

Using a mouse

- Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

For further information or for a VDU assessment please contact Health and Safety Officer.

APPENDIX I Permit To Work (Sample)

Issued to (Company Name)		Type of Permit (Tick as appropriate)
Issued to (Operator Name)		Electrical / Steam / Gas Work
Authorised Issuer (Print Name)		Hot Works
Issued - Date & Time		Working at Heights
Valid Until – Date & Time		Working in Confined Spaces
Location of Work		Other Hazardous Work
Nature of Work		

SAFETY PRECAUTIONS – TO BE COMPLETED FOR ALL PERMITS. WORK SHALL NOT COMMENCE UNTIL THE ANSWER IS YES TO ALL ITEMS IN THIS SECTION.	Yes	No	Personal Protective Equipment (PPE) (tick symbol as required). Work must not commence until PPE is in place.
Are Risk Assessments and Method Statements (RAMS) on file for this particular work?			
Has the (sub) contractor been taken through the Site Safety Rules on the reverse of this permit?			
ELECTRICAL / STEAM / GAS	Yes	No	
Will isolation be required?			
If Yes what is the method of isolation, e.g. lock, tag? (Electrician will advise)			
Confirm relevant supply has been isolated.			
HOT WORKS	Yes	No	WORK AT HEIGHTS Are MEWPs or scaffolding required? If Yes has equipment been inspected and certified as free from damage or defect?
Are fire extinguishers available and free from damage or defect?			
Is an exclusion zone to be marked / cordoned off?			
Is roof work required?			
If Yes list additional safety measures taken on a separate sheet.			
After all hot works a fire watch of AT LEAST 1 HOUR is required. Tick to acknowledge.			
OTHER HAZARDOUS WORK (please specify)	Yes	No	WORK IN CONFINED SPACES Has safe access & egress been confirmed as suitable? Is continuous gas monitoring to be carried out? Will stand-by personnel be in attendance at all times? Is breathing apparatus required? Is fall arrest equipment applicable? If Yes, list on a separate sheet.

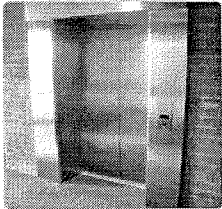

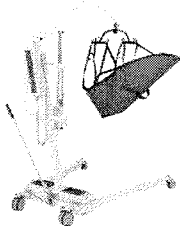

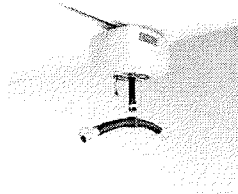
ISSUE	
Issuer (Sub)contractor	I authorise the work to be carried out. I have read & understand the conditions of this permit and agree to adhere to the Site Safety Rules on the reverse.
Signed:	Signed:
Date & time:	Date & time:
HAND BACK	
Issuer (Sub)contractor	
Signed:	Signed:
Date & time:	Date & time:

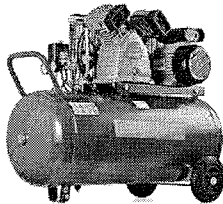

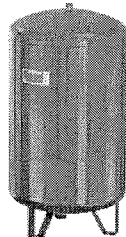

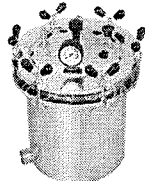
SITE SAFETY RULES

THESE RULES APPLY AND MUST BE ADHERED TO BY ALL VISITORS, CONTRACTORS AND SUBCONTRACTORS

- Park safely in the designated parking area away from areas in which plant / vehicles are operating;
- Adhere to the speed limit;
- Be aware of signage around the centre and act according to instructions thereon, this includes instructions regarding emergency procedures;
- Wear PPE appropriate to the activities. Centre management will communicate site-specific requirements;
- Report to reception before starting work. It is the responsibility of the (sub) contractors' supervisor / responsible person to be aware of location of their employees at all times in case of emergency / evacuation;
- The centre operates a **Permit to Work** system for hazardous work and if you are to engage in hazardous work you must advise centre management who will issue the permit to work before the work commences. This process includes the requirement for job-specific Risk Assessments and Method Statements (RAMS) to be provided;
- All contractors must observe the appropriate statutory regulations & codes of practice as well as centre safety procedures while working at the centre;
- All contractors' equipment should be in good order and have a current statutory inspection certificate where appropriate. Copy certificates may be requested by the centre;
- Contractors' staff must have appropriate training for the plant they are using and the work activities they are undertaking, copy cards or certificates of training may be requested by the centre;
- All portable electrical equipment should be PAT certified and either be battery powered or 110V and centre tapped to earth;
- Contractors should provide all tools and equipment needed for the work. The centre's equipment will not be used without the express approval of centre management and the contractor must provide evidence that their employees are competent to use such equipment;
- Good housekeeping should always be maintained, with materials stored in a safe and orderly manner and waste placed in suitable containers. Contractors are responsible for removing any waste they create unless previous approval has been given by centre management for disposal in the appropriate waste receptacles;
- Contractors' work areas are to be segregated off with physical barriers if possible and suitable warning signage;
- If scaffolding is to be used copies of the training records for staff erecting / altering / dismantling or inspecting scaffolding must be provided and the statutory inspection certificates (initial, weekly and alteration) must be given to centre management;
- No smoking is permitted on centre grounds except in designated areas;
- Contractors must not dispose of any materials or substances via the drains within the property's grounds without the permission of centre management;
- Should a contractor breach safety rules or be involved in an accident, incident or near-miss centre management must be informed immediately. Centre management, in conjunction with the Centre Manager, will decide on any action to be taken;
- All centres have a current asbestos register and this must be viewed prior to work commencing. If it is likely that asbestos will be disturbed by the work or a substance which is likely to be asbestos is discovered then work must be stopped and centre management informed immediately;
- All persons must make themselves aware of the centre fire procedures, escape routes and assembly points.

APPENDIX J
Items Which Require Statutory Inspection (Sample)

TYPICAL ITEMS	Applicable Regulation	Uses	Image
Passenger Lift	Reg 52	Lift for general use	
Platform Lift	Reg 52	Used for wheelchair access between levels and sometimes between 2 or 3 floors	
Portable Patient Hoist & Harness	Reg 52	Use for raising and moving a disabled person	
Service Lift / Dumb Waiter	Reg 52	Used for moving food trays, dishes etc. between floors.	
Patient Hoist on Track	Reg 52	Used for raising and transporting a disabled person	

TYPICAL ITEMS	Applicable Regulation	Uses	Image
Air Receiver	Part 10	Used in compressed air systems to store air under pressure until required for use.	
Heating Boilers	Reg 30	Can be oil, gas or electrically powered. Used to heat water for circulation in a heating system (pipes and radiators).	
Expansion Vessels	Part 10	When over 250 bar litres in size (multiply the design pressure by the volume) these storage pressure vessels come under Part 10 and must be examined.	
Basketball Net Winches	Reg 30	Positioning winches for basketball nets in a gymnasium. A safe means of access (usually scaffolding or a MEWP) will be required.	
Self-Generating Autoclaves	Part 10	Used in science labs to sterilise equipment	

APPENDIX L
Employee Safety Induction Checklist (Sample)

Employee Name:	Line Manager:
Job Title:	Department:

Induction Contents:	Subject Covered (✓)
Safety Statement to include risk assessments	
Accident / Incident Reporting Procedures.	
Emergency and fire arrangements including locations of exits / escape route and fire assembly point.	
First aid arrangements.	
Location of Defib	
Toilets / Showers.	
Location of health and safety noticeboard.	
Canteen Facilities.	
No smoking policy.	

Signed by Manager who completed the induction:	Date:
Signed by Employee:	Date:

APPENDIX M
Safety Rep Checklist Form (Sample)

Monthly Health and Safety Audit 2020		
Location / Department: Date Audit Completed: Completed By:		
Fire Escape / walkways: Emergency exits / walkways clear / fire extinguishers (in situ, not damaged / obstructed) / fire signage other observations/ staff comments?	Date action required	Date of resolution
Equipment: Sockets, damaged leads, faulty equipment, other observations / staff comments? Equipment in good working order and adequately guarded?	Date action required	Date of resolution
Slips, Trips and Falls: Walkways free, floor surfaces even, passageways kept clear, cable management, spillages, other observations / staff comments?	Date action required	Date of resolution

<p>Filing and Storage Rooms: Walkways free, shelves secure and tidy, heavy items stored between mid-thigh and shoulder height, step ladder required (if items stored at head height), other observations / staff comment?</p>	<p>Date action required</p>	<p>Date of resolution</p>
<p>Kitchen: Cleaning materials stored appropriately, kitchen tidy, other observations / staff comment?</p>	<p>Date action required</p>	<p>Date of resolution</p>
<p>Chemicals: Chemicals properly stored and identified?</p>	<p>Date action required</p>	<p>Date of resolution</p>
<p>Staff Comments / Requests: Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the centre?</p>		
<p>Improving Health and Safety As a result of this audit and discussions with staff what safety controls could be taken to eliminate risks and improve Health and Safety practice and procedures in the centre or during any activities which you manage?</p>		

APPENDIX N Annual Health & Safety Checklist (Sample)

<p>This form must be completed by each Centre on at least an annual basis, no later than the end of June of each year and submitted to the ETB.</p>	
Centre:	
Centre Manager:	
Date Completed:	
Check Item:	Response – answer yes or no – where the answer is 'no' please provide an explanation.
The Safety Statement has been reviewed and the areas in Section 6 which have been identified for updates are attached for approval?	
The Safety Statement has been communicated to all staff and records of same have been maintained?	
The Safety Statement requirements in respect of establishing a safety rep and a safety committee have been actively applied at this Centre?	
Meetings have taken place as required under the Safety Statement and records of such meetings are maintained?	
Risk assessments have been completed in accordance with the Safety Statement and are maintained?	
Fire equipment has been maintained and inspected?	
The number of fire drills carried out in the school during the academic term are (specify number)?	
Appropriate arrangements are in place in relation to the inspection and maintenance of equipment?	
Regular inspections are carried out within the school in order to check that the environment is clean, tidy and well maintained?	
Accidents and incidents are recorded and investigated?	
This centre has carried out an annual management review of its own Safety and Health performance?	
Comments	

**Appendix O:
Accident Incident Form**

Insert link to form on staff SharePoint.

