



Health & Safety Policy

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Safeguarding at Conquest School

At Conquest School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Conquest School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Conquest School is carefully considered and a central theme through all school policies.

Special Educational Needs & Disabilities (SEND) at Conquest School

At Conquest School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Conquest School is carefully considered and a central theme in through all school policies. For more information, please read the school's SEND Information Report.

The **Health & Safety Policy** should be read in collaboration with the following policies:

Safeguarding Policy

Behaviour Policy

Ofsted Framework 2019

Independent School Standards, Part 3, para 16(a)(b) and para 13 and Part 5

Conquest School Site Risk Assessment

General Statement of Intent

The [Health and Safety at Work Act 1974](#) requires the employer to prepare, and as often as may be appropriate revise, a written statement of the general policy with respect to the health & safety at work of employees. This policy ensures compliance with the [Health and Safety at Work Act 1974](#) and [The Education \(Independent School Standards\) Regulations 2014](#).

Conquest School acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the Health, Safety and Welfare of all its employees and others affected by our undertakings. This statement and accompanying policies will be brought to the attention of all employees and any revisions or new legislation/regulations will be effectively communicated to all relevant persons.

Conquest School is committed to ensuring, so far as is reasonably practicable through best practice, the health, safety and welfare of its employees, service users and others who may be affected by matters within its control.

The Proprietors of Conquest School have ultimate responsibility for the Health & Safety Policy and have delegated operational responsibility to the Headteacher to implement and maintain a health and safety management system, and for the organisational arrangements necessary to fulfil the requirements of this policy. Health & Safety is an integral part of the management undertakings. Managers will take all reasonably practicable steps to ensure, through the organisational structures, that there will be:

- the provision of adequate facilities to enable the safe handling, storage and transportation of articles and substances related to our work activities.
- the provision of sufficient information, instruction, training and supervision to enable the company's employees to avoid hazardous situations and contribute positively to their own health and safety at work.
- the provision of safe access and egress to and from the workplace.

Conquest School regards the promotion of health and safety measures as an integral part of our framework. To achieve this aim, both management and employees will actively work together to comply with the following goals:

- accidents and incidents at work will be minimised through the promotion of high safety standards.
- continuous liaison and communication between Management and Employees to facilitate the safety review process.
- risk assessments of health and safety issues will be applied to all existing work activities and also when planning new work processes or activities.
- a continuous program of health and safety inspections to assist in detecting and eliminating unsafe practices and conditions.

Responsibilities

1. Overall and final responsibility for health and safety in the organisation is that of: **Simon Reynolds, Headteacher.**
2. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others
3. Whenever a member of staff notices a health or safety problem which they are not able to correct, they must straightaway tell their Line Manager or Health & Safety Representative

Health & Safety Arrangements

Accidents and Incidents Arrangements

It is important to report every accident or incident, including '*near misses*', however small they may be. The purpose of this is to prevent future incidents. Accident report will be completed electronically using the school's IMS system. All accident records must be kept under secure conditions.

RIDDOR stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. These regulations make it a legal duty for employers to report certain serious incidents direct to the HSE within given periods. Please note, if accidents are not reported, Conquest School could be prosecuted in the criminal courts. For more information on reporting procedures, please refer to the accident management policy/procedure.

First Aid Boxes

The location of First Aid boxes is as listed below; it should be noted that all staff undergo First Aid Awareness as part of their induction training. First aid kits are provided in the following 3 locations:

- The staff room
- The medical room
- The school reception / administration office

The appointed person at each location is responsible for checking the contents of the kit on a weekly basis and discarding any out of date items. All trained staff hold a valid Emergency First Aid at Work qualification.

All company vehicles are equipped with a first aid kit for emergency first aid when off site.

All staff are responsible for recording and reporting of accidents, including near misses. All accidents, incidents and near misses will be investigated.

A list of the contents of all work based and car First Aid boxes can be found inside the First Aid boxes. It will be the responsibility of the members of staff who carry out the weekly health and safety checks (including checking the contents of the first aid kit) to ensure they are adequately stocked and any necessary replenishments are ordered.

General Fire Safety

Fire drills are held every half term for both staff and students. These, along with weekly fire alarm tests, are conducted by the Maintenance Manager. New students or staff will be made aware of fire procedures as part of their admission /induction into the school.

Action taken in the event of a fire:

If you discover a fire and/or the smoke alarm goes off:

- Raise the alarm by sounding the alarm at the nearest fire alarm point in the homes or school. Tell other people to get out of the building by the nearest, safest exit.
- Unless you have received specific training, do not attempt to extinguish the fire and if you are in any doubt, vacate the premises. Do not go back into the building for your possessions.
- To prevent the spread of smoke and fire, where possible, close windows and doors especially in areas immediately surrounding the fire. All fire doors must be closed as the building is evacuated.
- Telephone the Fire and Rescue Service
- The nominated Fire Warden should be made aware that there is a fire so that he/she can check that the Fire and Rescue Service have been contacted and that everybody has vacated the premises. One fire marshal to check first and second floor.

The Fire and Rescue Service will need to know:

- Your name
- Name and address of the premises including the postcode
- If there are any missing or trapped persons

- Inform any adjoining premises of the danger

In the event of an evacuation, the fire assembly point is located: **In the adjacent playground across the road**

Details of Fire arrangements i.e. evacuation procedures, firefighting equipment, alarms and physical drawings denoting exits and assembly points are located in the general office of each location & in reception for Secondary and the conservatory for Primary. These should be handed to the Fire Officer on arrival.

In the event of a fire emergency, DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE & RESCUE SERVICE TELLS YOU IT IS SAFE TO DO SO

Checks are carried out in each location as follows:

Area	Checked by	How often
Escape routes and signage	Health and safety representative	Daily
Fire extinguishers, fire blankets etc	Health and safety representative	Monthly
Emergency Lighting	Health and safety representative	Monthly
Maintenance	Health and safety representative	Weekly
Fire signage	Health and safety representative	Monthly
Fire Alarms	Health and safety representative	Weekly
Evacuation drills	Health and safety representative	Half-Termly

The results of checks are reported to the Headteacher for reference and action, if required.

Emergency Procedures

In the event of any emergency procedure or accident, the Headteacher will be informed as soon as possible. The relevant Authorities will be informed and kept updated of situations as appropriate. After any event, a full incident/accident reporting procedure will be required with a copy being sent to our Health & Safety Competent Person. If relevant,

Advice and Consultancy

Environmental Health: 01205 314200

Compliance Checks

Health and safety compliance checks such as water, fire and hazards are completed by the school's facility manager on a daily, weekly, monthly or termly basis depending on the check.

Training

No employee will be asked to perform any task or activity without the correct training, instruction or information.

All employees are trained and have the ability to carry out risk assessments on behalf of the organisation. Managers are responsible for ensuring their staff are trained and are carrying out this work effectively. The Headteacher is responsible for ensuring appropriate risk assessments are in place. Details of Risk Assessments can be found in the office at each location. The organisation will make every effort to reduce any hazards 'so far as is reasonably practicable'. Therefore, it is essential that the controls that have been put into place are strictly followed to ensure your safety.

These assessments will be reviewed every 12 months or whenever there is a change in work practices at which point all staff are informed of the outcome. When using any equipment, you should look it over carefully. If there are any faults, it must not be used, and the fault must be reported to the Line Manager or Headteacher. The equipment must then be put into a safe place to ensure that no-one else uses it. Make it clear that it must not be used until repaired. REMEMBER - LABEL AND DISABLE.

All new members of staff will be given induction training and all existing staff will be trained in new hazards, procedures and skills. Training is provided to ensure that you do your job safely. If you are not sure or do not feel competent in a task you have been asked to perform, ask for more training.

You will be consulted about matters relating to your health and safety throughout the staff meetings process and whenever new working arrangements affecting you are being planned.

Personal Protective Equipment (PPE)

If a risk cannot be controlled by any other means, then PPE will be provided. Conquest School will provide the required PPE free of charge and will replace it free of charge, providing it has not been misused or mistreated. All employees are required to take care of any PPE issued to them and make sure it is used for its intended purpose when required.

Contractors and Visitors Rules under Health and Safety Law

Conquest School has a responsibility to ensure the safety of other persons who are likely to be affected by the work activities. This would include groups such as visitors, contractors, possible trespassers.

All Contractors and sub-contractors employed must prior to employment provide certificates of competency and public liability insurance. These documents must be up to date. A copy of the appropriate documents will be held on file. For those sub-contractors working in the proximity of the children a valid DBS check is a pre requisite. Agencies providing temporary staff will be thoroughly checked to ensure that their staff are subjected to the relevant checks.

Conquest School are committed to providing a safe and secure environment, and it is for this reason that we require all visitors to abide by the guidelines whilst on our premises. In order to achieve this, all staff are required to ensure that all non-employees follow the Contractor's and visitor's rules as outlined:

- All visitors / contractors must sign in at reception and sign out when they leave.
- All visitors will be provided with safeguarding information and will know who the Designated Safeguarding Lead is.
- All visitors will be asked to provide identification before entry to the school. If they are not able to provide identification, then their identity may be checked by calling their offices.
- It is the expectation of visitors to behave appropriately at all times & give due consideration to the needs of the young people & children in the homes & school

- Any visitors bringing tools or equipment into the home must keep them secure and on their person at all times; tools/equipment must never be left unsupervised. Any missing equipment, incidents, accidents or injuries, no matter how minor, must be immediately reported to a member of staff.
- On arrival, the visitor will be given basic emergency procedure information, and staff will inform them of any current hazards or risks within the homes or school.
- Visitors are supervised at all times whilst being around young people & children in the school.
- Any visitors who fail to abide by our guidelines will be asked to leave the premises. Conquest School will not accept any responsibility for any injury sustained due to failure to follow our procedures.

Manual Handling

As part of our Health & Safety induction, employees are trained in correct lifting techniques for tasks that may involve heavy or awkward lifting. If you have any medical condition that may stop you carrying out your job safely, you are asked to make your supervisor aware of the fact so that appropriate steps can be taken to ensure safe working.

Hazards

Hazards are outlined within the risk assessments for the school. These assessments can be found in the offices of each home. Manufacturers' guidance may outline possible hazards to do with equipment and this can also be found in the office of each location. Premises should be kept clean and tidy at all times. Potential hazards such as boxes on floors; trailing cables; fire doors propped open etc. should be avoided. The site team and senior leadership team conduct daily site walks and identify and resolve unacceptable hazards

Cleanliness

Some cleaning jobs must be completed as and when they arise. If these jobs are left, they present a danger to residents and staff in the home, either as a hygiene risk or a physical danger. This include, but are not limited to the following:

- Washing up - should be completed, do not leave dirty dishes to pile up. Exercise judgement - this does not mean fill the washing up bowl for one item.
- Bathrooms/toilets - should be cleaned daily.
- Clutter - tidy away, do not leave clutter lying around
- Rubbish - bins to be emptied and taken to dustbin immediately. Never leave rubbish bags in the kitchen.
- The Kitchen should be cleaned each time after use.

- Food preparation areas and chopping boards need to be disinfected after each use.
- Dish cloths and tea towels must be put in the laundry at the end of each day. These are one of the most common causes of contamination and infection.

Dedicated cleaning staff are employed however it is the responsibility of all staff to keep areas as clean & tidy as possible.

Waste Disposal

Waste disposal must be maintained at all times to ensure hygiene within the school. This must be carried out in line with our Waste Disposal Policy.

Water

Water temperature checks are conducted weekly to ensure compliance and the safety and well-being of children is safe.

Drinking water is made available in the dining and reception area at all times.

Use and Disposal of Sharps

- All sharps including hypodermic or other type of needle, scalpel blades, broken glass, etc must be discarded directly and immediately into a sharps disposal container, at point of use. The Sharps container must comply with BS 7320:1990 'Specification for sharps' containers' and be of the appropriate size for its purpose.
- Do not dispose of sharps with other clinical waste in a clinical waste bag or in such a way that they are likely to cause injury, i.e. in the laundry with the residents' linen, or in anything other than a sharps container.
- Needles must not be re-sheathed prior to disposal. Needles must not be bent or broken prior to use or disposal.
- In general it is the responsibility of the person(s) using the sharp to dispose of it properly. Do not leave sharps for someone else to dispose of.
- In the rare circumstance that blood samples need to be taken, this will be accomplished at the registered Doctors surgery/at the hospital or by other specifically trained person.
- Follow the manufacturers' instructions when assembling sharps containers taking particular care to ensure that the lid is properly fastened into position prior to use.

- Write the area in which the sharps container has been used, on the top of the container with an indelible marking pen when full, to comply with controlled waste regulations 1992 and 1999 guidance.
- Sharps containers must be readily available in any area where sharps are likely to be used. For procedures where sharps are used at a bedside, a sharps container must be available so that the sharp can be discarded directly and immediately into the sharps container after use.
- Used sharps must never be carried in a receiver or on a tray, they must be disposed of directly and immediately into a sharps container.
- Sharps containers must never be placed at floor level. They should always be placed out of the reach of vulnerable persons and where unauthorised people cannot gain access to them when not in use.
- It is the duty of the person in charge of the area to carry out a risk assessment to determine the safest places for sharps containers to minimise the risk of injury.
- The sharps container must remain in a designated place except when it is being used under supervision. Staff who need to transport sharps boxes within the organisation should ensure they are transported safely.
- Do not attempt to retrieve any items from sharps containers.
- Do not attempt to press down on the sharps to make more room in the sharps container – or shake the box.
- When needles and syringes have been used and may potentially be contaminated with blood the needle and syringe should be disposed of as one unit into a sharps container and not disconnected from each other.
- Sharps must be put into the sharps container and not left protruding from the container or left on top or lying around the outside of the container.
- Do not fill sharps containers above the manufacturers marked line. Check the sharps container before use to ensure it is not overfilled.
- Lock the used sharps container when ready for final disposal (i.e. when the manufacturers marked level is reached or at intervals as specified) using the locking mechanism on the closure. Boxes awaiting collection should be stored in a specifically designated locked area.
- Handle used sharps containers with extreme care, especially when being transported in the community.
- Do not place used sharps containers ready for disposal into yellow bags or any other bags.
- Keep temporary closure in place when sharps box not in use.

Safe Stacking and Storage

- Conquest School will take all reasonable steps to ensure that items in the workplace are stacked and stored securely and in a manner that ensures they cannot move, roll or collapse either of their own accord or by external force. It is essential that stacked and stored items do not pose a risk to any person within the vicinity.
- With any items that are to be stored, it is essential that the supporting surface is adequate for the job. Shelving, racks or other storage must be capable of sustaining the load; if they are not, this poses a risk of collapsing items. Shelving must be at an appropriate height eliminating the need

for ladders or steps. Heavy items must always be stored on a low level shelf or on the floor. Similarly, loose items should be stored at low level in order that they can be clearly viewed.

- Many accidents occur due to haphazard storage or removal, ie falling items. Upon requiring an item, objects must be removed one at a time to allow safe removal of the required item, with the removed objects being replaced in a safe and secure manner.

Marking and Keeping Gangways (Paths etc.) and Exits Clear

- All corridors, gangways and exits must remain clear and useable at all times. Emergency exits are clearly marked and it is essential that these can be used without hindrance.
- Clear access will be checked via the health & safety check which is carried out on a weekly basis. Any items inappropriately stored or left in these areas will require immediate removal.

Checking Equipment

Before making use of any equipment, it must be checked to ensure it is in safe working order. Check the overall condition of the item and that there is no damage. Ladders are especially important and a pre-use check must be carried out first including the following checks:

- Check the ladder is not splintered, bent or dented; especially check for damaged rungs
- Check the ladder is not wet, greasy or dirty; ensure the treads are clean
- Check feet are firmly attached and are in contact with the ground; feet must not be loose, splitting or excessively worn
- Ensure secure locking devices and fastenings, including when extended
- REMEMBER: three points of contact, which means when in use both feet and one hand must be firmly placed on the ladder
- NEVER stand on the handrail for extra reach; always ensure the handrail is not damaged, bent or missing.
- A stepladder in a good position:
 - a) Is fully open
 - b) Is locked into place
 - c) Will not move at the bottom
 - d) Stands on a surface that is: firm, level, clear, dry, not slippery
- When using a ladder, ensure it is fit for purpose. Only work on a step ladder for a maximum of 15-30 minutes and ensure you are only carrying light materials and tools. Do not overreach when on the ladder; the job you are doing should be directly in front of the ladder (make sure your navel remains within the stiles of the ladder at all times).

Electrical Equipment

All plugs and cables will be checked on regularly for loose connections and faults by the Health & Safety Representatives of the school. Any identified problems will be reported immediately to the most senior member of staff on site for urgent action. In the event of a plug change required, only employees who are adequately trained, or supervised by a competent person, may carry out this duty. A statement of competence will be held on their file to show capability.

Extension leads that are used in the home should be kept to a minimum and must not be overloaded. If used, extension leads must be plugged into an available socket with the cable running along the edge of the skirting or floor to avoid tripping hazards.

Portable electrical equipment must be used in a similar fashion. These items must again be plugged into an available socket with the cable running along the edge of the floor. Under no circumstances must a cable trail across the floor or gangway as this will be a tripping hazard. All electrical equipment must always be turned off after use. Plug sockets must also be turned off once they have been finished with. Periodic checks by licensed electrical contractors of installations and equipment will take place.

Machinery

All machinery is to be used in accordance with manufacturers' guidance. On replacement, or purchase, of an item, all employees will be shown how to correctly use the equipment in accordance with the manufacturer's advice. All new employees will also be shown this during their induction to the homes & school.

Hazardous Substances (COSHH)

COSHH is a system for analysing the risks and control measures used for any potentially hazardous substances (PHS) used in the school. The core of the system is to perform a risk assessment on all PHS's when they are brought in to the workplace following the steps below:

- Identify the chemical and task you are assessing – using information from the product and reference sources.
- Identify the factors which determine the control approach – look at the type of hazards which the substance presents – dust, aerosols, toxins, causticity etc.
- Find the appropriate control approach – how can its use be modified to minimize the risks associated with this product.

- Make use of the appropriate control guidance – this gives specific instructions on the approach and considerations when making use of the specific control measures.
- Implement the action and review – take account of other factors and organise a review to update the assessment periodically.

COSHH assessments on all the chemicals in use in the home are kept in a file held within the premises. All products that come under COSHH assessment are kept locked in the designated COSHH cupboard.

Driving at Work

Safe Driving = Safe Working

What is meant by 'Driving at Work?' If you use a car to accomplish something required by your work, you are 'Driving at work'. Even if the journey is only going to the supermarket to get some milk for the workplace, it is classed as work related. Whether a company car is being used or a car privately owned by the driver, the organisation has a responsibility to ensure that others are not put at risk by your work related driving activities.

All drivers must operate within the law at all times as set out by the government's [The Highway Code, road safety and vehicle rules.](#)

Think Risk assessment

- Is it a short journey or could it take hours, leaving the driver tired? If it is a long journey, there must be plans to stop for the bathroom, food and drink.
- Is there an alternative to driving e.g. taking a bus or the train? The young people can learn a lot by making use of public transport so if there is an alternative we would encourage its use.
- Is the vehicle suitable for the job? Is there sufficient room in the vehicle for everyone? The vehicle must be appropriate to the number of passengers that will be taken and must be worthy of the journey.
- Are there time constraints which may lead to the need to hurry and therefore become stressed? Suitable time must be allowed for the journey. A plan must be in place before leaving to avoid undue panic or stress.
- Think routes and weather conditions, will they affect the driver? All journeys must be planned, taking into account distance, times, weather, etc.
- Ensure all equipment is in working order to effectively handle conditions, ie windscreen wipers, heater, tyres, etc.
- For the purpose of work related travel, drivers will endeavour to use one of the organisation's vehicles at all times. If a pool vehicle is unavailable, privately owned cars may be used only if the correct insurance is held and with the agreement of the Line Manager.

- All pool vehicles are frequently maintained in good condition, with weekly checks carried out and recorded to ensure this is so. The documentation required to drive the car should be checked as being valid, i.e. MOT, driving licence and where applicable, insurance to cover the use of the vehicle in a work situation. All drivers must hold a full driving licence and have been driving for a period of 6 months or more & comply with any specific requirements set out in the company's insurance policy.
- When driving vehicles such as mini buses, a specific licence may be necessary as well as thorough working knowledge of the vehicle and its capabilities.
- Where drivers are regularly driving on organisation business, a specific fitness to drive health check may be requested.

Any driving offence or penalty incurred by an employee must be notified to the HR department as soon as possible. Any notifications received and/or charges incurred by the organisation due to a driving offence will be passed on to the employee responsible. It should be noted that the journey from home to work is excluded unless the employee is travelling from their home to a location which is not their usual place of work.

Conquest School will record the details of journeys that take place. Records will also be kept on vehicle history and its condition. Employees who use company vehicles will also be required to produce documentation that is held on their personnel file to prove capability.

The Facilities Manager will be responsible for completing weekly checks on any school vehicles. A copy of the weekly checks can be read in appendix 1.

Infection control

Recognising the Symptoms - For example, the symptoms of influenza can be any of fever, cough/short of breath, aching muscles, sore throat, runny nose, sneezing, loss of appetite, headache, lethargy, chills. Recognising symptoms is about being aware of behaviours and feelings that are out of the ordinary and/or may be extreme.

Infectious Period - People tend to be most infectious soon after they develop symptoms and will remain infectious to some extent until the symptoms disappear. The risk will reduce as symptoms improve but will not disappear until the symptoms themselves completely disappear. Spreading the infection of infectious diseases can be caused by bacteria, virus, fungi or parasite. Viruses are made up of tiny particles that can be spread through the droplets that come out of your nose and mouth. This can therefore be spread by close contact which could include the following:

- Coughing, sneezing or even talking in close distance
- Direct contact with an infected person, ie shaking or holding hands and then touching your own mouth, eyes or nose without washing your hands
- Touching objects that have been previously touched by an infected person and then touching your face. For example, door handles, light switches, telephones, computer keyboards, TV remote, etc.

- Another way germs can infect is through food or water contamination. Some germs rely on insect carriers. It is therefore essential that hygiene within the home is maintained to a high standard at all times.

What can staff do to minimise the risk?

- Regularly wash your hands and be aware of, and maintain high standards in, hygiene throughout the day with all duties
- Minimise contact between your hands and mouth/nose
- Cover your nose and mouth when coughing or sneezing – use a tissue wherever possible and then dispose of it promptly in a bin
- If you have flu symptoms, do not go to work and contact your Manager, or if already at work, contact your Manager and then go home

What to do upon recognition:

- If you recognise the symptoms within a young person, send them to bed and keep them in their bedroom. Isolate the young person as much as possible. Call the doctor to get the young person diagnosed and arrange for the collection of any required medication. Members of staff who look after a patient with an infectious disease should wear a disposable apron and a surgical face mask (PPE). Gloves are useful, though not essential.
- On removing this protective clothing, you should first remove the gloves, if you have worn them, in one single motion by turning inside out. Secondly, remove the apron. Then remove the face mask by the straps only (DO NOT touch the front of the mask). All protective equipment should be disposed of in the specifically labelled bin with the lid firmly closed after use. Once disposed of, thoroughly wash your hands with soap and water or hand cleanser before doing anything else.
- Until all symptoms have disappeared, the patient should remain isolated and we would advise minimum staff have close contact with them.
- If you recognise the symptoms in a member of staff or yourself, contact your Line Manager or Shift Leader to make arrangements to send them/yourself home.
- In any case, if symptoms have been identified, notify the appropriate Manager straight away.

Appendix 1 – Forms

Vehicle Checks

Frequency: **Weekly**

Vehicle		Reg No.		Week Commencing	
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Item	Tick V OK	Defect/Comments/Repairs/Replacements etc
Tyre tread above wear marker		
Tyre Damage		
Accident Damage		
First Aid Box		

Mirrors		
Indicators		
Number Plates		
Oil		
Water		
Washer Fluid		
Seat Belts		
Doors operation		
Horn		
Instrument Panel		
Warning Lights		
Interior Clean / Damage		
Exterior Clean / Damage		
Fuel / Water / Oil Leaks		
Wheel Nuts		
Exhaust Smoke		

Tyre Pressure		
Start Mileage Monday		

Check carried out by:		Signed:	
Managers/Heads Signature:		Date:	

Daily Health and Safety Checks

Frequency: **Daily**

There should be a daily walk through check of the building to ensure that potential hazards are identified and that safe working practices are being observed. Week Commencing:								
No.	Area to be checked	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1.	Fire marshal/wardens recorded on fire officers register							
2.	All fire escape routes, fire exits and call points free of obstructions							
3.	No fire doors propped open							

4.	Visual checks on fire extinguishers.							
5.	No trip hazards (internal/external).							
6.	Random check of portable appliances in the building							
7.	Odour problems							
8.	COSHH stores, electrical supply, plant, and lift motor rooms locked.							
9.	Waste stored appropriately							
10.	Are working areas clean and safe?							
11.	Any other observations							