



The Italia Conti Academy of Theatre Arts Ltd

Health & Safety Policy

Statement of safety policy, organisation and arrangements

In formulating its policy, the academy has paid regard to the DCSF document, Guidance on Health and Safety: Responsibilities and Powers and all relevant HSE laws, regulations and guidelines.

It should be noted that the 'Italia Conti Academy' operates programmes/courses across various education sectors and any reference to 'the academy' is all encompassing (as appropriate) of the Academy (HE and FE courses, 16+) and the Theatre Arts School (SE, also known as the Trust).

1. Scope

The Italia Conti Academy recognises and accepts its responsibility for providing a safe, healthy workplace and working environment for all its employees and students and any others affected by its activities - contractors, visitors, neighbours and members of the general public.

The academy operates from a number of sites including but not limited to:

Goswell House, 23 Goswell Road, London, EC1M 7AJ (Head Office, PA, TAS),

Avondale, 72 Landor Road, London, SW9 9PH (Acting, Avondale Theatre, Sheridan Studio).

When hiring other buildings/sites for classes or rehearsals, although not directly the responsibility of Italia Conti Academy or its Directors, the policies related to Health & Safety and Good Practice are integrated alongside any already established policies of those premises in order to continue the academy's duty of care to all staff and students.

2. Key Areas

The Italia Conti Academy will take all reasonable steps to meet the responsibility to provide a safe place of work and learning and safe working practices, and will provide such resources as necessary to meet this intention.

In particular it will pay special attention to:

- identifying the roles of local management in health and safety.
- identifying safety procedures so that they can be carried out without difficulty.
- developing suitable and sufficient risk assessments to ensure that risks are adequately controlled.
- identifying health and safety training needs of employees.
- identifying the competent person to assist with health and safety in the academy.
- developing effective communication systems throughout the academy.
- ensuring that employees are aware of all relevant health and safety documents.
- enabling the identification and allocation of resources necessary to improve the health and safety performance of the academy by setting standards based upon risk assessments and best practices.
- developing effective inspection/monitoring procedures to ensure compliance with its own safety standards, national best practice and legislative requirements.

ORGANISATION

3. Accountabilities

- The Health & Welfare Officer (Beverly Thomas) as the day-to-day manager accepts full responsibility for health and safety matters at all academy premises within the resources provided and in accordance with priorities set by the Senior Management. In the Health & Welfare Officer's absence, this responsibility is delegated to the Facilities Manager (Roy Jolley).
- Persons with a post of special responsibility whether teaching or non-teaching will be required to develop suitable and sufficient risk assessments and to prepare, implement and monitor safety policies, practices and procedures within their particular areas and within their sphere of control

- Class Teachers are expected to exercise effective supervision of the students, to know the emergency procedures, to check their classrooms are safe and equipment is safe before use and to ensure safe procedures are followed.
- The Directors as governors have responsibility for health and safety as defined in the national standard “Health and Safety Guidance for School Governors and members of School Boards.”
- No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty under the Health and Safety at Work etc. Act 1974 to co-operate with the Health & Welfare Officer and their officers and to assist them in so far as is necessary in meeting their delegated responsibilities. To this end all employees are required to:
 - i. keep their own work area free of all unnecessary hazards.
 - ii. comply with all safety rules which may be in force.
 - iii. use all safety equipment or personal protective equipment which may be issued and report any defects found in the equipment.
 - iv. report all hazards, injuries, dangerous occurrences or near miss accidents to their manager.
- The Italia Conti Academy recognises it owes a special duty of care to its students but likewise expects them to exercise personal responsibility for their own health and safety and that of their classmates, to comply with all academy codes of conduct, rules and terms & conditions, in particular those on safety and emergencies,
- and not to wilfully misuse, or interfere with anything provided for their safety or the safety of others.

4. Consultation

The Italia Conti Academy encourages full and effective consultation on health and safety with all its employees by operating a health and safety committee which meets regularly to discuss health and safety issues and the safety performance of the Academy.

ARRANGEMENTS

5. Resources

The Principal, through the Directors, will be required to allocate sufficient resources to overcome, so far as is reasonably practicable, deficiencies within their sphere of control after undertaking a suitable and sufficient risk assessment.

The academy will make and implement such arrangements as are appropriate for its activities including:

- effective planning.
- effective organisation.
- effective control; and
- effective monitoring and review of its preventative and protective measures.

6. Directors

The Board of Directors may need to prioritise health and safety matters and ensure that major decisions form part of any academy development plan. Health and Safety will be a standing item on the agenda of Directors' meetings.

7. Training Needs

The Health & Welfare Officer will ensure, where appropriate and after consultation with the appropriate employee, that adequate health and safety training will be given to enable the employee to carry out his/her duties: this applies to all employees, both teaching and non-teaching.

In particular, Health and Safety Training/Instruction will be given:

- upon induction; and
- when being exposed to new or increased risks because of:
 - i. increased responsibility.
 - ii. new or changed work equipment.
 - iii. new work systems.
 - iv. new technology.

8. Programme/Course Level

Health and Safety will be a standing item on the agenda of termly staff meetings and will be minuted.

9. Health & Safety Documents

The Italia Conti Academy has a single all-encompassing Health and Safety policy which covers all aspects of the academy's activities.

A variety of different documents are produced on health and safety issues targeted at different readers and it is the Health & Welfare Officer's responsibility to ensure that all, students, teaching and non-teaching staff and (where necessary) governors acquaint themselves with all relevant documents.

The Italia Conti Academy also maintains a library of essential health and safety information which is available to staff and students through the Health & Welfare Officer (located at Goswell Road).

PREMISES SAFETY

10. Hazard & Maintenance Book

The Italia Conti Academy keeps a logbook at each of its sites (accessed through the Health & Welfare Officer or Admin Office), which is to be used to record any hazard, or potential hazard, that may be identified in the premises. It is the responsibility of the Health & Welfare Officer (and Facilities Manager) to respond to the hazard as soon as possible, even if the decision is to do nothing. Entries will be regularly reviewed by the academy's health and safety committee.

11. Workplace

The academy will maintain a safe and healthy workplace. This covers a wide range of issues such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, workstations, sanitary conveniences and welfare facilities. Regular inspections will help to manage and maintain the requirements.

12. Health & Safety Signs

The academy will ensure that prescribed pictogram safety and fire signs are displayed.

A list of emergency contact persons and emergency isolation points is given as Appendix B (attached).

13. Asbestos

Asbestos and asbestos products may have been used in this establishment in the past. An appropriate survey has been undertaken within the premises and the position and condition of asbestos containing materials recorded in a register. Where contractors are used, this information must be drawn to their attention and appropriate action taken.

The academy has also prepared an overall plan for the management of its asbestos risks.

14. Hiring Out of Academy Premises

As the academy's SMT (specifically the Theatre Arts School) is deemed under section 4 of the Health and Safety at Work Act etc. 1974 to be controllers of the premises outside of 'school hours' they require all hirers (whether charged or not) to complete and adhere to the academy's conditions of hire form.

CONTRACTORS

15. Awarding Contracts

The Italia Conti Academy recognises its responsibility for ensuring appropriate health and safety standards in any specifications and conditions of contract that they let. Contractor selection will be based on:

- competence for the task.
- performance/equality standards.
- safety policy, procedures, and method statements.
- legal indemnity; and
- cost.

16. Controls

In general all contractors and sub-contractors must report to the office as soon as they arrive on site and follow the 'Visitors to the Academy' procedure (section 37). They will be briefed on the academy's emergency procedures. If their work involves any risks to employees or other persons, then suitable arrangements must be made to protect them.

17. Transport/Vehicles on Academy sites

Before commencing work any contractors and sub-contractors must discuss with the Health & Welfare Officer the movement and times when vehicles will be allowed on the academy's sites(s). (This includes buses and deliveries to the academy).

EMERGENCY PROCEDURES

18. First Aid/Medical

The academy has the benefit of medical advice from several First Aiders who should be consulted in the case of injury or accident or illness, the principal ones being:

- the Health & Welfare Officer (also known as the Student Welfare Officer) for Goswell House
- the Programmes Co-ordinator (or the Production Manager in their absence) for Avondale

19. Appointed Persons – Emergency First Aid Training

A number of persons will be trained and appointed as First Aiders to render first aid assistance where necessary. Training is renewed every three years.

20. First Aid Equipment

The academy will post notices displaying the location of the nearest first aid room/equipment and any arrangements for contacting the Health & Welfare Officer.

It is the responsibility of the Health & Welfare Officer to ensure the academy has all the first aid equipment it needs at all of its locations.

21. Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All accidents (including minor ones) to students, staff and visitors (including contractors, sub-contractors, YT trainees) MUST be recorded in the academy's relevant accident book, which are kept by the principal First Aiders (see section 18). The principal First Aider will then generate the academy's accident report form which is to be completed by the head of department (or person responsible for visitors or contractors) as soon as possible and copied to the Office and the Health & Welfare Office.

Certain injuries and conditions, details of which are listed in Appendix C, must be notified immediately by the First Aider to the Health and Safety Executive (HSE) using the online forms found at <http://www.hse.gov.uk/> within 10 days of the incident.

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Accidents to members of the public (including students) that result in them being taken directly from the academy to hospital must also be notified online.

Minor injuries to members of the public (including students) should be recorded in the academy's relevant accident book held by the principal First Aiders.

If as the result of an accident or work related ill health an Employee is absent from normal duties for more than three days the Health & Welfare Officer will notify the HSE online as stated above.

22. First Aid

The Health & Welfare Officer is to check all first aid boxes at the end of each term making any replacements immediately or by the start of the following term (if appropriate). First Aiders are to report to the Principal First Aider if there is a shortage of any necessary First Aid items.

23. Fire Risk Assessment

The academy's fire safety folder will contain its fire risk assessment and all supporting documentation such as fire warning and evacuation arrangements. The academy will make any necessary arrangements to comply with its recommendations on issues such as frequency of fire drills, testing of appliances etc.

EQUIPMENT SAFETY

24. Standards of Equipment Purchasing and Maintenance

It is the policy of The Italia Conti Academy whenever practicable to purchase and maintain equipment at recognised British or European Standards.

25. Work Equipment

The Health & Welfare Officer will ensure that annual inspections are made of all work equipment, and that suitable records are kept. When necessary, this equipment will be repaired and maintained to prescribed standards.

26. Electricity at Work – Electrical Testing

The Health & Welfare Officer will ensure that the annual inspection of portable electrical equipment is made by competent persons and that adequate records are kept.

27. Gas Safety

All gas systems will be inspected annually by a competent person (Gas Safe Registered) and any maintenance or repairs will be undertaken by such a competent person.

28. Substances Hazardous to Health

All substances/materials will have had a suitable and sufficient risk assessment made before being used. It is the academy's objective to eliminate hazardous substances and to substitute them with safer alternatives.

29. Lifting Equipment

A competent person/engineer will examine on site such equipment as is specified in legislation and report his findings to the academy. It is the Health & Welfare Officer's responsibility to ensure that any and all safety defects are rectified before the equipment is used.

30. Pressure Systems

A competent person/engineer will examine such equipment on site as is specified by legislation and report his findings to the academy. The Head Teacher will need to ensure that safety defects are rectified before the equipment is used.

31. Non-Ionising Radiation

Equipment such as mobile phones, microwave ovens, infra-red lamps, welders, photocopiers, laser printers, CD players, and multi-media computers, routers/wifi in the academy can emit non-ionising radiation in the form of radiowaves, micro-waves, infra-red heat, EMF, visible light and ultra-violet. Prolonged exposure to these can be harmful. The academy will ensure all such equipment is properly maintained by a competent person.

32. Risk Assessment

The Italia Conti Academy:

- will make a suitable and sufficient risk assessment for all its activities where a significant risk is identified. (Appendix D);
- will take the necessary preventative and protective measures to adequately control risk and comply with the other requirements made under this and other Health and Safety Regulations.

33. Persons with Special Needs

The Italia Conti Academy will undertake an assessment of a person's special needs as necessary for that particular individual and take actions as appropriate to ensure their health, safety and welfare when employed or on any of the academy's sites.

34. Smoking on Academy Premises

The academy does not permit smoking in any building used by students. This rule applies to all persons across all of the academy's sites at all times.

35. Young Persons

The academy, when offering to take a work experience student, will undertake the necessary risk assessments required to ensure that all placements are low risk.

A parent of a student under the minimum school leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the academy to minimise the risk.

36. Food Safety

This academy operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in regular food preparation and/or the serving of food will undertake appropriate training to comply with these requirements.

37. Lone Workers

The academy will identify individuals "at risk" and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome problems lone-workers face on and off the academy's sites.

38. Visitors to the Academy

All visitors to the academy are required to report to the office and sign the Visitor's book at the relevant site. If they are new to the academy, visitors are either briefed by an appropriate member of staff or asked to take a procedures card to familiarise themselves with the various safety/emergency procedures that may affect them. All visitors should wear a distinctive identification badge when they are on the academy site.

39. Violence to Staff

The Italia Conti Academy does not approve of any form of violence to staff or students and will treat all such incidents with the utmost seriousness. This may include reporting such incidents to the appropriate authorities as they occur.

40. Security

The academy will take all reasonable steps to protect its staff and (especially) its students against trespassers, intruders and like persons and will comply with its own guidelines on this issue at all times.

41. Manual Handling

The academy will identify employees who need to move loads as part of their work, undertake risk assessments, and determine any appropriate steps including the provision of lifting equipment or training, to prevent the risk of injury during manual handling.

42. Display Screen Equipment

The academy will undertake the appropriate risk assessments for all DSE users and action the recommendations.

43. Personal Protective Equipment

The Italia Conti Academy will provide and maintain all necessary and appropriate personal protective equipment which is required to ensure that its activities are carried out safely and without risk to health.

44. Electrical Equipment

The Italia Conti Academy will employ an external company to test portable electrical appliances and report as required by the Electricity at Work Act/Regulations items -451. Checks will be carried out every 12 months.

45. Managing Stress in the Academy

It is recognised nationally that stress related problems in education are costly. The academy will positively examine stress levels throughout the academy by undertaking a risk assessment and take appropriate action as necessary.

46. Environmental Protection

The academy will dispose of its waste in accordance with both national and local guidelines and legislative requirements.

47. Working Time

The Italia Conti Academy will comply with the requirements identified in the Working Time Regulations (Amendment) 200.

48. Educational Trips, Excursions and Activities

Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities taken on or off site. The academy will apply the same rigorous criteria for risk assessment and control to educational visits as it does to all educational activities. A detailed risk assessment is drawn up for trips, excursions and activities to identify possible health and safety risks. Staffing for excursions, visits and activities is provided based on the assessed level of risk.

49. Students in employment.

The Italia Conti Academy secures employment for students through the Italia Conti Agency. The agency ensures acts as an intermediary between the proposed employer and parents/guardians to ensure performing licences are raised. The agency keeps a copy of the licence on file. Employers of child performers are required to undertake a fully risk assessment and health and safety assessment of the proposed employment, evaluate the risk level and disclose this to the child's local authority. The local authority will sign off on a performing license provided that health and safety standards and all necessary regulations are met by the proposed employer. The health and safety of the child performer is the full responsibility of the employer.

50. Transporting Students/Students in Staff Cars

Where students are transported in cars owned and driven by members of staff the academy will make appropriate checks on the competency and suitability of the driver, and that there is the necessary cover for insurance in place.

INSPECTIONS AND MONITORING

51. Monitoring Arrangements

The Health & Welfare Officer will develop an effective system for monitoring Health and Safety. This will include:

- inspections.
- surveys
- investigation of incidents/practices/documents.
- record keeping.
- regular audit of the policy and management systems by a competent person.

(see Appendix E: Inspection Form)

--- End of Policy | Appendices hereafter ---

APPENDIX A

Health & Safety Information

Suggested Publications:

- “Health and Safety Guidance for School Governors and members of School Boards”
- “Management of Health and Safety in Schools”
- “Managing Work Related Stress - A Guide for Managers and Teachers in Schools”
- “Safety in Outdoor Education”
- “Safety Practice in Physical Education”
- “Make it Safe”
- “Be Safe”
- “Essentials of Health and Safety at Work”
- “Safety in Science Education”
- “Topics on Safety” “Code of Practice for Health and Safety in Workshop of Schools and similar Establishments”

APPENDIX B

Emergency Contact Persons & Emergency Isolation Points

Site	Contact	Name	Telephone
Goswell House	Health & Welfare Officer	Beverly Thomas	
Goswell House	Facilities Manager	Roy Jolley	07946 307 523
Goswell House	HR & Finance Controller	Susan Jolley	
Avondale	Evening Caretaker	Dan O’Connell	07794 260 064
Avondale	Production Manager	Suzette Farrier	07961 043 064
Avondale	Programmes Co-ordinator	Kerry Beverstock	07709 314 656

Site	Isolation Point – Electric	Location
Goswell House	Fuse Boards – each floor	In corridor cupboard
	Fuse Board – common areas	Site Office
	Science Mains Isolation & fuse Board	Level 3 Corridor
Avondale	Fuse Board – Willington Road side of building (Studio 1, Offices, Studio 2, Dressing Rooms)	Above admin office door (ladder required)
	Fuse Board – Theatre	‘Back Stage Right’, upper deck
	Fuse Board – Landor Road side of building (Studio 4, Studio 3, Sheridan, Workshop)	At top of stairs, next to main theatre entrance
	Fuse Board – Landor Road side of building (Studio 5, Offices, Library, Recording Studio)	Above Studio 5 door (ladder required)
Site	Isolation Point – Gas	Location
Goswell House	Master Gas Shutoff	Boiler Room
Avondale	Master Gas Shutoff)	Middle Arch (St. 3 Fire Exit)
Site	Isolation Point – Water	Location
Goswell House	Main Stopcock	Outside front entrance On pavement
Avondale	Main Stopcock	In Workshop (near Studio 3) Back left corner of room
Useful Numbers for Major Emergencies		
Goswell House	Water: Gas/Electricity:	
Avondale	Water: Gas/Electricity:	

APPENDIX C

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

REPORTABLE MAJOR INJURIES

1. All Fatalities

2. Major Injuries

- i. Any fracture other than to fingers, thumbs or toes.
- ii. Any amputation.
- iii. Dislocation of the shoulder, hip, knee or spine.
- iv. Loss of Sight (whether temporary or permanent).
- v. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- vi. Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- vii. Any other injury
 - leading to: Hypothermia, Heat induced illness or to unconsciousness.
 - requiring resuscitation: or
 - requiring admittance to Hospital for more than 24 hours.
- viii. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- ix. Absorption of any substance by inhalation, ingestion or through the skin leading to acute illness requiring medical treatment or loss of consciousness.
- x. Acute illness requiring medical treatment when there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

ACTION REQUIRED

Telephone the Health and Safety Executive immediately on 01582 444 200.

Investigating Accidents and Incidents

*Health & Safety at Work etc Act 1974. Management of
Health & Safety at Work Regulations 1999*

An ACCIDENT is classified as an undesired event that results in injury and/or property damage.

An INCIDENT is classified as an event or condition that doesn't cause harm but has the potential to do so.

All accidents and incidents should be thoroughly investigated to prevent it happening again, and also any risk assessments associated with the activity should be reviewed.

In the event of any accident or incident:

The first priority should be look after and treat any injured person. First Aid should be provided by a trained First Aider, using equipment provided on-site. See FIRST AID FACILITIES for further details.

An effective investigation depends upon getting all possible evidence together, so it is essential to secure the accident scene as soon as possible after the accident.

Investigations are needed to prevent a similar accident happening again, and is not about apportioning blame.

The accident/incident needs to be approached in a structured manner and carried out by a competent person or persons.

Competent persons may be someone familiar with the work location; a manager or supervisor from the work location; a senior manager; a health & safety expert; a technical expert.

The team may also include the injured party and an employee representative. The team may be any number of people; a small incident may be investigated by one person. A serious accident should be investigated by a senior manager.

The investigation should look at the cause of the accident and future prevention of a similar accident. The benefits of an investigation are to make a safer work environment; improve staff morale; prevent business loss from disruption, down-time and lost business; prevent more accidents and develop skills that may be able to be applied elsewhere within the Academy.

The investigation should:

- Collect information needed to pass onto enforcing authorities
- Identify the cause of the accident/incident to stop it happening again
- Collect information that may be needed for an insurance claim
- Identify the cost of an accident

An accident may have been caused by a number of factors – these may include immediate causes, underlying causes and root causes.

The following procedure should be followed:

- Gather information – this may involve gathering physical evidence, taking photos, and witness statements, and looking at documents such as risk assessments and operating procedures.

- Analysis – look at all the information to identify what happened and why. If human error or deliberate violations were part of the cause then it will need to be established as to whether someone forgot, didn't know or deliberately ignored a rule.
- Review Risk Control Measures – identify what changes may be needed with regards to the risk control measures in place in order to prevent the accident happening again. Consideration should also be given to whether similar changes need to take place in other areas in the Academy.
- Action Planning – the changes that are required should be made by a senior member of staff, and communicated to everyone as necessary.
- External Relations – the Programme/Course Director, in consultation with the Academy Principal is responsible for dealing with external bodies such as enforcement agencies, media and local residents and businesses. In the event of an investigation by the Health & Safety Executive or local authority inspectors the Course Director shall be nominated representative to act as the main contact with them.

The Accident / Incident Report Form should be used to complete the investigation.

Risk Assessment Record

Name of Assessor		Record Number	
Job Title		Date of Assessment	
Department(s) (see checkpoint 12-14)			
Location of Risk			
Activity/Process/Operation			
What are the Health & Safety Hazards?			
What risks do they pose and to whom? (see checkpoint 2)			Estimated risk level H/M/L (see checkpoint 3)
What measures have been taken to reduce the risk? (see checkpoint 1-4, 5-11)			Level Achieved, H/M/L
Checkpoints			
<ol style="list-style-type: none"> 1. Has all health and safety information been obtained? 2. Consider the number of persons exposed. 3. Estimate initial risk level – high, medium or low. 4. Consider if elimination or safer substance could be achieved. 5. Consider all necessary control measures including procedural and technical controls. 6. Are the above controls to the required standard and regularly maintained? 7. Have emergency actions plans been considered? 		<ol style="list-style-type: none"> 8. Have employees (and others) been adequately trained/instructed/informed? 9. Has adequate supervision been provided? 10. Consider if personal protective equipment is required. 11. Is health surveillance required? 12. What arrangements have been made for monitoring the assessment? 13. How often is the assessment to be reviewed? 14. Has the assessment been drawn to the attention of all who need to see it? 	
Signed		Review Date (see checkpoint 13)	
Date			

Common Hazards Risk Assessment

What are the hazards?	Who might be harmed and how?	Control measures already in place	Is any further action necessary?	Action by whom?	Action by when?
Slips & Trips					
Manual Handling					
Electrical Shocks					
Access & Egress					
Lighting					
Fire					
Temperature					
Vehicles and Transport					
House Keeping and Cleanliness					

What are the hazards?	Who might be harmed and how?	Control measures already in place	Is any further action necessary?	Action by whom?	Action by when?
Computer Workstations					
Noise					
Stress					
Working at Heights					
Chemicals & Harmful Substances					
Smoking, including passive smoking					
Aggression & Violence					
Bullying & Harassment					

APPENDIX E

Health & Safety Inspection

Name of Inspector		Inspection Number			
Location / Site		Date of Assessment			
		Time of Assessment			
Detail		Not Applicable	Fault		Comment
			Y	N	
<p>1. First Aid and Staff Facilities</p> <ul style="list-style-type: none"> a. First Aid b. Seats provided with backrests c. Cleanliness assured d. Means for making hot drink e. Means for heating food f. Facilities for pregnant/nursing employees g. Non-smokers/smokers separate facilities h. Disabled facilities i. Evacuation needs for disabled users <p>2. Working Space</p> <ul style="list-style-type: none"> a. Space allows ease of movement b. Over-crowded c. Safe access to high shelves d. Storage area and stacking is safe <p>3. Floor and Pedestrian Traffic</p> <ul style="list-style-type: none"> a. Sound construction b. Changes in levels highlighted c. Nothing to cause slips/trips/falls in area d. Holes etc protected by barriers/signing e. Slip resistant where necessary f. Drainage where necessary g. Open sided staircases protected h. One handrail at least per staircase i. Vehicle/pedestrian segregation in car park j. Any routes obstructed k. All access/egress points clearly defined l. Final exits easily operable <p>4. Lighting</p> <ul style="list-style-type: none"> a. Adequate light for safety b. Adequate light to protect eyestrain c. Adequate light during hours of darkness d. Any shadows causing hazards 					

e. Emergency lighting satisfactory

5. Working Temperatures

- a. Heating satisfactory
- b. 16o c min in offices/classrooms
- c. 13o c min where physical work carried out
- d. Is local heating recognised
- e. Is local cooling required
- f. Fumes from heating

6. Ventilation

- a. Ventilation sufficient
- b. Fresh Air
- c. Purified Air
- d. Draught Free

7. Windows and glazing

- a. Glazed areas secure against breakage
- b. Marked to make them noticeable
- b. Protected by Film/barriers
- c. Can be opened safely
- d. Risk of falling out when open
- e. Juts out, to be walked into when open
- f. Can be cleaned safely inside and out

8. Doors and Gates

- a. Doors have vision panels
- b. Sliding doors cannot come adrift
- c. Doors cannot close or fall on anyone

9. Sanitary Conveniences

- a. Adequate quantity
- b. Adequately lit and ventilated
- c. Clean
- d. Separate for male/females if necessary
- e. Privacy ensured (lockable)
- f. Soap, towels provided

10. Washing Facilities

- a. Hot/cold/warm water provided
- b. Soap or other cleaner provided
- c. Means of drying
- c. Ventilated and lit
- d. Clean
- e. Showers or baths needed
- f. Shower heads regularly cleaned

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11. Drinking Water

- a. Available
- b. Signed as drinking water
- c. Drinking vessels provided, if not a fountain

12. Clothing Accommodation

- a. For home clothing
- b. For work clothing
- d. Accommodation clean/dry/warm/ventilated
- e. Accommodation secure
- f. Facilities for changing

13. Fire

- a. Alarm present and tested
- b. Fire doors kept closed
- c. Fire exits kept clear
- d. Extinguishers in place and tested
- e. Highly flammables properly kept
- f. Disabled person safety
- g. Smoking prohibited
- h. Fire notices posted

14. Electrical

- a. Portable Appliances regularly tested
- b. Portable Appliances properly connected
- c. Plug connections properly made
- d. Any damaged sockets/plugs/leads
- e. Electrical mains cupboards secure
- f. Electrical mains cupboards free of obstructions
- g. Mains switches clearly labeled
- h. Record of Electrical Mains and Switch Gear tests

15. Mains Gas LPG

- a. Mains Gas Available
- b. LPG used
- c. (LPG only) Cylinders stored safely/securely
- d. Any Gas appliances
- e. Gas appliances checked/maintained regularly
- f. Maintenance carried out by GasSafe Reg installers
- g. All ventilation grills/air bricks clear and free from obstruction
- g. All external flues clear and free of obstructions
- h. Emergency cut-off valves accessible and labelled
- i. Written emergency procedure for gas leaks etc
- j. Is there plan of mains gas supply runs

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16. 16 Water Systems

- a. Is there a plan of water services
- b. Is there a record of quarterly/annual inspection
- c. Is there a record of corrective actions
- d. Is water sampling carried out for legionella

17. Cleaning and Waste

- a. Furniture, fittings, floors kept clean
- b. Any accumulations of dirt
- c. Spillages, leaks quickly cleaned up
- d. Waste disposed of properly

18. Vehicle Routes

- a. Unobstructed routes available
- b. Low clearances highlighted
- c. Speed limits/humps used
- d. Reversing avoided
- e. Structures sensitive to impact protected
- f. Barriers where children may run into vehicles
- g. Adequate lighting
- h. Any blind spots

Comments

Signed

Date

**Next
inspection due**

--- End of Appendices ---