treatments.

7.5. Training & Information

All staff identified as users or operators shall attend a briefing session on safe and healthy working with display screen equipment.

7.6. Timescales for Workstation Assessment

DSE assessments of users' workstations, and of operators' workstations when provided by NLET, shall be carried out to the following timescales:

- (a) Within 30 days of first employment at the workstation concerned;
- (b) When a previous assessment has been invalidated by a significant change in the work process, workstation or location; and
- (c) When a user or operator reports any pain or distress arising from DSE work.

7.7. Procedure for Workstation Assessment

DSE users and operators - who should already have received a DSE briefing (see 6.5 above) - shall carry out an initial assessment using the self-assessment form attached.

The completed form shall be returned to the users/operator's supervisor or manager who should resolve any "No" answers or indicate what remedial action is required and by when.

The Health and Safety Officer should be contacted for any necessary advice on remedial action. When remedial action, if any, has been completed, the assessment should be signed off by both the supervisor/manager and the user/operator.

7.8. Records

Copies of the assessments for each user and operator should be kept in departmental office.

7.9. Audit

The Health and Safety Officer will periodically audit departmental compliance with this Procedure.

7.10. Guidance

Guidance for DSE users and operators is available from the Health and Safety Officer or Trust Intranet.

8. Accident Reporting

8.1. Purpose

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property.

This policy details Trust requirements for accident reporting to facilitate compliance with legislation. In addition, the policy is designed to ensure the necessary action to prevent any recurrence and to enable the Trust to maintain proper records.

8.2. Scope

The policy applies to:

- (a)** Accidents which involve anyone (staff, learner, contractor or member of the public) when on NLET premises or anywhere else when engaged in NLET activities.
- (b)** Ill health which involves anyone and is related to NLET premises or activities.
- (c)** Dangerous occurrences on NLET premises or involving NLET plant or equipment.

8.3. Accident/Incident Report Book

The Health & Safety Officer will complete the accident report book in the event of an accident. This book will be held securely by the Health & Safety Officer for the purposes of ensuring and monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein e.g. insurance companies.

Risk Assessment Matrix

Severity of Injury →		Insignificant Injury	Minor Injury	Significant Injury	Serious Injury	Major Injury / Fatality(s)
Likelihood of Injury ↓		(1)	(2)	(3)	(4)	(5)
Highly Likely	(5)	5	10	15	20	25
Likely	(4)	4	8	12	16	20
Possible	(3)	3	6	9	12	15
Unlikely	(2)	2	4	6	8	10
Highly Unlikely	(1)	1	2	3	4	5

To evaluate the risk rating, for each hazard identified
Identify the likelihood (possibility of harm), eg, Possible (3)

Identify the severity (actual degree of harm caused), eg, Serious (4)

Risk = Likelihood x Severity i.e. 3 x 4 = 12
(Matrix shows this as an amber risk)

Red rated: Totally unacceptable risk; jobs must stop if currently underway until risk can be reduced

Amber rated: Risks may be acceptable but further reasonably practicable measures to reduce risk must be considered

Green rated: Acceptable risk in most circumstances

Assessment of Display Screen Equipment (DSE)

Introduction

The following checklist is designed to allow an assessment of individual Display Screen Equipment (DSE) workstations to be carried out, in terms of the Health and Safety (Display Screen Equipment) Regulations 1992, and associated guidance.

Users are encouraged to carry out their own risk assessment, which will then be checked by the Assessor. A new risk assessment needs to be carried out if there is a change of user, a change in equipment, or in location/set up.

Work through the checklist, ticking either the "yes" or "no" column against each risk factor:

- "yes" answers require no further action.
- "no" answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the "Action to take" column. Assessors should check later that actions have been taken and have resolved the problem.

Please note that, though a characteristic of the workstation may not precisely match the advice given in the Regulations and Guidance, remedial action will not require to be applied if the user in question is satisfied with the item and desires no change.

Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided.

Workstation location: (Trust, Division, Unit etc., building, room no. and floor)	
Name of User:	
Assessment completed by:	
Assessment checked by:	
Date of Assessment:	
Any further action needed? Yes / No Please specify action required.	
Follow up action completed on:	

ASSESSMENT CHECKLIST

1. DISPLAY SCREENS				
Risk Factors	Tick Answer Yes / No		Things to Consider	Action to take
Are the characters clear and readable?			Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker?			Try using difference screen colours to reduce flicker, e.g. darker background and lighter text, increase refresh rate of monitor setting. If problem persists, contact your IT support.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and /or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • Swivel/tilt is absent or unsatisfactory. • Work is intensive. • The user has problems getting the screen to a comfortable position. The height of the screen should be roughly at eye level. A monitor stand may be required. If using an LCD screen, ensure it is adjustable in height, alternatively use a monitor stand.	
Is the screen free from glare and reflections?			Find the source of the reflections. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	

Is the user facing the screen?			Position the screen in front of the user, to avoid any twisting.	
Are adjustable window coverings provided and in adequate condition?			Check that curtains/blinds are in good working order. If not, report to Estates and Buildings. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	

2. KEYBOARDS

Risk Factors	Tick Answer Yes / No		Things to Consider	Action to take
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable computer).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?  YES  NO  NO	<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Keep elbows close to the body, do not overstretch the arms.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p> <p>Users may find the use of a compact mini-keyboard more comfortable.</p>			
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> • Hands bent up at wrist. • Hitting the keys too hard. • Overstretching the fingers. 	
Are the characters on the keys easily readable?			<p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

3. MOUSE, TRACKBALL, ETC

Risk Factors	Tick Answer Yes / No		Things to Consider	Action to take
<p>Is the device suitable for the tasks it is used for?</p>			<p>If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p> <p>Check the device has been set to suit the user (for right or left hand user).</p>	
<p>Is the device positioned close to the user?</p>  <p>NO</p>  <p>YES</p> 			<p>Most devices are best placed as close as possible e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> • Prevent arm overreaching. • Tell users not to leave their hand on the device when it is not being used. • Encourage a relaxed arm and straight wrist. <p>A compact keyboard will help the user to avoid overreaching.</p>	
<p>Is there support for the device user's wrist and forearm?</p>			<p>Support can be gained from, for example, the desk surface. If not, a separate supporting device (gel filled) may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
<p>Does the device work smoothly at a speed that suits the user?</p>			<p>Check if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Users may need training in how to adjust device settings.</p>	

4. SOFTWARE

Risk Factors	Tick Answer Yes / No		Things to Consider	Action to take
Is the software suitable for the task?			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear messages.</p>	

5. FURNITURE

Risk Factors	Tick Answer Yes / No		Things to Consider	Action to take
Is the work surface large enough for all the necessary equipment, papers etc?			<p>Create more room by moving printer, reference materials etc elsewhere. Use multilevel trays for papers/documents.</p> <p>If necessary, consider providing new power and telecom sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
Are the surfaces free from glare and reflection?			<p>Consider mats or blotters to reduce reflections or glare.</p>	
<p>Is the chair stable & suitable for the user?</p> <p>Does the chair have a working:</p>			<p>The chair may need repairing or replacing if the user is uncomfortable, or the adjustment mechanisms are faulty.</p> <p>Contact the Trust Administrative Officer.</p>	

<ul style="list-style-type: none"> - Seat back height and tilt adjustment? - Seat height adjustment? - Swivel mechanism? - Castors or glides? 				
<p>Is the chair adjusted correctly?</p>			<p>The user must be familiar with the chair adjustments.</p> <p>Adjust the chair height to sit with elbows at approx. 90° & 2cm above the desk when touching the G & H keys.</p> <p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably. Consider chairs without armrests or alternatively, adjustable armrests.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the lower back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported at all times by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the screen?</p>			<p>Adjust the chair height to get the user's arms in the right position; adjust the monitor height/tilt if necessary.</p>	

6. ENVIRONMENT

Risk Factors	Tick Answer Yes / No		Things to Consider	Action to take
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>VDUs and other equipment may dry the air. Green plants may help to increase moisture levels in the air.</p> <p>Circulate fresh air if possible.</p> <p>As a last resort, if discomfort is severe, consider a humidifier.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.</p>	

Final Questions to Users:

- Is a portable computer being frequently used? If so, reduce its use to a minimum. Alternatively, have a docking station (separate keyboard, separate screen or screen elevated, separate mouse or tracking device).
- Has the checklist covered all the problems the user may have working with the DSE?

- Has the user experienced any discomfort or other symptoms, which may be attributed to working with the DSE? Have they been reported to the Trust Administration?
- Has the user been advised of their entitlement to eye and eyesight testing, and advised to contact the Health and Safety Office to arrange appropriate testing?
- Does the user take regular breaks working away from the DSE?
- Has the user read the Occupation Health Unit leaflet "Are you keying comfortably"?

General Risk Assessment Form

Name of Assessor	
Risk Assessment No.	
Risk Assessment of	
Date of Assessment	
Signature of Assessor	
Location	

Definition of Hazard: The condition or practice with the potential to cause harm.

Definition of Risk: A risk is the likelihood that a hazard will cause a specified harm to someone or something.

Likelihood (A): This is how probable the hazard may cause harm. (Use a score between 1 and 5 to establish how likely the hazard may cause harm.)

Severity (B): This is the extent of the harm caused by a hazard. (Use a score between 1 and 5 to establish the severity of the injury should injury occur.)

Risk Rating (A x B): Multiply the likelihood value with the severity value to give you a risk rating.

Risk Assessment Sign Off

Form completed by	
Signature	
Date	
This Risk Assessment has been passed to	
For Action on	
This Assessment will be reviewed on	

Evaluate the Risks and Decide on Precaution

Having identified hazards that could cause harm, the law requires you to evaluate the associated risks. This will help you to decide whether the existing control measures are sufficient or whether additional measures are required.

One way of evaluating risk is to assign a numerical value (between 1 and 5) to likelihood and severity:

Likelihood of an occurrence:

- Highly unlikely 1
- Unlikely 2
- Possible 3
- Likely 4
- Highly likely 5

Severity is the potential extent of the harm caused by a hazard:

- Insignificant injury 1
- Minor injury 2
- Significant injury 3
- Serious injury 4
- Major injury / fatality (s) 5

The risk rating is then calculated by simply multiplying the likelihood value with by severity value (likelihood X severity). E.g., 3 x 4 = 12

- Score between 1 and 5 = LOW RISK No action required.
- Score between 6 and 14 = MEDIUM RISK Controls should be reviewed.
- Score between 15 and 25 = HIGH RISK Process should be stopped immediately.

The risk rating will help you to prioritise your actions. The higher the rating, the more urgent the need for action.

For an assessment matrix that you can use to help you to evaluate risk, see the Risk Assessment Matrix.

Risk Rating and Control Measures *(Use a second sheet if necessary)*

Hazards	Risks (what might happen? To whom? How?)	Likelihood Value (A)	Severity Value (B)	Risk Rating (A x B)	Proposed Control Measures
Slips due to washing floor	Wet floor hazard to customer and staff.	3	2	5	Cleaner trained in using Wet floor signs. Centre Managers to ensure followed.
Cleaning Chemicals	Issues by leaving in customer's areas, non-dilution, poor usage.	3	3	5	Cleaner trained all COSHH sheets available for chemicals. Refresher training and monitoring
Computer cables	Poorly attached and maintained computer cables. Staff and Learners	2	2	3	New contract in place with computer tech company starting Jan 2018 to be monitored by the Operations Director
Main Entrance Wet Floor due to rain and volume of customers	Slips due to water. Customers and staff.	3	2	5	Receptionist to ensure that wet floor signs are put out in plain sight in reception area and warn all customer verbally on entering and leaving building.

Use the Risk actions management log on the next page to ensure that all actions are implemented and completed.

Risk Management Actions Log

Risk ID	Action Owner	Action Details	Priority	Due by Date	Progress/ Comments	Status	Date Completed

All actions that have been completed must be communicated to the person responsible for the management of the risks and actions. These actions should then be marked as complete on this form and communicated to the relevant individuals.