

SANDY UPPER SCHOOL & COMMUNITY SPORTS COLLEGE



Policy Document

Health & Safety

Approved by Governors

| First Implemented 2004 | | Staff Resp | Gov S/C | Review Cycle |
|------------------------|-------------------|------------|----------|--------------|
| Review & Evaluation | Rewritten Revised | | | |
| | October 2009 | CB | Business | Annual |
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| | June 2011 | GC | Business | Annual |
| June 2012 | | | | |



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SANDY UPPER SCHOOL & COMMUNITY COLLEGE

HEALTH AND SAFETY POLICY

1. Principles

- i) The Governors and the Headteacher of Sandy Upper School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, students and visitors involved in School activities. They recognise also their responsibility to consider the health and safety of contractors, users of the site and any other person whose health or safety may be affected by School activities.
- ii) Ensuring that health and safety are safeguarded, so far as is reasonably practicable, ranks equally with other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees, site users and tenants to safeguard their own health and safety and to co-operate with the employer, management or landlord by following established procedures and bringing to the attention of the School management any health and safety issues of which they are aware.
- iii) It is the intention of the Governors and the Headteacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the School, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of the School and Community College activities and that it is achieved in a way that is consistent with curriculum and other needs.
- iv) The Governors and Headteacher wish to encourage the recognised Trade Unions and Professional Associations to exercise their rights to appoint safety representatives at the School, as provided for in the Health and Safety at Work (etc.) Act 1974 and wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

The policy will be reviewed at least annually by the Governors to ensure that it is kept up to date.

Signed:  / for Governors

Signed:  /for Headteacher

Date: June 2011



2. Organisational Structure and Responsibilities

2a General

- 2a i) Overall responsibility for managing effective health and safety policy and procedures, including ensuring the provision of any necessary training, rests with the Governors, assisted by their Business Committee. Day to day executive responsibility rests with the Headteacher or in his/her absence with the Deputy Headteacher.

The Safety Committee will consist of the Headteacher, Health & Safety Manager, Health & Safety Governor and Staff Health & Safety Representative, Site & Operations Manager and representatives from the non-teaching staff.

- 2a ii) The Headteacher is the Health and Safety Officer for the School and co-ordinates the arrangements for maintaining statutory procedures/records required under the Health and Safety at Work Act.
- 2a iii) Each teacher, or other person with supervisory control over any School or Community College activity, has a duty to ensure that agreed health and safety procedures are implemented for their activity. Each teacher with a designated classroom and each subject leader will periodically carry out a check and will bring any health and safety problems to the attention of the Headteacher, Site & Operations Manager, Stevenage Leisure Manager and SCCA Committee or by email for the attention of the Site & Operations Manager (c_brooker@sandyupper.beds.sch.uk) so that remedial action can be taken.
- 2a iv) Each member of staff is responsible for reporting matters which require immediate attention to the Site & Operations Manager or in their absence the Headteacher.
- 2a v) The Site Agents have duties to check the general condition of the premises and, in particular, the non-classroom areas and for ensuring that health and safety hazards are dealt with promptly.
- 2a vi) The Site Agents are required to daily check fire equipment and report to the Site & Operations Manager any issues arising.
- 2a vii) Where the action required is outside the Site Agents' authority or ability, the matter will be reported to the Site & Operations Manager responsible for Health and Safety.
- 2a viii) The Site Agents will arrange that cleaners employed by the School are given necessary health and safety information of safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are stored safely in line with COSHH regulations.
- 2a ix) A member of the Leadership Team has delegated duties to ensure overseeing of safety in the School and the site before School, during the mid-morning and dinner break and after School.
- 2a x) A regular review of arrangements and/or audit risk assessment will be carried out by the Health & Safety Committee who will report to the Business Committee.



2b Specific Hazards/Designated Duties

2b i) Fire safety precautions

The Headteacher is responsible for ensuring that Fire Drills are carried out in accordance with LA guidelines and for co-ordinating other aspects of fire safety at the School. The Site Agents are responsible for the weekly testing of the fire alarm; for ensuring that the day to day checking of other fire equipment and for ensuring that periodic testing is carried out and for keeping a record of tests as required by the current LA guidelines. Folder with all relevant documentation located in main school office. Sufficient staff should be trained as fire marshals to ensure all areas of the school are covered

2b ii) First Aid (Appendix A)

An up to date list of trained First Aiders is posted up in the Reception, Staff Room, Site Agents Office and First Aid Room, and each department area, Kitchens and Library. A First Aid box, as required by the First Aid at Work Regulations 1981 (and LA circular H/98/66), is kept in the Reception, Finance Office, Science area, DT area, PE Department and Site Agents Office and School mini buses. The Senior Admin Assistant will arrange that the contents of the boxes are replenished as necessary.

A record of students and staff requiring first aid treatment is kept in the main School office.

2b iii) Accident and Ill Health Reporting (RIDDOR)

The Headteacher is responsible for ensuring that a record of all accidents are kept, this is located in the main School office. All Central Bedfordshire Council Notice of Accident and Dangerous Occurrence forms are completed on line and submitted electronically to Central Bedfordshire Council. The Headteacher is also responsible for ensuring that accidents, ill health or dangerous occurrences which are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 are notified within the prescribed period.

Reporting under RIDDOR must be factual in nature.

2b iv) Equipment and Electrical Testing

The testing of the fixed and portable electrical equipment on the school site is carried out by the ICT technicians. Day to day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in the case of equipment used by students, with the subject teacher.

Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the appropriate member of staff to arrange for repair or replacement. All electrical equipment brought into the School from other sources, e.g. on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done.



No electrical equipment may be used in the School unless it has the current PAT sticker (Contractors are expected to check their own equipment).

For information on display screen equipment and all relevant paper work please refer to DSE policy

2b v) Hazardous Substances

No hazardous chemical agents will be used in the School until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH).

The Site Agents will keep available the COSHH assessments about the cleaning and maintenance chemicals used in the School and Community Sports College. These records and COSHH sheets are located in all the cleaning cupboards. If any hazardous substances are purchased other than those for which an assessment has been prepared, this will be reported to the Site Agent so that an assessment can be prepared before first use.

The Site and Operations Manager will ensure that any substances used in the day to day running of the office and resources area are assessed for Health and Safety and COSHH records.

Subject Leaders will ensure that any substances used in teaching the subject area are assessed for health and safety; that COSHH assessment records are kept available; and that information on safe use is passed on to other teachers, students etc. who may be exposed while using the substance.

2b vi) Visitors

All visitors and contractors must sign in at the reception area or Site Agents office and wear their badge at all times. Out of school hours, contractors sign in at the Site Agents office.

Reception staff are responsible for arranging that the arrival/departure of all visitors to the School site (other than parents collecting/delivering children) is entered into the visitors book, to be kept at the reception desk/office.

Staff are responsible for informing reception when visitors are expected and to arrange for the collection and return of visitors to reception. Staff are responsible for visitors while they are on the School premises.

2b vii) Intruders on Site

Any member of the public who does not have a visitors badge is an intruder.

If an intruder is seen on the site or in the building the Head or Deputy Head or a member of the SLT must be alerted immediately and reception contacted. If appropriate, the Police will be called. Members of staff should be minded of their own and student safety at all times



2b viii) Contractors

All external contractors may only carry out work on site if the Site & Operations manager is aware. The primary duty for establishing and monitoring safe work or contractual maintenance work on the School premises rests with the Headteacher or the Site & Operations Manager. The Site & Operations Manager will liaise on a day to day basis with contractors working on the site from the point of view of the health and safety interface between their work and the functioning of the School. The provision of information on emergency arrangements at the School will form part of this liaison.

Copies of specialised working practice permits must be provided for the Site & Operations Manager.

2b ix) Non-Teaching Staff

- i) The relevant subject leader will establish arrangements for overseeing the health and safety of non-teaching technical staff.
- ii) Non-teaching administrative staff are managed by the Office Manager & Headteachers PA. All non-teaching administration staff using computers and office equipment are made aware of issues relating to the use of equipment. (Policies for VDU and eye tests are located in the main office and the Personnel Office).

2b x) All members of the School community who use rooms or suites of rooms should be familiar with the procedures relating to their own areas.

SCCA has individual health and safety procedures which are located in the main office and on the intranet.

Fire Procedures must be followed by every School user.

2b xi) Safety in Classrooms

The following list is not exhaustive but indicates principles of classroom safety which all members of the School (adults and students) should use as a guide:

- Broken glass should be reported immediately
- Broken furniture should be isolated and reported at the end of the lesson/session
- Bags and furniture should be arranged so that there is free passage around the room without hazard.
- Broken light switches, electrical points, light bulbs/tubes should be reported immediately
- Broken electrical equipment of any type is hazardous and should not be used
- Nobody should stand on chairs, desks, etc.
- Ceilings of all rooms must not be disturbed – this includes displays, Christmas decorations, etc.



- Spilled fluids must be cleared up immediately, or reported. For bodily fluids the Site Agents must be contacted (refer to COSHH)
- Additional security includes closing windows after use and locking doors at the end of each day

2b xii) Staff Health and Safety

As well as a duty of care for their students, staff also have a responsibility to be mindful of their own health and safety.

a) Violence

On very rare occasions there may be a threat of violence from students, parents or intruders on the site.

If possible, staff should deal with such matters according to this policy and with a calm approach. Staff should always take steps to ensure their own safety when dealing with volatile parents and should never approach visitors or intruders who they believe might have a violent reaction.

If a member of staff is involved in an incident of violence or threat of violence it should be reported to the Headteacher immediately. The Headteacher and the Governing Body will ensure:

- 1) That appropriate action is taken against any violent individuals.
- 2) That the member of staff receives appropriate support and counselling.

b) Work Related Stress

From time to time staff may suffer from stress. If symptoms of stress are identified either by themselves or by colleagues there are different avenues to tackle this issue.

- 1) Staff may wish to speak with a colleague, their team leader or the Personnel Officer.
- 2) Staff may wish to speak to the SLT link or the Headteacher.
- 3) Central Bedfordshire LA provides a confidential employee support line (01234 276121) further details are available from the Personnel Officer.
- 4) Professional Associations offer a range of support services.

It is always advisable to seek professional help in these circumstances.

3. Arrangements and Procedures

3a General

The procedures used in Sandy Upper School will be in accordance with the current policy guidelines and procedures published and issued by the LA and supplemented by further guidance from the Director of Education.

Central Bedfordshire Council have policies on the following:



- A Management Guides to Risk Assessments
- B Model Health & Safety Policies
- C Prevention of Violence and Aggression Policy
- D Management Guides to the Safe Use of Display Screen Equipment
- E Essential and Casual Car Users
- F Management Guidelines to First Aid at Work
- G Management Guidelines to the Prevention of Fires within BCC Workplaces
- HI Control of Infection
- JK Management Guidelines to the Prevention of Manual Handling Injuries
- L Incident/Accident Reporting and Investigation Management Guidelines
- M Visits by Enforcement Officers
- N Management Guidelines to General Health and Safety Inspections
- O Testing and Inspection Regimes for Electrical, Mechanical Equipment and Other Services
- PQ Management Guidelines to Lone Working
- R Management Guidelines to the Safe Use of Hazardous Chemicals, COSHH
- S Safety Representatives and Safety Committees
- T Management Guidelines to the Safe Use of Access Equipment
- UV Noise at Work
- W Administration of Medicines (Schools only)
- X Maintaining Safe Premises in Educational Establishments (Schools only)

These policies are available from the Site and Operations Manager or the Personnel Officer.

3b Induction Training

All new members of staff (teaching and non-teaching) will be provided with induction training appropriate to their health and safety needs. In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them also. This will be recorded on their induction file. All members of staff will be expected to sign their receipt of the Health & Safety Policy.

3c School Visits

For all School visits the procedure guidelines from the Central Bedfordshire Education Service are adhered to. This will include the preparation of a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the School's policies 'Educational Visits and Journeys' is available in the Main Office. The venues chosen for School visits are as far as practicable to be restricted to those with no significant hazards.

For all visits the appropriate ratios of adults to children is calculated and the necessary staff and adult helpers are provided.

Before any party leaves the School all accompanying parents are instructed and briefed about safety and control procedures by the named party leader and all students are briefed and instructed on safety procedure, in particular supervision arrangements.

3d Personal Protective Equipment

Personal protective equipment will be provided in accordance with the advice in the LA policy guidelines. Arrangements will be made to check that it is properly used and maintained.



3e Medicines

Prescription medicine may be stored in the main office, but only at the specific request of the parent/carer and on receipt of a letter from parent/carer. All such medicines will be stored in the Main Office away from children and will only be handed to students as instructed. All medicine taken by students will be logged by first aid staff in the school office. There are specific guidelines for those students suffering from asthma, epilepsy, heart conditions, ADHD and those at risk of severe allergic reactions. Paracetamol may be carried by students for use during the school day. This should be only a day's supply – a maximum of 4 tablets for personal use only, See Appendix B.

3f Stevenage Leisure/SCCA Lettings

Before agreeing to let School premises to outside bodies, for use out of School hours the proposed user must undertake that a responsibility for supervision will be established to ensure that the use is compatible with the premises and equipment involved and that residual problems relating to subsequent School use are not likely to arise. Outside bodies hiring School facilities shall be required to demonstrate that they are competent and have suitable arrangements for the intended use, e.g. availability of supervision and expertise in dealing with emergencies in the use of equipment, general facilities, etc. All electrical equipment must be PAT tested.

3g Asbestos

In common with a number of other buildings, Sandy Upper School has asbestos within the accommodation. All rooms containing asbestos are indicated with a yellow warning label attached to the door. Nobody must disturb the fabric of rooms indicated thus.

Any work to be carried out in these rooms by the Site Agents or contractors may not take place until the asbestos log has been consulted and the appropriate entry made. No work may be carried out by staff or any unauthorised person. A detailed plan of where asbestos is located within the school is kept in the asbestos log book located in the site agent office. No contractor should carry out any work until they have looked at the plan and signed the log

Particular note should be made of Fire Procedures which relate specifically to asbestos.

3h Monitoring

In order to monitor standards of health and safety the Headteacher will arrange inspections at least every half term inspections by a suitable person. A report will be presented to the Health & Safety Committee.

3h i) Safety Representatives and Safety Committee

Time off for training of safety representatives will be provided in accordance with LA recommendations. Representatives will be given full access to the information on health and safety which they have a right to have under the Health and Safety at Work Act. They will also be given appropriate time and facilities to undertake the range of activities of a Safety representative in order that they can play an effective role.

The Safety Committee is the Headteacher, Health & Safety Manager, Site Agent, School Health and Safety Representative and Health and Safety Governor. It meets at least once each term and discusses any matter relevant to health and safety and acts



as a source for the exchange of information and/or resolution of any problems that need further action or a review of procedures.

Meetings will be reported to the Business Committee and through that Committee to the Governing Body and will be posted on the staff notice board.

3h ii) Sources of Further Advice on Health and Safety Matters.

The School will seek specialist advice on health and safety from the Health and Safety Unit or Occupational Health Unit of Personnel Consultancy Division, Central Bedfordshire Council, or other appropriate source, where matters are outside the competence of School personnel.

Sandy Upper School
First Aiders Record

| Name | Dept | Date of course | Refresher due |
|--------------------|------------------------------|-----------------------|----------------------|
| Donna Oliver | Receptionist (FAAW) | Oct 2010 | Nov 2013 |
| Tina Jackson | Midday supervisor (FAAW) | Feb 2011 | Feb 2014 |
| Lee Storie | Receptionist (FAAW) | 13 – 16 Oct 2008 | Oct 2011 |
| Claire Jones | Personnel Officer (Basic FA) | 3 Nov 2008 | Nov 2011 |
| Jo McEvoy | Main Office (Basic FA) | 3 Nov 2008 | Nov 2011 |
| Cheryl Anderson | Main Office (FAAW) | May 2009 | July 2012 |
| Michala Forster | Science(FAAW) | June 2009 | July 2012 |
| Gordon Pettengell | Site Agent (FAAW) | June 2009 | July 2012 |
| Jayne Thompson | Main Office (FAAW) | Oct 2009 | Oct 2012 |
| Julie Russell | PE/Dance (ELS) | 5 Oct 2009 | Oct 2012 |
| Craig Mitcherson | PE (ELS) | 5 Oct 2009 | Oct 2012 |
| Jemma Eastwood | PE (ELS) | 5 Oct 2009 | Oct 2012 |
| Lisa Reynolds | PE (ELS) | 5 Oct 2009 | Oct 2012 |
| Paul Blunt | PE/Sports College (ELS) | 5 Oct 2009 | Oct 2012 |
| Matthew Whitsey | PE (ELS) | 5 Oct 2009 | Oct 2012 |
| Ryan Nicholl | PE (ELS) | 5 Oct 2009 | Oct 2012 |
| Ginny Walton-Smith | PE (ELS) | 5 Oct 2009 | Oct 2012 |
| Julie Devereux | Student Support (Basic FA) | 6 Nov 2009 | Nov 2012 |
| Mikaela Robinson | Main Office (Basic FA) | 24 May 2010 | May 2013 |
| Alyson Saunders | Main Office (FAAW) | 13 Jan 2011 | 13 Jan 2014 |
| Kate Hannant | First Aid for Schools | 17 March 2011 | 17 March 2014 |
| Lyndsey Hammond | First Aid for Schools | 17 March 2011 | 17 March 2014 |
| Margaret Walker | First Aid for Schools | 17 March 2011 | 17 March 2014 |
| Veerawan Ali | First Aid for Schools | 17 March 2011 | 17 March 2014 |

FAAW – First Aid at Work (4 days)
ELS – Emergency Life Support (4 hours)
Basic FA – Basic First Aid (1 day)

September 2011



Dear Parent/Carer

The School has received guidelines from Central Bedfordshire Council regarding the management of medical conditions and administration of medicines. The School will follow these guidelines where appropriate, to the age of students at Sandy Upper.

Following this, it is essential that parents inform the School of any medical conditions in writing. If medication is needed whilst your child is in School please send written details. Subsequent changes will also need to be notified in writing.

All medication sent to School will be kept in a locked cupboard or in a refrigerator if necessary. All medicine taken by your child will be logged by first aid staff in the School office.

Pain relief medication (paracetamol only) can be carried by your child to use during the school day. However, please note that only a day's supply should be carried – a maximum of 4 tablets, and for personal use only. Additional tablets can be left with the School office.

If your child has a Medical Care Plan can you please supply us with an up-to-date copy. Your GP, Clinical Nurse or Consultant will be able to provide this for you.

There are specific guidelines for those students suffering from asthma, epilepsy, diabetes, heart conditions, ADHD and those at risk of severe allergic reactions.

The guidelines for students who suffer with asthma require parents to complete additional forms. We will send these out to parents of those students who have asthma. Please ensure that your child has an inhaler with them at all times. We are happy to store spare inhalers at the School office. Please let us know if your child's condition deteriorates, as this can interfere with school performance.

If you have any queries regarding these guidelines please contact the School.

Yours sincerely

Mr D Stevinson
Headteacher



Display Screen Equipment

This information aims to make Managers aware of the legal requirements, when to undertake a DSE assessment and the measures needed to prevent ill health and injury.

Visual Display Units (VDUs) are a common tool throughout the workplace. Prolonged use can lead to some VDU users experiencing headaches, eye strain or muscle pain. If you spend a significant part of your working day using the VDU, the correct equipment and working conditions can ensure your comfort.

Responsibilities of manager and employee for DSE

Manager Responsibilities:

- To ensure employees and temporary staff working in their area complete a DSE self-assessment and thereafter on an annual basis or following an office move.
- To review users' answers to the self assessment and complete the action plan.
- To ensure the action plan is followed.
- To make users aware of the entitlement to an eye sight test using the voucher scheme.
- Ensure that work stations are kept tidy and maintained.
- To send DSE assessments that identify physical problems to the Risk Management, Health & Safety Team, Risk.Management@bedscc.gov.uk.

Employee responsibilities:

- To complete a DSE self assessment.
- To keep work stations tidy.
- To report problems with their workstation to their line manager.

How to Identify a User of Display Screen Equipment?

As a general rule of thumb, any member of staff who uses a VDU or laptop for more than one hour per day should complete an assessment.

Guidelines for Display Screen Equipment (DSE) Use

Managers need to ensure that all new-starters who will be classed as DSE users are provided with guidelines when they start their job. These give advice on setting up your workstation correctly. Provide them with the HSE publication entitled "Working With VDUs

<http://www.hse.gov.uk/pubns/indg36.pdf>.



Risk assessments for display screen equipment users

[DSE Self-Assessment Form](#)

We ask all managers to **ensure staff complete a self-assessment form within their first month of work**. This will identify if any health issues are being created by the set up of their workstation, chair design or poor use of equipment supplied.

If any health issues are identified in section 20 & 21, the forms should be copied to Risk Management, Health & Safety Team, who will visit the person and assess their workstation to identify any actions needed e.g. purchase of new equipment or re-positioning of equipment. Managers should ensure staff review self-assessments annually or if any change to location, equipment or health.

Working with DSE equipment in schools

Pupils are not required by law to complete a DSE self-assessment, as they do not use the equipment for sufficient time per day, however pupils should be taught best-practice with regard to the use of the equipment, sitting position, posture etc.

For further information on ICT in schools visit www.becta.org.uk

Use of whiteboards and projectors

For information on the use of whiteboards and projectors visit <http://www.hse.gov.uk/radiation/nonionising/whiteboards.htm>

Laptops

BCC may provide employees with a laptop where it is deemed more appropriate than use of a fixed office pc. [Laptops – What to Consider?](#)

Frequently asked questions and answers about your health and VDUs

Frequently Asked Questions: <http://www.hse.gov.uk/MSD/dse/faqs.htm>

Back problems related to DSE use

The Health & Safety Executive run a Better Backs Campaign, which offers lots of advice and information on back problems.

<http://www.hse.gov.uk/MSD/backpain/index.htm>

Desk-based exercises

Visit www.ergoergo.info for information on posture and exercises to relieve aches, pains, tension and stress whilst at your desk.



Free eye tests

You can claim back the cost of an eye test or get a contribution towards glasses provided for VDU use only, contact Occupational Health for a voucher on Ext. 42299.

[Link to eye test voucher.](#)

Equipment Suppliers

If you need ideas on suppliers for additional equipment you may need to purchase see [DSE Equipment Supplies](#).

For advice on specialist chairs try www.Posturite.co.uk.

You can download a "Sitting Comfortably" poster [link](#) or contact Risk Management, risk.management@bedscc.gov.uk, 01234 228704 for a "Sitting Comfortably" mouse mat [link](#).

Useful Links

<http://www.hse.gov.uk/MSD/dse/casestudies.htm>

Detail Case Studies into improvements in DSE set-up to reduce ill health.

<http://www.hse.gov.uk/MSD/campaigns/index.htm>

Better Backs Campaign

<http://www.hse.gov.uk/MSD/backpain/index.htm>

Back Pain Advice

<http://www.hse.gov.uk/pubns/indg36.pdf>

Free HSE leaflet, Working With VDUs

<http://www.hse.gov.uk/msd/dse/guidance.htm>

HSE Display Screen Equipment Regulations and Guidance

www.ergoergo.info

Information on posture and exercises

Main legislation addressed:

Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002



Laptops – What to Consider

A laptop should be purchased with the following in mind:

- As low a weight as possible (e.g. 3kg or less) for portable computer and accessories.
- As large and clear a screen as possible (e.g. 14” diagonal or more).
- Detachable or height adjustable screen.
- As long a battery life as possible or extra transformer/cable sets so the user has a set in each main location where the portable is used, and only carries the computer, not the cables, etc.
- Touch pad, rollerball or external mouse rather than ‘nipple’ trackpoint device.
- A wrist pad between keyboard and front edge of portable for the user’s hands and arms to rest when not keying.
- Lightweight non-manufacturer branded carrying case with handle and shoulder straps.
- Tilt adjustable keyboard.
- Facility for attaching external mouse and numeric keypad.
- Friction pads underneath to prevent computer sliding across surfaces when in use.
- Sufficient memory and speed (for the applications used).
- “Add-ons” that improve usability and reduce maintenance time, such as (removable) CD-ROM drives and additional memory.

When laptops are positioned on a desk the user has to lean forward to read the screen. Using the laptop in this position for long periods of time e.g. over three hours a day could lead to neck, back and shoulder problems.

For areas where hot desking is used and where laptops will be used all day then docking stations should be provided. A docking station consists of a separate monitor supported by a riser, a separate keyboard and mouse. The docking station allows the user to plug in their laptop and store it underneath the docking station and use it similar to a normal pc workstation.

Those employees that work from home on a laptop should complete a homeworking pack (available from HR) and should either be supplied with a docking station or a lap pack depending on the amount of time that they spend at home on their computer and the findings of the DSE self-assessment.

Employees should adopt the following advice when using laptops:

1. **Do not** use the laptop whilst travelling on trains or other forms of transport if the only resting-place for the machine is on your lap. In this position the neck and back will be in a stooped posture which can lead to chronic back or neck pain.
2. **Do** report any eyestrain, upper limb disorders or other symptoms which are connected to your work with the laptop.
3. **Do** use a wrist rest if you have any difficulty in positioning hands, wrists and forearms straight when keying in as the laptop keyboard is usually thicker than a PC keyboard.



4. **Do** remember that the guidance with regard to display screen equipment is applicable to laptop use i.e. taking breaks, using fully adjustable chairs and adopting a good posture etc. It is appreciated that staff using this equipment outside the office environment might not have access to a proper desk or chair but under such conditions should limit their use to the shortest time possible.
5. **Do** take into account the weight of the laptop. The equipment, though designed to be portable, may be heavy carried over long distances. When choosing a laptop this aspect of its use should be given due consideration.

Do not use the laptop for long periods without rest breaks. Using a laptop for extended periods can put strain on the neck and upper back. Consider the use of a docking station, screen, keyboard and mouse to use the laptop as a conventional PC if you are required to use the laptop for any length of time. If in doubt about this, ask advice from the I.T. Helpdesk or the Risk Management, Health & Safety Team, 01234 228704, Risk.Management@bedscc.gov.uk.

Suppliers of docking stations, lap-packs and other mobile ancillary equipment contact the IT Dept.



DSE – Self Assessment Form – Central Bedfordshire

TO BE COMPLETED ANNUALLY, FOLLOWING AN OFFICE MOVE OR PURCHASE OF NEW EQUIPMENT (DESKS ETC)

PART 1 - TO THE USER OF DISPLAY SCREEN EQUIPMENT

The use of computers (Display Screen Equipment) is widespread throughout the Council and, whilst generally safe, may be associated with some health problems, usually related to work posture. In order that these may be minimised and work made as comfortable and free of health risks as practicable, workstations must be assessed and you can help with this process.

Please complete the information boxes and answer the questions set out below. Answer all the questions as fully as you can. Use the HSE “Working With VDUs” booklet <http://www.hse.gov.uk/pubns/indg36.pdf> and return the form to your line manager, as soon as possible. Your line Manager will review your answers and discuss any remedial/corrective action with you. **If you are happy with the completed form, please sign it and return it to the Line Manager.**

Further guidance on posture and exercises can be obtained from the website www.ergoergo.info If you have any queries about completing this form or any other matter relating to display screen work, please contact Health and Safety in the Risk Management Team Tel: 01234 228704 internal 42704

| | |
|---|--|
| Your Name and Job Title: | |
| Where Do You Work? (Name the premises or state if at home): | |
| Directorate + Department/ Service: | |
| Do you use a Laptop? | |

QUESTIONNAIRE:

| QUESTIONS | YOUR ANSWER | MANAGER'S COMMENTS |
|---|-------------|--------------------|
| YOUR WORK: | | |
| 1) On average, how much time do you spend daily working at your VDU/computer? | | |
| 2) Do you feel that the software on your | | |



| | | |
|---|--|--|
| VDU is USER friendly? If NO, give details. | | |
| 3) Do you take regular breaks away from your display screen work? If YES, how often and for how long? | | |



| QUESTIONS | YOUR ANSWER | MANAGER'S COMMENTS |
|---|-------------|--------------------|
| YOUR WORKSTATION: | | |
| 4) Have you been given any information and training on the health and safety aspects of display screen work? Please detail. | | |
| 5) Is your chair stable and can you adjust it to get a comfortable sitting position and rest your feet? | | |
| 6) Does your back feel fully supported? | | |
| 7) Can you arrange your screen and keyboard to enable you to work comfortably? | | |
| 8) Is there enough room to support your wrists and arms? | | |
| 9) Can you move your mouse easily without excessive movements? | | |
| 10) Can you swivel and tilt your screen easily? | | |
| 11) Can you adjust your screen display so that it is clear, easy to read and free of distracting reflections and glare? | | |
| 12) Are the windows fitted with adjustable blinds or curtains to prevent glare? | | |
| 13) Are lighting levels are sufficient? | | |
| 14) Do you have sufficient space on your desk and around you to work comfortably? | | |
| 15) Are there any visible electrical hazards, such as broken plugs, worn or loose cable? | | |



| QUESTIONS | YOUR ANSWER | MANAGER'S COMMENTS |
|---|-------------|--------------------|
| 16) Are there any trailing leads or other items that are causing a trip hazard or obstruction? | | |
| 17) Does your work equipment create excessive or distracting noise? | | |
| 18) Is the ambient temperature and humidity comfortable? | | |
| HEALTH EFFECTS: | | |
| 19) Do you suffer from fatigue/tiredness or stress when working at your VDU/ computer? | | |
| 20) Do you get aches or pains in your back, shoulders or neck whilst working at your VDU / computer? | | |
| 21) Do you get aches, pains, tingling or 'pins and needles' in your fingers, hands or arms whilst working at your computer and using the mouse or keyboard for any time? | | |
| 22) Do you have any problems with your eyes/eyesight whilst working at your VDU? For example, headaches, difficulty reading the screen or documents. | | |
| 23) Do you wear spectacles or contact lenses for display screen work? If YES, when did you last have an eye test? | | |



PART 2 - Manager to Complete:

Please use the guide below, based on the user's response to questions, to complete the "manager's comments" column. If the user has identified a problem / concern above, remedial/corrective action may be required to resolve the situation. This should be detailed in the action plan, together with the name of the person responsible for taking the action and the action date.

- 1) and 3)** Is the user working compressed hours e.g. 37 hours over 4 days or excessive hours? Can regular breaks be taken e.g. 5 minutes in every hour? This includes carrying out other tasks such as telephoning, filing and does not necessarily mean a break away from the desk. Consider making changes to their working practices.
- 2)** If software on VDU is unfriendly creating e.g. excessive mouse movements, contact IT who may be able to offer advice.
- 4)** Refer to HSE "Working with VDUs booklet <http://www.hse.gov.uk/pubns/indg36.pdf>.
- 5)** Adjust chair, so that user is sitting comfortably, ensuring lower arms are fully supported by desk. User's legs should not be crossed. The user's chair should be fully adjustable, in height and back support. Broken chairs should be discarded and new standard office chair purchased through Facilities Management.
- 6)** Check chair is adjustable in height position and also back rest can be adjusted back and forth and up and down. Lower part of back should be supported by chair back and user should be sitting close to the desk.
- 7) and 8)** Move the keyboard directly in front of the monitor into a comfortable position, with the mouse mat parallel to the keyboard, but still allowing full lower arm support from the worktop. Height adjusters can be found on the underside of most keyboards. Check that there is free movement of the mouse.
Adjust the monitor, so that the user is not looking up or down onto it. The user should be able to look at it easily without discomfort.
- 9)** The mouse should move freely without restriction, organise workspace to achieve this.
- 10)** Contact IT for new screen if unable to swivel and tilt.
- 11)** Adjust the contrast / brightness from the button/controls on the monitor also consider changing background colours on pc. Glare can be a result of bright lighting, the sun through windows, reflections from walls, light work tops etc look at the concerns raised and make necessary changes.
- 12)** If necessary consider fitting blinds to windows (County Hall and Kingsway – contact Facilities Management)
- 13)** Arrange for broken bulbs in fixed ceiling lighting to be replaced (County Hall and Kingsway – contact Facilities Management). Also consider task lighting, lamps on desks, to provide additional illumination.
- 14)** Encourage the user to organise their workspace. Ensure the most frequently used items are in easy reach, whilst still enabling full, easy access to the computer equipment. Consider changing to a flat screen to increase desk space. Ensure area under desk is tidy and clear, if cluttered the user will not be able to sit comfortably and correctly. Check cables are tidied out



of the way (use cable ties). If the hard drive is in the way consider moving it to the side. Contact IT helpdesk for extending cabling for PC.

15) Arrange for any defective equipment to be repaired or replaced.

16) Arrange for cabling to be secured to prevent trip hazards.

17) Consider relocating noisy printers away from users – a walk to the printer will provide a natural break from PC.

18) There is no maximum working temperature therefore on warm days portable fans could be used to minimise discomfort. Minimum working temperature of 18^o C should be achieved in an office environment; portable heaters positioned away from chairs/coats etc could be used.

19) Tiredness and or stress should be discussed and working practices implemented to reduce the problem.

20) and 21) If the user answers YES to either or both questions stating they are suffer from pains in arms, neck and shoulder please forward this assessment to Health and Safety, part of the Risk Management Team, Room 118, Bedfordshire County Council, County Hall, Cauldwell Street, Bedford, Bedfordshire, MK42 9AP Tel No 01234 228704.

22) Re-adjusting and focusing the eyes on an object away from the screen can prevent headaches, eyestrain and regular breaks will encourage this.

23) Users are entitled to an eye sight test every 2 years refer to [eyesight test form](#) on intranet.



ACTION PLAN

| Action Identified | Responsible Person | Date to be implemented by |
|-------------------|--------------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Once completed, you must sign the form below and pass it on to the user to sign.

Retain copy for personnel record.

COMMENTS/ADDITIONAL INFORMATION:

DATE OF ASSESSMENT:

RECOMMENDED RE-ASSESSMENT DATE:

NAME AND SIGNATURE OF MANAGER:
DATE:

SIGNATURE OF USER:
DATE: