



**Osborne**  
Co-operative Academy Trust



# **Thameside Primary School Health and Safety Policy**

**First approved by Trust Board: September 2017**  
**Review Frequency: Annual**

**Date of last review: June 2021**  
**Date of next review: June 2022**

## Version Control

Author	Date Created	Version	Notes
oneSource	2017	1.0	Approved by Trust Board
oneSource/T. Polston	December 2019	2.0	<p><b>oneSource</b>            Organisation – minor additions to role of Local Governing Body, Headteachers/Heads of School and Managers/Supervisors            Arrangements – risk assessment section updated</p> <p><b>T. Polston</b>            Amendments were made to the following sections:            Fire            Hazard and Omissions Reporting            Stress  <u>Additions to the policy:</u>            Occupational Health            Eye &amp; Eyesight testing.</p>
T. Polston	June 2020	2.0	<p><u>Additions to the policy following advice from oneSource:</u>            Page 5 – Employees responsibilities            Page 12 – Local procedures to be added for policies to be read in conjunction with this policy            Page 12 – Security</p>
J.Clark/T.Polston/L. Guy	June 2021	3.0	<p>Page 4 – addition to role of LGB            Page 12 – Lone Working added            Page 13 – minimum training expectations for staff added            Page 14 – minor amendment of wording to remove name of OH provider            Page 15 – amendment to eye-test procedure to provide clarity            Page 15 – amendment to eye-test form to be approved by Headteacher            Page 16 – added Appendix A, DSE User Questionnaire</p>

## Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

### Status of this document

This Policy details the local arrangements for managing health and safety at Thameside Primary School. It is a subordinate Policy to the Osborne Co-operative Academy Trust Health and Safety Policy, and should therefore, be read in conjunction with this and the Trust's Safety Management System.

### Statement of intent

Thameside Primary school is committed to ensuring high standards of health and safety in all its activities. It aims to not just comply with the minimum health and safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health and safety management system. In order to derive these benefits the School's Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.



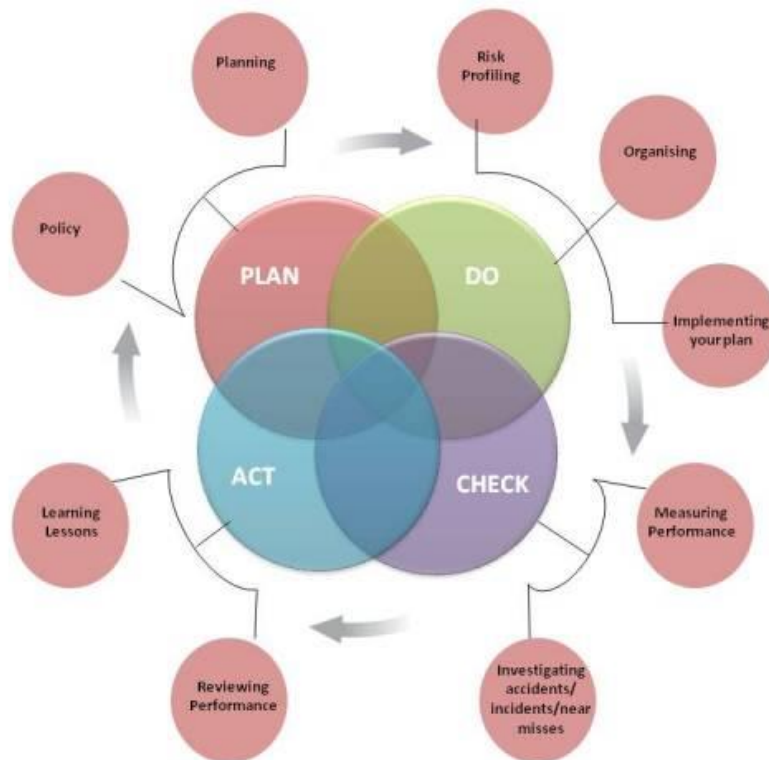
Signed Chair of Governors



Signed Headteacher

## Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health and Safety Management".



## Organisation

### Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health and safety implications of its decisions;
- Adequate resources are allocated to health and safety;
- Health & Safety Competence & Training Matrix for all staff and governors is monitored and reported to the Local Governing Body annually.
- Overall objectives for the School's Safety Management System are set and reviewed;
- Health and safety standards are maintained by monitoring the school's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

### Health and safety Governors

Health and safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health and safety performance (including against its SMS action plan) on behalf of the Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Governing body each term detailing the findings of their activities.

## All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices they become aware of, using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health and safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees have access to the oneSource Health and Safety Manual, this is an online resource which details how various tasks should be undertaken. All staff should familiarise themselves with this; the School's Health and Safety Co-ordinator can provide log-in details.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

## Headteacher

The **Headteacher** is responsible for ensuring that:

- The health and safety decisions of the Board of Trustees are complied with;
- Systems are established and maintained within the School to ensure that health and safety is effectively managed;
- A Health and safety Co-ordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Osborne Co-operative Academy Trust Health Safety Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the School's health and safety policy is kept in the office and staff room of the School for staff to access. It is also available under the Documents and Policies module of the Every system;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health and safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular they will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health and Safety Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health and safety they will participate in at least one inspection per year.

## Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in their absence.

### Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing other employees) are responsible for ensuring this Policy, and the arrangements made under it, are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health and safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the maintenance and inspection matrix at the end of this section.

### **Health and safety Co-ordinator (Support Manager)**

The main purpose of this role is to champion and monitor the implementation of the School's Health and safety Policy on behalf of the Headteacher. They are therefore responsible for:

- a) Establishing central record keeping systems for the School for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
- d) Liaising with the Schools' Health and Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

## Site Manager

Is responsible for ensuring the health and safety of the site. In particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the Every system regularly throughout the day, rectifying those issues within their authority and notifying the Health and Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard and accident reporting and asbestos control.

## Heads of Department(Year Lead)

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health and safety activities:

## Teachers

The health, safety and welfare of students in classrooms, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the head of subject or team leader.

## **Technicians**

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective equipment and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

## **Educational Visits Co-ordinator (Support Manager)**

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the School's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

## **Mid-day Assistants**

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

## **Competent Advice**

The Osborne Co-operative Academy Trust utilises the oneSource Health and Safety Team as its source of competent health and safety advice. The School has access to the advisory service via its Health and Safety Co-ordinator.



Maintenance and Inspection Matrix					
Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Scheduled for (month)	Current Contractor/ in-house	Responsible person (task performance or contract management)
Access Controls	Inspection	Annually	November	Contractor	Blakes
Air Conditioning	Maintenance	Annually	May	Contractor	Dragon Services
Asbestos Monitoring	Check	Variable	Monthly	In House	Site Manager
	Inspection	Annually	November	In House	Site Manager
Automatic Doors	Maintenance	Annually	November	Contractor	Blakes
Boiler	Maintenance	Annually	November	Contractor	All Seasons Solutions Ltd
	Inspection	Annually	November	Contractor	All Seasons Solutions Ltd
Boiler – Caretaker Property	Inspection	Annually	April	Contractor	All Seasons Solutions Ltd
Clinical waste disposal	Waste collection and disposal	Dependent on risk assessment	Twice Monthly	Contractor	Initial
CCTV	Maintenance	Annually	November	Contractor	Blakes
Electrical (mains wiring)	Inspection	5 Yearly	October 2022	Contractor	Compound Electrical
Electrical (PAT)	Inspection	Variable/ Annual	May	In House	Site Manager
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually	September	Contractor	Harlings
	Visual check	Monthly	Monthly	In House	Site Manager
Extraction Systems (Kitchens)	Maintenance	Quarterly	August	Contractor	DCUK Marlowe
	Flick Test	Monthly	Monthly	In House	Site Manager
	Inspection/battery test	Yearly	August	Site Manager	Blakes
Fire Alarm , detectors and door release (including independent door release devices)	Test	Weekly	Weekly	In House	Site Manager
	School Evacuation Test	All in 13 week period		In House	Site Manager
	Inspection	Quarterly	Oct/Jan April/July	Contractor	Blakes
Independent fire door release devices	Battery change	Annually	December	Contractor	Blakes
Fire Doors	Inspection	Annually	September		
	Visual Check	Monthly	Monthly	In House	Site Manager
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter	Aug 2022		TBA
	Visual check	Annually	August	In House	Site Manager
Fire Extinguishers	Inspection	Annually	October	Contractor	Blakes
	Visual Check	Monthly	Monthly	In House	Site Manager

Fire Hydrant	Inspection	Annually	October	Contractor	Essex Fire
Heating System	Maintenance	Annually	November	Contractor	County Energy
	Calorifers	2 years	November	Contractor	All Seasons Solutions Ltd
Intruder Alarm	Maintenance	Annually	October	Contractor	Secom
Ladders/step ladders	Inspection	Annually	September	In House	Site Manager
Lifts	Inspection/Maintenance	6 months	July/ January	Contractor	Kone
Lightening Conductor	Inspection	Annually	October	IN House	Site Manager
Minibuses	Check	Before use	Monthly	In House	Site Manager
	Inspection (MOT)	Annually	March	Contractor	Lex Autolease
	Maintenance	Annually or as per manufacturer's schedule if shorter		Contractor	Lex Autolease
Pest Control	Inspection	Monthly	Monthly	Contractor	Natures Way
PE equipment (including recreational posts)	Inspection	Annually	March	Contractor	Universal SVS
Play Equipment	Inspection	Annually	March	Contractor	Universal SVS
	Visual check	Weekly		In House	Site Manager
School House	Inspection	Termly unless otherwise stated in lease			
Trees (Zone 1)	Inspection	Annually	March	Contractor	Ground Control Ltd
Water Systems (descaling)	Maintenance	Quarterly	Jan/April/July/Oct	Contractor	Fieldings/ All Seasons Solutions
Water Systems (infrequent use)	Flushing	Weekly		In-house	Site Manager
Water Systems (hot & cold)	Inspection/Maintenance/sampling	Annually	October		Fieldings
Water Systems (temperature )	Test	Monthly	Monthly	In House	Site Team
Water Systems - thermostatic mixing valves	Maintenance	6 monthly	Jan/July	Contractor	All Seasons
Windows and Doors – Glazing Integrity	Inspection	Monthly	Monthly	In House	Site Manager

## **Arrangements**

This Section details the arrangements which the School has in place for managing health and safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an online resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

All School policies can be found on the Every system under Documents.

### **Document Control**

The School has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. The School uses a system of version number to identify documents.

### **Risk assessments**

The School has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified, these and the necessary control measures, have been recorded on individual risk assessments. The Health and Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed, the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health and Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

### **Fire**

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located in the Support Manager's Office.

Termly fire drills should be carried out and findings recorded in the log book and on Every. Call points should be tested over a thirteen week cycle; a zonal plan should be in place to ensure all areas are tested during this period. This must be recorded in the log book and on Every. Confirmation should be obtained from the monitoring station that the signal was received.

### **Lone Working**

The school will ensure there are adequate procedures in place for staff who are lone working and that line managers have carried out a risk assessment that considers the tasks being undertaken.

### **Hazard and unsafe acts and omissions reporting**

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their

behaviour. All hazards and unsafe acts and omissions must be reported. Hazards should be reported using the Every system.

## **Security**

The purpose of a lockdown is to prevent intruders from causing harm to pupils and staff. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Entrances to the school must be secured to prevent any intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.

Invacuation or shelter-in-place is similar to lockdown and may be appropriate for other incidents where remaining inside school premises may be the safest place for pupils, staff and visitors to take refuge with doors and windows locked and blinds/curtains drawn (where appropriate). Pupils would be moved away from windows and doors for prime safety. Such incidents could include events such as a chemical spill, criminal activity or civil unrest.

The signal for a lockdown/invacuation is communicated via word of mouth (including via radio). If pupils are outside when the notification of a lockdown is announced, staff could consider taking pupils to the nearest possible building that can be secured. Pupils could also be asked to hide or disperse if this will aid their safety.

During a lockdown/invacuation, staff may find it difficult to obtain a clear overview of the situation. Communication could be maintained between staff by using two-way radio, mobile phone or less conventional means (e.g. using classroom computers to send messages via instant messaging or email).

Parents/carers will not be allowed to collect their pupils during an invacuation/lockdown procedure.

## **Accident and near miss reporting**

A near-miss is an incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in Sims. All other accidents are to be reported to Support Manager who will record the incident using the oneSource online accident reporting system. OneSource will report to the HSE, on behalf of the School, any accidents which are RIDDOR reportable.

## **Communication**

The School communicates information on health and safety to its employees using the following methods:

- As part of the induction process;
- Team meetings/Departmental/Staff meetings;
- Staff circulars/newsletter;
- Staff notice boards
- 1:1s

## **Consultation on health and safety matters**

The School consults its staff regarding issues affecting their health and safety through staff meetings/team or department meetings/School Safety Committee. Staff can also raise concerns via the Health and Safety Co-ordinator.

## **First aid**

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. A number of staff are trained as First Aiders, a list of trained First Aiders is available in the Main Office and Staff Room.

First Aid medical boxes are located around the school for quick access.

A defibrillator is available in the Main Office.

## **Contractor management**

The School will not use contractors unless they have been properly vetted (including health and safety). Contractors are required to sign in at Reception using the Inventory system. The school has Asbestos on site, all contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The Site Manager is responsible to monitoring contractors on the School site.

## **Employee competence**

The School will ensure that employees are competent to perform their duties from a health and safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria. As a minimum, all staff must complete the following health & safety training:

- An Introduction to Manual Handling
- DSE and Workstation Safety
- Fire Safety and Evacuation
- Hand Hygiene
- Handling Workplace Related Stress
- Health & Safety at Work - Introduction to Health & Safety
- Slips, Trips and Falls
- Staying Safe with DSE – Mobile Working
- Staying Safe with Electricity

Training must be refreshed every three years with the exception of Fire Awareness, DSE and Hand Hygiene which should be completed annually.

Additional training requirements will be identified through the school's competency matrix.

Key roles in the School have to attend health and safety management training organised by the Trust's Health and Safety Co-ordinator.

## **Stress**

The School recognises the detrimental effects that stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the Headteacher. Employees may also contact Educational Support Partnership who provide a confidential advisory/counselling service to the school's employees on 08000 562561.

## **Occupational Health**

Adhering to the Sickness Management Procedure, the Trust purchases the services of an Occupational Health Service provider for all staff. Incidences of work-related ill health will be referred to, and monitored by, the Occupational

Health service provider. Guidance will then be provided to the school with regards on-going support required for the staff member. Access to health surveillance is also available through this service.

### **Eye and Eyesight Testing**

All employees who are identified as “Users” (following the completion of the Display Screen Equipment (DSE) Users Questionnaire - see appendix A) are entitled under the Display Screen Equipment Regulations to have their eyes and eyesight tested at regular intervals, at the employer’s expense.

Where the test shows the “User” to have an eye defect at the VDU vision distance, the Trust will reimburse £19.95 towards the cost of the eye test and up to £55.00 for prescription lenses (glasses or contact). Any balance must be met by the employee.

Employees are entitled to an eye and eyesight test when they first become “Users”, at regular intervals thereafter (usually determined by the optometrist) and whenever they experience visual difficulties which may be associated with VDU work.

Employees who frequently use laptops as part of their work should inform the optician since the typical viewing distance may be shorter than for desktop computers.

An Eye Test Reimbursement form is available from the school’s Support Manager and should be completed in full by the employee and authorised by their Headteacher.

The Optician will indicate on the form whether further action is required, and if so the type of prescription required, by ticking the appropriate box on the Eye Test Reimbursement form. This will determine whether the employee is entitled to a further eye care subsidy (currently £55.00) towards the purchase of glasses. If the Optician does not indicate that spectacles are required for VDU use, the employee will not be entitled to a contribution from the employer.

The **signed and stamped** Reimbursement form should be returned to the Support Manager along with a copy of the prescription and receipt. A copy of the form will be held on the Employees personal file.

### **Monitoring of health and safety performance**

A termly report is provided to the Governing body that includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Number of fire drills planned/unplanned
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.

**Osborne Co-operative Academy Trust**  
**Eye Test Reimbursement Application Form**

1. In line with the Health and Safety Policy, an employee may be reimbursed up to £19.95 towards the cost of an eye test and possible fees charged by the optician for completion of this form, and up to £55.00 for prescription lenses (glasses or contacts). Any balance due to the optician must be met by the employee.
2. An employee and their line manager must complete a Display Screen Equipment (DSE) Users Questionnaire (see appendix A) and subsequently **section 1** of the form below **before** undertaking an eye test. This should then be signed by the Headteacher.
3. This form should be taken to an optician of the employee's choosing and the optician should complete **section 2** after the examination.
4. A copy of the prescription together with relevant receipts should be attached to the expenses submission for approval by the Headteacher

**Section 1 – Employee / Manager**

Employee Name (Person having eye test)	
Date of Last Test	
Line Manager Name and Signature	
Headteacher Signature	
Date	

**Section 2 – Optician – CERTIFICATE OF RECOMMENDATION**

I confirm that I have examined the above named patients eyes and recommend the following (**Tick one only from A to F**)

Findings				Tick one	
Spectacles are not required / No change in current prescription				A	
Spectacles are required for general use				B	
Spectacles are required for general use , incorporating a special prescription for VDU use				C	
Spectacles are required solely for VDU use				D	
Spectacles are needed for safety purposes				E	
Spectacles are required for driving purposes				F	
Type of spectacles needed	Single Vision		Bifocals		Multifocals
Additional Comments					
Opticians Signature		Date			
Opticians Name and Address (Address stamp or provide a compliment slip)					

# Display Screen Equipment (DSE) Users Questionnaire

Appendix A

This questionnaire should be used to identify if you are a DSE User as defined in the Health & Safety (DSE) Regulations 1992 (amended 2002).

**Establishment:**

**Name of operator:**

**Job title:**

Do you use DSE more or less continuously on most days?

No

Do you normally use DSE for continuous or near continuous spells of 1 hour or more at a time?

No

Yes

Yes

Do you use DSE more or less daily?

No

Yes

Does your use of DSE involve the quick transfer of information to /from the DSE?

No

Yes

Does your use of DSE involve high levels of concentration?

or

Is your job highly dependent on the use of DSE?

or

Do you have little choice about using DSE in your job?

or

Do you need special training or skills to use DSE in your job?

No

Yes

## You are a User

Please ask your manager to sign here to confirm you are a User.

Manager's Signature.....

A workstation assessment should be undertaken using the HSE "VDU" Workstation Assessment Checklist". The completed assessment and this form should be kept as a record.

## You are not a User

Please ask your manager to sign here to confirm you are not a User.

Managers Signature.....

File this document, and review in 12 months or if there are significant changes to your DSE work.