


Health and Safety Policy

THIS POLICY REFERS TO ALL SENIOR SCHOOL STUDENTS AND PUPILS IN THE INFANT AND JUNIOR SCHOOL INCLUDING THOSE IN EYFS

Owner:	Director of Finance and Operations
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Part 1: General Statement of Health and Safety Policy

This Policy relates to all areas of the School, including those involving EYFS.

To ensure the principles of health and safety are clearly understood throughout the School, we will be committed to:

- complying with relevant health and safety laws and regulations, including Health and Safety at Work etc Act 1974, DfE Health and Safety: Responsibilities and Duties for Schools (2018), and DfE Health and Safety on Education Visits (2018), voluntary programmes and other requirements to which the School subscribes;
- comply with and follow all relevant government guidance on the management of coronavirus (COVID-19) and maintain an up-to-date risk assessment for the whole school;
- setting and monitoring of health and safety objectives for the School;
- effective communication of and consultation on health and safety matters throughout the School;
- assessing the risks to the safety and health of our students, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work; the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for students and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the School;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Part 2: Organisation for Health and Safety

The Governors fulfil their responsibility by appointing a Link Governor with responsibility for overseeing Health and Safety as part of their general responsibilities and by receiving reports as outlined below.

Day-to-day responsibility for the operation of Health and Safety at the school is delegated to the Headmaster, in conjunction with the Director of Finance and Operations.

An external Health and Safety Consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. This is done by a programme of Risk Audits. The progress of implementation is monitored by the Health & Safety Committee. As part of the work of the Committee, Health and Safety related incidents are reported on and due consideration is given as to whether any changes are required to the School's policies and procedures and risk assessments. The Committee ensures that any required changes are implemented.

The Health & Safety Committee is chaired by the Director of Finance and Operations and the Link Governor will review Health & Safety matters with the Director of Finance and Operations on a regular basis.

A report on Health and Safety is presented at each meeting of the Education Committee together with any other issues on Health and Safety that the Director of Finance and Operations wishes to bring to the attention of Governors.

All staff are expected to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the School's procedures;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Our students are expected to:

- Comply with the School's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Headmaster.

Part 3: General Arrangements

The School has a comprehensive Crisis Management Policy and Emergency Plan, and this policy should be read in conjunction with that plan.

The School has comprehensive Fire Risk Policy and Procedures, and this policy should be read in conjunction with the Fire Risk Policy and Procedures. The School has a full Fire Risk Assessment, carried out by a competent person, which is reviewed every year for progress on completion of items in the action plan, and updated every three years; more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee review this risk assessment every time it is amended and report to the Governors in the way described above.

The School has a comprehensive Off Site Visits Policy, which includes the requirement for Risk Assessments, and this policy should be read in conjunction with the Off Site Visits Policy.

The School has a First Aid Policy which provides details for accident reporting and medical emergencies and injuries. All accidents and incidents are reported to the School Nurse using the School form. The Operations Manager reviews all reports weekly and the Health and Safety Committee receive a report on accident

statistics and reasons each term. RIDDOR reports are done in line with statutory guidance and reported to the School Committee. This policy should be read in conjunction with that policy.

The School adopts the following framework for managing Health and Safety:

The school has a policy in place for the **training and induction** of new staff in health and safety related issues which includes, where relevant, basic 'manual handling' and 'working at height' training. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. Induction training also involves the preparation and maintenance of risk assessments where relevant.

The School provides regular updates on Health and Safety through INSET days and **consults** staff through feedback and advice on all aspects of Health and Safety at these sessions.

The School provides **Display Screen Equipment** self-assessment guidance for staff and provides support for eye tests and some of the cost towards glasses required for computer use.

In the event of a **Health and Safety emergency**, staff are aware of who to contact. The Estates Manager and Operations Manager would support most on site emergencies or know which external agency to call for support and advice.

First aid training is provided to a wide range of staff and a suitably trained First Aider will be part of the staffing of trips and visits. There is a register of all First Aid trained staff and their general whereabouts in School with expiry dates for regular monitoring and review. All staff can access this on the School's Medical Sharepoint folder.

The School provides access to **Counselling** either through our Smart Health Service or through referral to a third party service for Cognitive Behaviour Therapy for personal or work related stress issues.

The School provides a full **security** presence from 7.45am to 7pm to ensure the School site is safe and secure. Our Infant School, Lovell House, has key code access for staff and is safe and secure for this age cohort.

The School **Behaviour Policy** provides the standard of behaviour we expect of all students and reflects the supportive and caring ethos of the School which in turn contributes to a safe working environment for the School community.

All staff have had **Manual Handling** training and guidance is available for all staff on the Sharepoint Health and Safety site. More focused training is provided for our Estates staff who are regularly lifting and carrying loads and other staff will be supported with Manual Handling training if it is identified as a control measure arising from risk assessment.

Slips and trips are a common risk within a busy School and especially for our Infant and Junior children where the majority of reported accidents are from slipping or tripping during play. The School operates a comprehensive Risk Assessment process, as described in Part 4 of this Policy, which all staff are required to follow.

On-site vehicle movements are minimised during the School day and our Security staff oversee access to and from the School to ensure the safety of students near moving vehicles.

An **asbestos** survey has been carried out for the whole school site and details of this (ACM Register) are kept in the Estate Managers Office. Prior to any contractor works, details of asbestos in that area are discussed during the on-site induction. During refurbishment works, any identified asbestos is removed by an approved contractor prior to the commencement of work. (Please note - whilst certain areas of the School contain asbestos,

this does not mean there is a danger to the health, safety or welfare of people. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities, then it is safer to leave it in place.)

The selection and **management of contractors** is controlled by the Estates Manager. Prior to any contractors working at the School; the following are required as a minimum:

- Contractors public liability insurance
- Formal technical qualifications and certificates
- List of previous clients (for reference)
- List of DBS cleared personnel

Routine maintenance and servicing are necessary to keep plant and machinery in good working order. The School ensures equipment is serviced and inspected on a regular basis and any defects found during these inspections are dealt with.

All **portable electrical equipment** is inspected on a yearly basis by an external qualified electrical contractor who carry out the Portable Appliance Test (PAT). Any new equipment which is brought in by the School in the period between inspections, have a PAT test completed by members of the support staff who are qualified to conduct the test.

Local exhaust ventilation is required in some circumstances (workshops and laboratories etc) to draw hazardous dust or fumes away from a specified activity. An annual Statutory inspection is carried out on these fume cupboards and dust extract systems by an approved external inspector and the report is issued to the Estates Department.

The School employs external contractors to inspect and maintain all **pressure systems** as part of the scheduled maintenance of our Estate on an annual basis.

The School employs external contractors to inspect and maintain all **gas appliances** as part of the scheduled maintenance of our Estate on an annual basis.

The School employs a certificated insurance backed external contractor under an annual maintenance agreement to carry out **inspections for all lifts** within the School. Any works identified during these inspections are carried out to ensure the lifts stay fit for purpose and are safe to use.

As part of the Estates Department pre-planned maintenance, the **glazing** is regularly inspected by our in-house maintenance team and where any issues are identified, they are resolved.

The school's adherence to Health and Safety in **catering** and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges for regular external deep cleaning and pest control services.

The school engages a competent person to undertake a risk assessment for **legionella** every two years, and a monthly water sampling and testing regime is in place.

Where staff work alone on occasions the risk assessments for their safe working arrangements will cover risks associated with **Lone Working** and the controls required to manage those risks.

All staff are made aware of where copies of this policy can be obtained. They will be advised as and when it is reviewed, added to or modified.

Part 4: Risk Assessment

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSR) 2014 and Early Years Foundations Stage standards.

Objectives

- To ensure that suitable and sufficient risk assessments are undertaken for activities, including Off Site Visits, where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable. That those affected by school activities have received suitable information on what to do.
- That risk assessments are recorded and reviewed when appropriate.
- To identify those that are responsible for conducting risk assessments and monitoring implementation.

Guidance

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, these are undertaken by specialists or by staff with additional training.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood and the severity/consequence of the hazard causing harm
- risk rating – a graded assessment of the severity of the outcome of an event (High, Medium or Low)
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following steps to identify:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it or reduce the impact
- how are you going to check that your plans are working

A template risk assessment form for general risks is at Appendix 1. Different types of Risk Assessments will be required:

1. when all other pre-employment checks are complete except for receipt of an Enhanced DBS Certificate and it is desirable for the employee to commence work pending receipt (template at Appendix 2, retained in the staff member's personnel file).
2. informally for visiting speakers in accordance with the Designated Safeguarding Lead's guidance for visitors.
3. for off-site visits in accordance with the Off-Site Visits Policy.
4. for site security and management of visitors.
5. for fire and emergencies, conducted by external specialists as a minimum every three years with annual reviews.
6. for vehicle movement on, entering or leaving the site.
7. to control the use of substances hazardous to health (template at Appendix 3)
8. when hazardous equipment is to be used e.g. DT, Art, garden maintenance etc.

9. when hazardous activities are to take place e.g. use of swimming pool, sports lessons, working at height etc.
10. when a pupil has particular medical needs and these will be in the form of an Individual Healthcare Plan.
11. for Display Screen Equipment use there is a self-assessment proforma at appendix 4
12. For pregnant workers there is a requirement to conduct a maternity risk assessment and this is at appendix 5.

Procedure:

A risk assessment is to be completed when

- a new activity is identified, which falls under any of the headings above
- a concern is raised that an existing activity, for which a risk assessment does not exist, should have one (e.g. after an accident or near miss etc)

Risk assessments are to be drafted by department heads or other staff members with detailed knowledge of the activity. All staff members are to receive risk assessment awareness training during their induction followed by annual refresher training. Additional COSHH training will be provided to those required to use or risk assess substances hazardous to health.

Once drafted, risk assessments are to be emailed to the Operations Manager for checking and authorising and authorised risk assessments will be stored by the Operations Manager in the risk assessment folder within the Health and Safety area of Sharepoint.

Regular departmental training is to take place to ensure all staff involved in an activity for which a risk assessment exists are aware of the contents of the assessment and abide by the control measures. Departmental heads and SMT are to monitor compliance with risk assessments.

Health and Safety training needs will be discussed at termly H&S Committee Meetings in order to programme periodic training and to fulfil any training shortfall identified during monitoring or accident and near miss reporting.

Risk assessments will be reviewed:

- when there are changes to the activity after a near miss or accident
- when there are changes to the type of people involved in the activity when there are changes to premises
- when there are changes in good practice when there are legislative changes
- annually if for no other reason

If risks are identified in areas which are not named below, the risk assessment should be created in accordance with the guidance above and they will be listed below when this document is next reviewed. The following is a list of areas currently identified as requiring risk assessments:

Art – Biology - Catering – CCF – Chemistry – Cleaning – Co-Curricular – Drama – DT - Estates General - Estates (specific projects) – Events – Exams – External Lettings - Finance - Firing Range - Food and Nutrition - Games, Sports and PE - Holiday Club - IJS Sport – IT - Junior School - Lovell House – Music - Offices and Communal Spaces – Physics - Reprographics - Science General - Trips and Visits - Valley Road - Whole School Activities

Appendix 1

General Risk Assessment

Activity/Process Assessed		
Location of activity		
Persons at risk		
Date assessment prepared		
Assessment prepared by		

Ref	Potential Hazards	Risk without control measures in place			Risk with control measures in place		
		Low	Med	High	Low	Med	High
1							
2							
3							

SEVERITY	LIKELIHOOD		
	Certain or near certain to occur	Reasonably likely to occur	Very seldom or never occurs
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW

Ref	Control Measures
1	
2	
3	

Assessment of Overall Risk	Low	Med	High
Without control measures			
With control measures			

NB: Re-assessment is required if the overall risk with control measures remains high

Approved		Not approved		Date	
Comments					
Signed					

Circulation	Teaching Staff	
	Support Staff	
	Director of Finance	
	Other: Specify	

Review Timescale:	
Yearly	

Date of Review:		Reviewed by:	

Appendix 2

Risk Assessment for New Staff without a completed DBS Disclosure

This form must be completed by the Deputy Head (Individuals)/Director of Finance and Operations for teaching/support staff respectively before any staff not in possession of a valid DBS Disclosure can be considered for work at the School.

Name:	
Position:	
Proposed start date:	

Checks completed: (This section to be completed by Operations Manager)

Identity (3 documents)		NB: For the Risk Assessment to be valid these checks must have been completed and the disclosure application submitted.
Right to work in UK		
Employment gaps		
Barred List Check		
Prohibition Check		
DBS sent		
References		
Overseas Police Check		
Medical Declaration		

Risk assessment completed overleaf

Assessment: Complete table by circling box appropriate in each case and assign score as indicated at top of column. Add together each score to achieve the total score.

Score

Nature of Role

Potential to be left with children unsupervised

Experience in role

Reference: Evidence of Good Conduct

0	1	2
Support	Academic	Pastoral
Unlikely	Possible	Yes
Considerable	Limited	None

Total Score

Score must be less than or equal to 5 in order to proceed without completed DBS _____

If decision is taken to commence employment before disclosure is received the employee will be subject to the following additional safeguards/access controls:

Supervision: Hours of work Duties
Person supervising Access Restrictions:

Consent Given

Lisa Gritti <i>Deputy Head (Individuals)/</i>	
Stuart Ramsey <i>Director of Finance and Operations</i>	Date

Review date

Assessment must be reviewed in light of actual performance at least every 2 weeks until DBS disclosure is received

1
2
3

Substance/Preparation Name			
Task/Activity			
Assessor		Location of Assessment	
COSHH Details			
<i>Trade Name</i>			
<i>Manufacturer / supplier</i>			
<i>Route of Exposure</i>			
<i>Physical State</i>			
<i>Flammability</i>			
<i>Volatility</i>			
<i>Dustiness</i>			
<i>Quantities Used</i>			
<i>Duration of Exposure</i>			
<i>Frequency of Exposure</i>			
<i>Conditions of Use</i>			
<i>Substance Composition</i>			

Description	Percentage	Colour	Workplace Exposure Limit		Risk Phrases		
			long-term	short-term			
Risk Rating Matrix (RR)		Likelihood (L)					
Severity (S)		Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)			
Fatality; major injury or illness causing long term disability (High)		HIGH (H)	HIGH (H)	MEDIUM (M)			
Injury or illness causing short term disability (Medium)		HIGH (H)	MEDIUM (M)	LOW (L)			
Other injury or illness (Low)		MEDIUM (M)	LOW (L)	LOW (L)			
Ref	Hazards	Who is at risk?	Controls in place	L	S	RR	Adequately controlled?

<i>Hazard Ref</i>	<i>Additional control</i>	<i>Assigned to</i>	<i>Date Completed</i>	<i>L</i>	<i>S</i>	<i>RR</i>
<i>COSHH Additional Details</i>						
<i>Spillage Procedure</i>						
<i>First aid procedure: Inhalation</i>						
<i>First aid procedure: Skin/Eye contact</i>						
<i>First aid procedure: Ingestion</i>						
<i>First aid procedure: Injection</i>						
<i>Monitoring Workplace Exposure</i>						
<i>Monitoring Personal Exposure</i>						
<i>Health Surveillance</i>						
<i>Date of Assessment</i>		<i>Signature</i>				
<i>Review date</i>						

Appendix 4 - RISK ASSESSMENT – DISPLAY SCREEN EQUIPMENT

Workstation I.D. (if applicable)		Location		Users Name	Assessment Completed by	Date of assessment
Hazards	Tick Answer		Guidance	Additional Action (if required)	Action Completed Y/N – Date	
	Yes	No				
DISPLAY SCREENS						
Are the characters clear and readable?			<p>Make sure the screen is clean and provide suitable cleaning materials. Check that the text and background colours work well together.</p> <p>Software settings may need adjusting to change text size.</p> <p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, get the set-up checked, e.g. by the equipment supplier.</p>			
Is the text size comfortable to read?						
Is the image free of flicker and jitter?						
Is the screen's specification suitable for its intended use?			<p>For example, intensive graphic work or work requiring fine attention to small details may require large display screens. Where a laptop or other portable equipment such as a tablet device is being used, it may be necessary to provide a separate screen.</p>			

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: swivel/tilt is absent or unsatisfactory; work is intensive; and/or the user has problems getting the screen to a comfortable position. Where a laptop or other portable equipment such as a tablet device is being used, it may be necessary to provide a separate screen.		
Is the screen free from glare and reflections?		Use a mirror placed in front of the screen to check where reflections are coming from. 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.		
Are adjustable window coverings provided and in adequate condition?		Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.		
Hazards	Tick Answer Yes <input type="checkbox"/> No <input type="checkbox"/>	Guidance	Additional Action (if required)	Action Completed Y/N – Date
KEYBOARDS				
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).		

Does the keyboard tilt?			Tilt need not be built in.		
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.		
Does the user have good keyboard technique?			Training can be used to prevent: hands bent up at wrist; hitting the keys too hard; overstretching the fingers.		
Hazards	Tick Answer Yes <input type="checkbox"/> No <input type="checkbox"/>		Guidance	Additional Action (if required)	Action Completed Y/N – Date
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be Read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.		
MOUSE, TRACKBALL, PEN, STYLUS ETC					
Is the device suitable for the tasks it is used for?			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 touchscreens, track pads and pens may be better for some tasks (but can be worse for others) and therefore care should be taken with selection.		
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard.		

Hazards	Tick Answer		Guidance	Additional Action (if required)	Action Completed Y/N – Date
	Yes	No			
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.		
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.		
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to use the software to adjust device settings.		
SOFTWARE					
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.		
Hazards	Tick Answer		Guidance	Additional Action (if required)	Action Completed Y/N – Date
	Yes	No			

Hazards	Tick Answer Yes <input type="checkbox"/> No <input type="checkbox"/>	Guidance	Additional Action (if required)	Action Completed Y/N – Date
FURNITURE				
Is the work surface large enough for all necessary equipment?		Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.		
Can the user comfortably reach all the equipment and papers they need to use?		Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.		
Are surfaces free from glare and reflections?		Consider mats or blotters for large areas.		
Hazards	Tick Answer Yes <input type="checkbox"/> No <input type="checkbox"/>	Guidance	Additional Action (if required)	Action Completed Y/N – Date
		The chair may need repairing or replacing if the user is		

<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working: seat back height and tilt adjustment? Seat height adjustment? Castors or glides?</p>		<p>Uncomfortable, or cannot use the adjustment mechanisms.</p>		
<p>Is the chair adjusted correctly?</p>		<p>The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.</p>		
<p>Hazards</p>	<p>Tick Answer</p>	<p>Guidance</p>	<p>Additional Action (if required)</p>	<p>Action Completed Y/N – Date</p>
<p>Is the small of the back supported by the chair's backrest?</p>	<p>Yes</p>	<p>The user should have a straight back, supported by the Chair, with relaxed shoulders.</p>		
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>	<p>No</p>	<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>		

Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.		
ENVIRONMENT					
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.		
Hazards	Tick Answer		Guidance	Additional Action (if required)	Action Completed Y/N – Date
	Yes	No			
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by Adjusting window blinds or light switches. 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).		
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.		
Are levels of heat comfortable?			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?		
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.		

ASSESSORS ADDITIONAL COMMENTS

Risk Rating Matrix (RR)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Assessors Name	Assessors Signature	Users Name	Users Signature
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Appendix 5

RISK ASSESSMENT – NEW & EXPECTANT MOTHERS

This form should be completed and signed by a line manager and employee on notification of pregnancy and/or on return to work of a new or breast feeding mother

Employee Name:		Job Title:	
Date of Risk Assessment:		Work Location:	
Expected Date of Delivery		Date Notified of Pregnancy	
Do the risk assessments for this person's post identify any of the following as being special risks for an employee who is a new or expectant mother?			
<i>Non-exhaustive list of hazards</i>			

Physical hazards:	Yes/No	Residual Risk Low/Medium/High
Shocks, vibration		
Manual handling loads – risk of injury		
Noise		
Ionising/Non-Ionising radiation		
Compressed air/hyperbaric pressures		
Poor movements and posture		
Extremes of heat and cold		
Electric shock		
Chemical hazards: (Can the work result in exposure chemical hazards)		
Substances labelled R40, R45, R46, R49, R61 R63, R68and R64		
Benzene		

Anaesthetic gases		
Mercury & Mercury derivatives		
Carbon monoxide		
Lead & Lead derivatives		
Pesticides		
Biological hazards: (Can the work result in exposure to biological hazards)		
Hepatitis B, C or HIV		
Chlamydia		
Rubella		
Chickenpox		
Typhoid		
Working conditions:		
Mental and physical fatigue		
Working hours		
Extremes of cold or heat		
Work with display screen equipment		
Occupational stress		
Working alone/violence		
Working at height		
COVID - 19		

Other hazards: (Describe)

Residual Risk Rating

Low Risk = No foreseeable additional risk to the mother or unborn child throughout the pregnancy

Medium Risk = Additional risk to the mother or unborn child caused by pregnancy or breast feeding, can be controlled through preventative measures

High Risk = Unacceptable additional risk to the mother or unborn child caused by pregnancy or breast feeding

If the answer to any of the above is Yes, give further details:

Measures taken to reduce risk:

Has the job been sufficiently modified in order to eliminate the potential hazards? Yes/No

If Yes, describe changes:

If No, describe the action taken:

Signed Manager:		Signed Employee:	
1 st Review Date:		2 nd Review Date:	
1 st Review (2 nd Trimester / 14 Weeks:		Date:	
Agreed action:			
Signed Manager :		Signed Employee:	
2 nd Review (3 rd Trimester / 28 Weeks:		Date:	
Agreed action:			
Signed Manager :		Signed Employee:	
Breast feeding or returning to work within 6 months of delivery:			
Date of delivery:..... Date returned to work:.....			
Date of review:.....			
Continuing to breastfeed? Yes <input type="checkbox"/> No <input type="checkbox"/>			

If yes describe the details and arrangements for breast feeding in the workplace:

Further information associated with risk assessment: