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# Health & Safety Policy

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August 2018

## OBJECTIVES

Firebrand Training Ltd understands the effectiveness of target setting objectives to achieve high standards of health and safety.

Our objectives consist of the following:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees and delegates on matters affecting their health and safety
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction, training and supervision for employees and delegates;
- To ensure all employees are competent to do their tasks, and give them adequate training;
- To prevent accidents and cases of work-related ill health by ensuring a safe system of work;
- To maintain safe and healthy working conditions and to review and revise this policy as necessary at regular intervals;
- To establish emergency procedures in the event of an evacuation.

## HEALTH & SAFETY STATEMENT

It is the recognised policy of Firebrand Training Ltd to comply with the Health & Safety at Work etc. Act 1974 (and Regulations made under it) and to maintain safe and healthy conditions within the working environment.

Our policy is to exceed the minimum requirements required by law and, where possible, Firebrand Training Ltd will provide resources to meet our commitment.

Firebrand Training Ltd will, so far as is reasonably practicable:

- Reduce, monitor and review risks to employees, delegates, visitors, members of the public, contractors and anyone who may be affected by our business activities
- Provide and maintain systems of work, which are safe, and without risk to health;

- Provide and maintain arrangements for the safe transportation, storage, use and handling of articles and substances;
- Provide employees and delegates with the information, training, instruction and supervision necessary to carry out their role in a safe manner, and to secure their health & safety at work and that of others who may be affected by their acts;
- Keep the workplace safe and ensure that means of access and egress are safe and without risk to health
- Carry out health surveillance, where required
- Ensure that all machinery, plant and equipment is maintained in accordance with Regulations and withdrawn from use if unsafe;
- Consult and communicate with employees and delegates on matters affecting their health, safety and welfare at work.

In return, Firebrand Training Ltd expects employees at all levels to exceed their minimum legal duties, including offering their full co-operation and compliance with policies and procedures created in the interests of health & safety.

Firebrand Training Ltd expects employees and delegates to take care of their own health & safety and that of others, from within the company or outside, who may be affected by their acts.

Employees and delegates are not to interfere with, misuse or wilfully damage, anything provided in the interests of health & safety.

This policy will be reviewed annually, or on significant changes within the business. Firebrand Training Ltd will make any changes known to employees and delegates.



**Authorised Signature:**

**Gordon MacLeod, Group Finance Director/Company Secretary**

## RESPONSIBILITIES

### Introduction

Under the Health & Safety at Work etc. Act 1974, the company recognises and acknowledges full responsibility to ensuring the health and safety of its employees and others affected by its activities. Responsibility generally for health and safety is that of each other and the maintenance of a safe working environment is dependent upon all employees having a clear understanding of their roles and responsibilities.

Within Firebrand Training Ltd (here after referred to as 'the company') ultimate responsibility for health and safety is that of the Managing Director. Primarily, the Managing Director has the responsibility to steer forward the health and safety policy to ensure that employees and delegates and managers are afforded suitable and sufficient resources to work in accordance with the demands of current health and safety legislation to provide a safe environment for fellow employees and visitors alike.

### Accountability

The Managing Director of the company has overall responsibility for the health and safety within the company, in particular for:

- i. Ensuring that adequate resources are available to implement the health and safety of the policy;
- ii. Ensuring health and safety performances are regularly reviewed at board level;
- iii. Monitoring and reviewing the effectiveness of the health and safety policy should new hazards develop or changes in work activities take place;

### **Firebrand Training Centre Manager Wyboston Lakes**

The Firebrand Training Centre Manager Wyboston Lakes is currently responsible for the day-to-day development and implementation of health and safety at the Operations Centre Wyboston Lakes. In addition, this Firebrand Training Centre Manager at Wyboston Lakes should

- i. Ensure those employees, delegates, contractors and visitors are aware of procedures, designed to protect their health and safety. In the case of contractors an exchange of information takes place pertinent to health and safety of each issue presented by on-going work activities;

- ii. Establish clear channels of communication to ensure consultation with employees and delegates takes place either directly or through established recognised channels;
- iii. Establish that all equipment and substances are suitable for the task and are kept in good working order;
- iv. Provide for adequate training, information, instruction and supervision to ensure that work is conducted safely and without risk to health or safety;
- v. Take immediate action to ensure investigation and rectification of any risks to health and safety arising from work activities;
- vi. Bring to the prompt attention of senior management any health and safety issues that arise from time to time;
- vii. Ensure that all cases of occupationally related disease, uncontrolled exposure to a health risk and 'near misses' are properly recorded and where appropriate reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and as such, an immediate investigation be carried out to determine causal factors;
- viii. Maintain a safe workplace including safe access to and egress from the workplace at all times giving allowances for suitable facilities to cater for disabled persons easy access and egress from the premises;
- ix. Ensure arrangements are made in the case of fire precautions, bomb threats and potential gas explosions;
- x. Ensure that stress levels and violence in the workplace is reduced so far, as is reasonably practicable and appropriate control measures are in place
- xi. Implement first aid measures to ensure that qualified first aiders/appointed persons are available and appropriate first aid is available;
- xii. Ensure that risk assessments required under current health and safety law are undertaken and reviewed in light of changes in activity or the introduction of a new hazard into the workplace. Where hazards are identified by such assessments, necessary action is taken to remove that hazard so far as is reasonably practicable and employees informed accordingly;
- xiii. Ensure that new employees are adequately inducted before commencing any work activities on health and safety applicable to their working environment.

## Employees

The employees are the foundations of the company. It is their responsibility to co-operate with instructions given by the managers. Through clear channels of communication from senior management, they must recognise the benefits of the company policy and procedures and undertake their duties in a safe and responsible manner without placing each other and non-employees and delegates at risk from their work activities.

- i. Taking reasonable care for their own health and safety
- ii. Considering the health and safety of other persons who may be affected by their acts or omissions
- iii. Working in accordance with information, instruction, supervision and training provided
- iv. Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- v. Reporting any defective substances or equipment and shortcomings in the existing safety arrangements, to the Firebrand Training Centre Manager Wyboston Lakes without delay
- vi. Not undertaking tasks for which training, information, supervision or instruction has not been provided

## RISK ASSESSMENT

Under the Management of Health & Safety at Work Regulations 1999, the company is committed to carry out risk assessments as required by the current legislation. It is the responsibility of the Managing Director to ensure that suitable and sufficient risk assessments are carried out.

The aim of the company is to eliminate or reduce any risks from hazards identified by the risk assessments to a level acceptable. The finding of the risk assessments will be made available to all employees who will be advised accordingly of steps being taken to reduce any significant findings to as safe acceptable level. It is the responsibility of the Firebrand Operations Manager Wyboston Lakes to keep accurate records.

Where there has been a significant change to the matter to which the risk assessment applies or it is no longer valid, and then the risk assessment must be reviewed without delay.

Risks are assessed in the following way:

1. Hazards are identified.
2. Risks are identified.
3. People at risk are identified.
4. Control measures already in place are identified.
5. Risks are assessed High, Medium or Low.

Further control measures are suggested.

On-going monitoring of standards will be undertaken by the Firebrand Training Centre Manager Wyboston Lakes.

#### TRAINING

Each employee will be provided with induction training, which includes health and safety, on their first morning of employment. This training will be conducted with the use of a checklist to ensure that all new employees are aware of health and safety issues.

Where necessary, additional training will be provided by the employer in accordance with legislation and HSE recommendations.

## WORK EQUIPMENT

The company is responsible for ensuring that all work equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998.

Only work equipment (including any Personal Protective Equipment) that achieves recognised safety standards should be used. Reference is commonly given to CE mark as a standard of compliance.

The use of work equipment must be in accordance with manufacturer's instructions. All work equipment must be subject to on-going inspection by the relevant manager and maintenance procedures implemented where necessary.

Defective equipment must be reported in the same way with a view to removing it from operation without delay. Instruction must be given by the relevant manager to ensure any defective equipment is no longer in operation by any delegate. The Firebrand Training Centre Manager Wyboston Lakes is responsible for ensuring that employees receive training in the use of work equipment and have health and safety information and written manufacturer's instructions available where appropriate.

The company also recognises The Electricity at Work Regulations 1989. Electrical systems must, so far as is reasonably practicable, be constructed and maintained to be safe. It is the responsibility of the relevant manager to ensure the purchase of electrical appliances is safe and be satisfied the equipment is manufactured to current legal standards.

The Firebrand Training Centre Manager Wyboston Lakes is responsible for ensuring that all electrical systems and equipment are examined, inspected and maintained by a competent engineer. All records of inspection and testing must be kept in a safe place. It is the responsibility of the Firebrand Training Centre Manager Wyboston Lakes for ensuring that work activity, including the operation, use and maintenance of a system or any work near a system shall be carried out in a safe manner so as not to cause danger to employees and non-employee members.

Work on or near live exposed parts of equipment is not permitted, unless it is absolutely unavoidable and the following three conditions are satisfied:

- It is unreasonable in all circumstances for the system to be dead
- It is reasonable in all circumstances for the work to be carried out live
- Suitable precautions are taken to prevent injury

This Firebrand Training Centre Manager Wyboston Lakes should also ensure that Portable Appliance Testing is conducted on a regular basis as per the HSE guidelines and to ensure that the mains system is tested at least every 5 years by the Landlord.

### MANUAL HANDLING

In order to meet the requirements of the Manual Handling Operations Regulations 1992, the company understand the requirement to avoid hazardous manual handling operations so far, as is reasonably practicable.

Where this cannot be avoided, the company acknowledges the need to undertake a risk assessment to reduce such risks to their lowest level so far, as is reasonably practicable. It will be the responsibility of the Firebrand Training Centre Manager Wyboston Lakes to ensure

that such assessments are carried out on behalf of employees engaged in manual handling activities.

Should there be a significant change to the manual handling activities or if it is found that an employee is experiencing problems then the manual handling risk assessments will be reviewed accordingly.

### LIFTING EQUIPMENT

Where the company has lifting equipment, then the Firebrand Training Centre Manager Wyboston Lakes must ensure that this equipment is regularly maintained and serviced in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

### WATER

Water header tanks needs to be periodically checked to ensure they do not contain foreign bodies and that covers are securely in place to prevent contamination. The water quality in tanks should be tested annually to prevent the growth of micro-organisms.

#### **Cold Water**

The cold water supplies available need to be marked accordingly as 'Drinking Water' or 'Not Drinking Water'.

#### **Legionnaire's Disease**

For most water systems, routine inspection and maintenance in line with HSE guidance, will usually be sufficient to ensure adequate control, provided of course, that appropriate remedial action is taken when necessary.

It is recommended that hot water should be stored at temperatures of at least 60°C, whilst cold water temperatures should be no greater than 20°C. Where a significant

scalding risk has been identified because of the need to store hot water at 60°C, the use of thermostatic mixing valves to reduce water temperature, or wall mounted instantaneous water heaters with a thermostatic control need to be considered.

The company will assure itself that they have met these requirements, where necessary, or they are carried out by a competent person.

## WELFARE

### Housekeeping and Disposal of Waste

The company recognises the requirements within the Workplace Health, Safety and Welfare Regulations 1992 with a view to ensuring that all furniture and fittings within the company premises will be kept sufficiently clean and implementation of waste control will prevent accumulation of unwanted material. Disposal of materials must be carried out under the terms of the Environmental Protection Act 1990.

### Reporting Health Problems

It is the responsibility of each employee to report to their Line Manager; delegate to their instructor, any health problems that they may be suffering. Issues concerning health problems should be directed to the relevant manager; delegate to the instructor, with positive action being taken to review the tasks given to that employee or delegate in order to remove any risks that are present.

### *Working Time Directive*

The company acknowledges the Working Time Directive Regulations 1998, under this regulation a limit is installed to ensure that an average weekly working time to 48 hours, unless agreement is made by the learner/company in writing. A limit is placed upon night workers' average daily working time to 8 hours; as such a requirement is laid in this piece of legislation to afford the opportunity to allow night workers a health assessment. Incorporated into the Working Time Directive Regulations 1998 is a minimum daily and weekly rest periods, rest breaks at work and paid annual leave.

DISPLAY SCREEN EQUIPMENT

It is the responsibility of the company to ensure a safe working environment exists for employees classified as users of display screen equipment (DSE).

Under the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous) Regulations 2002, a user is an employee who habitually uses display screen equipment as a significant part of their normal working day. All DSE shall be sited within a safe working environment. Under normal circumstances display screens will be sited as part of a complete workstation. As such the workstation will be designed to reduce the likelihood of injury.

Employees and delegates will be provided with adequate opportunities to allow them to take suitable breaks from their display screens, alternatively the work activities will be designed to allow the user a change of activity from the display screen.

Before any employee becomes a user of a display screen, the company will allow them the opportunity to a free eye and eyesight test and this will be repeated on request by the user, in support of a medical certificate.

Where necessary, task specific spectacles will be provided free to the employee. Each workstation will be subject to a workstation assessment to assess the hazards and allow the company to put forward appropriate controls. Such an assessment will be repeated when new hazards present themselves or a change in activity occurs.

A self-assessment form appears in Appendix A for employee use.

## INCIDENTS AND FIRST AID

### Injuries, Diseases and Dangerous Occurrences

Under the Reporting of Accidents, Disease and Dangerous Occurrence Regulations 1995, all accident and near misses must be immediately reported to the relevant manager by means of a telephone call / direct contact followed by details of the accident in writing, inserted into the accident book. Under RIDDOR, reporting of injuries/diseases applicable to the company include;

- Death or major injury
- Over three day injury - including acts of violence (is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temp/perm)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Reportable diseases include:

- Certain poisons
- Some skin diseases such as occupational dermatitis skin cancer chrome ulcer.
- Musculoskeletal disorders
- Infections such as Leptospirosis, Hepatitis, Tuberculosis, Anthrax, Legionellosis and Tetanus

If a doctor notifies you that your employee or learner suffers from a reportable work-related disease you must send a completed report form (F2508A) to the enforcing authority within 10 days to the Health and Safety Executive

#### Death or major injury

- If there is an accident connected with work and;
- A learner of the company, or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital
- The Relevant manager must notify the enforcing authority without delay (e.g. by telephone).
- Within 10 days the relevant manager must follow this up with a completed accident report form (F2508) and sent to the Health and Safety Executive. This may now be done online at [www.riddor.gov.uk](http://www.riddor.gov.uk)

#### First Aid

The Health and Safety (First-Aid) Regulations 1981 require the company to have facilities for the provision of first-aid. This includes provision of an adequately stocked first aid box and the training of either a first aider or delegation of an appointed person.

In the event of a serious accident, injury or ill health where admittance to an accident and emergency department is required, the ambulance service must be contacted by the most senior person on duty.

In doing so, the senior manager on duty must give details of the address of the incident, the nature of the injury and the name of the person injured.

It is the responsibility of the first aider to ensure that the first aid box is inspected on a monthly basis and replenished where necessary. The relevant manager takes the responsibility of keeping the list of appointed persons/first aiders up to date and ensuring that any such training records are made available. Employees will be informed of their nominated first aider/appointed person by means of names being displayed for viewing on the employee's notice board.

The accident book is located with the Firebrand Training Centre Manager Wyboston Lakes. The First Aid Box is located at the Firebrand Operations Centre main reception. Where items have been used then the Firebrand Training Centre Manager Wyboston Lakes must be informed to ensure replacements are provided.

An example of a low risk site's standard contents of the first aid box;

- 20 individually wrapped sterile adhesive dressings (assorted size), appropriate to the type of work;
- Two sterile pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium-sized individually wrapped un-medicated wound dressings - approximately 18cm x 18cm;
- One pair of disposable gloves.

## **CONTROL OF HAZARDOUS SUBSTANCES**

Under the Control of Substances Hazardous to Health 2002 all employees engaged in the use of hazardous substances will be provided with information, instruction, training and supervision.

Wherever possible the use of any hazardous materials will be eliminated, or substituted with a safer product. Chemicals approved by the company will be supplied and used appropriately. All hazardous chemicals used within the company will be subject to a suitable and sufficient risk assessment.

To accompany each chemical, it will be the responsibility of the Firebrand Training Centre Manager Wyboston Lakes to ensure that safety data sheets are made available from the cleaning contractor.

Where applicable, under no circumstances will employees using chemicals exceed maximum exposure limits (reference to safety data sheets). Adequate personal protective equipment and clothing will be made available to employees engaged in cleaning and employees will be instructed on the safe use of such equipment. All chemicals will be stored in line with the manufacturer's recommendations.

#### *Control of Asbestos*

The control of asbestos is a recognised essential aspect of health and safety that must be controlled. The statutory instrument requires the company under relevant circumstances that may apply.

Where maintenance and repair obligations in respect of our premises by virtue of a contract or a tenancy or by virtue of ownership of the building, it is necessary for the company to undertake a full asbestos survey with the intention of identifying the possible presence of asbestos in the fabric of the building.

## **FIRE**

Under the Fire Precautions Act 1971 and the Fire Precautions (Workplace) (Amendments) Regulations 1999, the company commits itself to ensuring that no person is placed at risk from the potential of a fire outbreak.

Fire risk assessment is undertaken, the purpose being to identify any possible hazards and removing them so far as is reasonably practicable. The Firebrand Training Centre Manager Wyboston Lakes is responsible for ensuring that employees and delegates are provided with suitable and sufficient information, training and instructions to deal with the worst-case scenarios.

Such information, training and instruction will be passed down to employees and delegates. Fire drill and evacuation procedures will be clearly displayed in a prominent position giving full details of arranged fire drill assembly meeting points.

Wyboston Lakes (the Landlord) are responsible for the weekly fire alarm tests and the maintenance and servicing of the fire alarm system.

It is the responsibility of the Firebrand Training Centres Manager Wyboston Lakes to co-ordinate such fire drills in accordance with the building's Fire Certificate and the Landlord. Fire checks will be undertaken on a regular basis, forming an integrated part of health and safety checks. Fire extinguishers should be subject to regular inspection to ensure their reliability is maintained by a competent engineer. Fire safety signage must be clearly displayed to ensure all employees and delegates are directed towards a place of safety.

Only employees trained in the safe use of a fire extinguisher will be allowed to use them to extinguish a small fire e.g. waste bin fire. In the case of larger fires no attempt must be made to tackle it. All efforts must be given to ensuring a full evacuation. It is the responsibility of the relevant manager to ensure those visitors, contractors, employees and delegates are informed of the audible nature pertinent to the ringing of the fire bell in light of a possible evacuation.

## **SECURITY AND PERSONAL PROTECTION**

The company does not accept any form of violence in the workplace. Any act of violence against employees by others will not be tolerated and a route of formal prosecution will be followed should this be experienced. Violence amongst employees is not acceptable.

In cases where employees are deemed to be at higher risk, training in breakaway techniques will be provided.

Stress is considered a serious threat to employees' health and company output. Stress levels will be monitored and any areas for concern will be managed by the relevant manager.

## **VULNERABLE EMPLOYEES**

### *Disability Access*

Under the Disability Act 1995 s (6), where necessary *reasonable* adaptations will be made to the company premises to allow access for disabled persons.

### **Young People at Work**

It is recognised by the company that employing persons under 18 years of age or training such persons carries with it additional risks and requires full commitment to the Young Persons at Work Regulations 1994. Where it is intended to employ a young person, the relevant manager will ensure that any risk assessments undertaken give sufficient consideration to the training of those young persons. It is recognised by the company, that any young persons under the training of the company is provided with extra supervision, instruction, training and information to the safeguard their health and safety.

### **New and Expectant Mothers**

The health and safety of new and expectant mothers at work is reflected in the Management of Health and Safety at Work Regulations 1999.

The phrase “new or expectant mother” is defined as an learner who is pregnant, who has given birth within the previous six months, or is breastfeeding.

The company recognises the fact that from time to time, employees employed by the company apply to this criteria and therefore commits appropriate resources to ensure that no such member of employees is placed at risk once she has informed the Director, in writing of her condition, or the company has been advised in writing that she has given birth within the previous six months or is breastfeeding.

As part of this process the company will ensure a suitable and sufficient risk assessment be undertaken, where necessary to identify pertinent hazards e.g. chemical, physical or biological with a view to reducing those hazards so far as is reasonably practicable and where necessary installing appropriate control methods. The company gives complete commitment to acting on the instruction of a registered medical practitioner or a registered midwife with a view to safeguarding the health and safety of the learner.

## CONSULTATION

Under The Health and Safety Consultation with Employees and delegates Regulations 1996, the company accepts the responsibility of ensuring that clear channels of communication exist to ensure that employees are kept fully up to date with changing patterns of legislation.

Information regarding health and safety will be cascaded to employees via e-mail.

This process will afford employees the opportunity to express concerns or suggestions on issues affecting their wellbeing. In order to achieve this, the Firebrand Operations Manager Wyboston Lakes will listen to the views and concerns of employees and ensure that positive action is taken to resolve health and safety matters as they arise from time to time.

## CONTRACTORS

All contractors to the building must be adequately vetted by the relevant manager to ensure that they are competent to undertake the tasks that they are engaged in. Exchange of information between the contractor and the company must take place beforehand to ensure that a safe working environment is maintained with a view to controlling any hazards caused.

It is the responsibility of the relevant manager to oversee that any contractor on site is working in accordance with safe working practices. To consolidate the above, a permit to work form will operate accompanied with a safe method statement. The latter provided by the contractor.

The company acknowledges the responsibility under the Health and Safety at Work etc Act 1974 of visitors to its premises. It is therefore necessary to ensure that visitors are briefed by the relevant manager or where appropriate the receiving learner with direction on the fire precautions and procedures.

Contract employees must:

- Taking reasonable care for their own health and safety
- Considering the health and safety of other persons who may be affected by their acts or omissions.
- Working in accordance with information, instruction, supervision and training provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Reporting any defective substances or equipment and shortcomings in the existing safety arrangements, to the relevant manager without delay.
- Not undertaking tasks for which they are not competent.

**APPENDIX A - DISPLAY SCREEN EQUIPMENT CHECKLIST (employee checklist)**

All display screen equipment workstations will be self-assessed in order to identify all potential health and safety hazards. In completing this questionnaire your answers will help highlight any improvements that may be necessary. If you are unsure about any question, please discuss this with Firebrand Training Centre Manager Wyboston Lakes.

Additional space is provided overleaf if necessary.

*Thank you for your co-operation.*

<p>Please give your details.</p>	<p>▶ Name:</p> <p>▶ Department:</p> <p>▶ Tel Ext:</p>
<p>When did you start working at this workstation?</p>	<p>▶ Month: <span style="float: right;">Year:</span></p>
<p>How much time do you spend at display screen tasks? e.g. 1 hour per day, continuously, intermittently, short sessions or prolonged spells</p>	<p>▶</p>
<p>Have you any specific difficulties with the equipment software or system?</p>	<p>▶</p>
<p>If your work is critical or intensive or if you work against tight deadlines, have you experienced difficulties with your workstation or work schedule?</p>	<p>▶</p>
<p>Have you been instructed on how to use the equipment or software?</p>	<p>▶ On the job:</p> <p>▶ Formal:</p>
<p>What other training or information would be useful to you?</p>	<p>▶ Equipment:</p> <p>▶ Software:</p>

<p>Please describe any special needs and / or concerns you may have about your workstation / working environment. e.g. Do you experience discomfort / screen flicker / chair not adjustable / reflection or glare / too hot / too cold etc?</p>	<p>▶</p>
<p>Can you adjust the height of your seat?</p>	<p>▶</p>
<p>Can you adjust the height and angle of the backrest?</p>	<p>▶</p>
<p>Is the chair stable?</p>	<p>▶</p>
<p>Does the chair allow movement?</p>	<p>▶</p>
<p>Is your chair in a good state of repair?</p>	<p>▶</p>
<p>If your chair has arms, do they get in the way?</p>	<p>▶</p>
<p>Do you have difficulties reading the display screen image?</p>	<p>▶</p>
<p>Have you had an eyesight test for display screen work?</p>	<p>▶ If YES, please give date: ▶ If YES, were glasses supplied?</p>
<p>Do you suffer from headaches, aches or pains during or after working at your display screen? If yes, specify where, frequency and duration.</p>	<p>▶</p>
<p>Do you find your workstation comfortable and suitable? If no, specify areas where improvements could be made (consider equipment, lighting, seating, posture, lighting, heating or noise).</p>	<p>▶</p>

Can you place your feet flat on the floor whilst using the keyboard?



Are all mains leads safely channelled, over the floor?



Are there any other comments you wish to make?  
e.g. any special needs.



Please provide any additional information or concerns relating to your workstation or use this space as a continuation for any of the previous questions.

Please sign completed questionnaire and return to Firebrand Operations Manager Wyboston Lakes who will then arrange for a display screen assessor to discuss your comments and evaluate your workstation if appropriate.

Signed:

Date:

## Authorisation & Document Control

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<b>Authorisation</b>	<b>Responsible Person or Body</b>
<b>Document Owner</b>	Barbara Turner
<b>Authorised By</b>	Gordon Macleod

### Version History

Version	Author	Issued	Summary of Changes
V.1	Gordon MacLeod	Jan 2016	Revised issue to replace existing policy
V.2	Barbara Turner	June 2017	Review, updates, document control, classification and version control
V.3	Barbara Turner	August 2018	Annual Review