<table>
<thead>
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<th>Ref No</th>
<th>Hazard under review</th>
<th>No &amp; Description of Staff/Students/Others Involved</th>
<th>Existing Controls</th>
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| 1      | Display Screen Equipment- Staff may suffer from upper limb disorders, headaches, bad posture, back pain which can be from incorrect usage, equipment not set up correctly, posture or glare. | All computer users.                                | 1. Workstation assessments carried out for new users  
2. Workstation assessments reviewed every 18 months to 2 years for existing users or when new equipment has been installed.  
3. All users trained in good workstation layout and good working practices during assessment.  
4. DES assesor to occasionally remind staff about correct working practices.  
5. Eye and eyesight test to be offered to all users at every workstation review.  
6. Users are trained in recognising visual or postural fatigue and what to do when this happens. (i.e. change activity, move to another area, have a break etc)  
7. Users know the correct procedure to follow in |
2. Slips, trips and falls as a result of trailing cables, damaged floor coverings, spillages, cabinets/desks/vending machines in hallways.

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<th>All staff</th>
<th>All visitors</th>
<th>Students</th>
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1. Maintain good housekeeping, including cleaning up spillages and removing obstacles. (If safely possible)
2. Manage trailing cables, no loose cables in walkways.
3. Make sure floors and walkways are clear of any obstructions and trip hazards. Reporting any defects to Estates Services.
4. All staff made aware of the above requirements during briefing sessions.

Staff to be told that paperwork not to be left on the floor.

Staff to keep document holders outside offices tidy to prevent paperwork from falling and to prevent them from being overloaded as well.

Staff to be reminded that their office door is not to be blocked by randomly placed table, chairs or other office furniture or equipment.

3. Manual Handling - occasional lifting may lead to back injuries, hand and leg injuries especially when not lifted correctly.

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1. Supplier requested to deliver packages to area where they will be kept.
2. Staff to break loads down to smaller sizes and weights where possible (e.g. when collecting bulk exam papers to make more than one trip or to share the load with another person.
3. Manual handling training provided to all staff who undertake lifting task

Make sure manual handling safety assessments have been carried out and/or updated and recorded in a centralised system.
4. Lone working- Staff could suffer injury or ill health while working alone. Danger of intruders and other threats to personal safety.

   All staff

   1. Lone work risk assessment to be conducted.
   2. Staff are instructed to inform Health and Safety Advisor of their intent to undertake lone or out of hours work.
   3. Advise staff on procedures they must follow in the event of threat to personal safety. e.g. lock the door and call security
   4. Staff are instructed to contact security upon arrival and leaving the building when lone working on weekends and bank holidays. ext. 444

   ☒ ☐ ☐ Make sure all staff and visitors have carried out lone work risk assessments and have been recorded in a centralised system as and when necessary.
|   | Use of electrical equipment e.g. Copiers, printers, kettle, toaster leading to possible electrical shock and/or burns | All Staff | 1. Office equipment is regularly visually inspected and checked by all users  
2. All portable electrical equipment is PAT tested at pre-determined intervals by Estate Services. Head of Department to notify the Deputy Director Client Environment if this is not happening.  
3. Staff informed to immediately report faulty equipment to supervisor, which must then be taken out of use and not to attempt to repair said items  
4. No personal electrical equipment allowed in the workplace. |   |
|---|---|---|---|
|   | Fire leading to smoke inhalation, burns and death. | All Staff  
All visitors | 1. Fire evacuation procedures are communicated to all staff during departmental health and safety induction  
2. Testing of the fire alarm is conducted every Thursday at 11.15 am. Not tested during exam periods.  
3. Fire evacuation drills are carried out annually  
4. Fire extinguishers are provided and maintained on a contract by Estate Services for use by trained Fire Marshalls.  
5. Fire exits and escape routes must be kept clear of obstructions at all times.  
6. Fire Safety officer to walk the building on a regular basis to check that above fire safety |   |
|   |   |   | To make sure all Staff have completed the online fire safety course. |   |
4. Staff instructed to report any concerns to the Health & Safety Adviser.
5. Staff are instructed not to use any access equipment that is damaged, and to report any defects immediately to the Administrator.
6. Staff are instructed on the correct/safe use of the access equipment and a training log is kept in the department.

9. General discomfort resulting in members of staff feeling unwell.

| All Staff | 1. Both offices are fitted with windows which can open to allow ventilation.  
2. Staff encouraged to report concerns to the College Health and Safety Adviser. (Founders) | ❌ | ❌ | ❌ | No further action required |

10. Injuries sustained at work. General first aid arrangements

| All Staff | First aid signs posted in prominent locations around the building. |
| All Visitors | First Aids signs need to be more prominent and updated with new first aider once training has been completed. | ❌ | ❌ | ❌ |
| Students | Staff informed of first aid provisions during the departmental health and safety induction session on their first day. | | |