

# Health and Safety Risk Manager for:

Harrow Independent College Ltd  
308 Eastcote Lane  
HARROW  
Middlesex  
HA2 9AH

Completed By: Janice Pegley on 22-02-2016

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# Section 1

## Introduction

Croner's Risk Manager programme helps you to identify and manage Health and Safety risks to your organisation in a sensible and pragmatic way. In order to do this, it is essential to understand:

- The risks faced by your organisation and how they might affect it
- The costs associated with each risk
- How well you are managing those risks.

The Risk Manager fulfils these needs by providing a structured programme of Health and Safety management for you to follow backed up by comprehensive support from Croner. It includes:

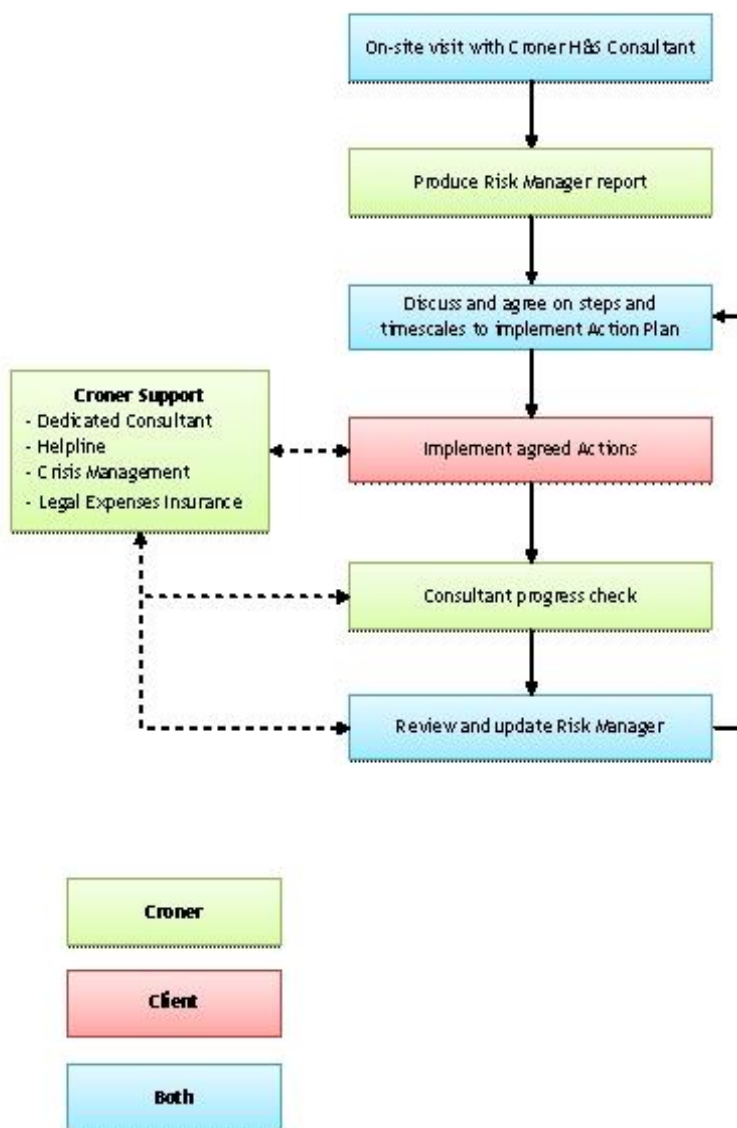
- A high-level Risk Profile to help you understand the overall Health and Safety risks to your business
- A detailed audit of the Risk Controls currently in place to see how well you are doing
- A prioritised Action Plan which helps you to decide where to concentrate your efforts and record improvements.

The programme is designed to aid compliance with the Health and Safety Executive's standard **Managing for health and safety** (HSG65).

# How Risk Manager Works

## Introduction

The following chart illustrates how the Risk Manager programme works:



## Overview of Organisation

Harrow Independent College is a sixth form college which opened in September 2015. The college has developed from Harrow Tutorial College which was founded by Kandiah Kandeepan in 2010. At the present time there are ninety registered students with a maximum of thirty five students at any one time.

The property is based in a recently extended previous retail property. A laboratory facility has been provided and there are a number of classrooms. The college is an Edexcel Approved Examination Centre, therefore security is good.

There are nine employees. None are particularly at risk because of disability, because they are young persons, or because they are new or expectant mothers.

Kathir Sukanthan has recently joined the company as Director for Quality Assurance and Business Development and will take on the role of Health and Safety officer. A very positive attitude towards Health and safety was noted.

The activities of the business pose no particular threat to its neighbours apart from the ever present risk of fire and vice versa.

A new automatic fire alarm has recently been installed.

Risk assessments are carried out for offsite visits.

### CLEAPPS

The college is aware of CLEAPPS and the support available for managing H & S when teaching science.

If radioactive sources are purchased for the future The employer must consult a Radiation Protection Adviser (RPA).

Further advice on Managing Radiations and Radioactive Substances in Schools, etc. can be found in the CLEAPSS Guide L93.

The help and assistance afforded Janice Pegley during the visit by Kathir Sukanthan and Kandiah Kandeepan is gratefully acknowledged.

## Site Inspection

- Consider developing a H & S Noticeboard
- Ensure the fire exit to exam room (front of building) is available to use as a fire exit.
- Relocate the kitchenette. Corridors that form part of escape routes should be kept clear and hazard free at all times. Items that may be a an ignition risk should not be located on a corridor that will be used as an escape route
- Display suitable fire procedures notices include the location of the meeting point.

# Section 2

## Risk Profile - Introduction

In order for an organisation to effectively manage Health and Safety, it is vital that risks are identified and prioritised in a methodical and pragmatic way. This is no different to how other business risks are controlled.

Within Risk Manager this is appears in the form of a high-level Risk Profile which is intended to:

- Identify and rate the significant risks to your business
- Provide you with a top-level view of how your organisation is doing in terms of Health and Safety risk
- Give you an understanding of how this translates to potential cost and disruption to your business.

Someone within your organisation needs to take responsibility for each risk. This does not necessarily mean they have to implement all of the controls (these can be delegated or assigned to others) but that they have enough authority to be able to affect change within that area.

### Cost

Accidents and ill health cost the UK economy billions of pounds each year. Some costs are obvious such as fines but others are less tangible. 'Hidden' costs include:

- lost production time, not just for the injured party but for everyone involved in investigations,
- temporary staff to replace those injured or off sick
- repairs to work equipment and premises
- sick pay
- administration costs
- legal defence costs
- damage to business reputation leading to loss of business.

These costs are not covered by insurance and following an accident, premiums can be increased or cover might even be refused. It is generally recognised that uninsured losses amount to ten times the cost of insurance premiums paid.

## Risk Levels and Action Priorities

The Risk Profile uses a simple colour-coded system to help rate and prioritise your high level risks:

Risk Level	Description	Action Priority
<b>Very High</b>	<p>These risks are unacceptable.</p> <p>Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level.</p>	<p>The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.</p> <p>It is advised that these issues are resolved immediately.</p>
<b>High</b>	<p>Substantial efforts should be made to reduce the risk. Considerable resources might have to be allocated to additional controls.</p> <p>Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.</p>	<p>Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed.</p> <p>It is advised that these issues are resolved within 1 month.</p>
<b>Medium</b>	<p>Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account.</p> <p>Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</p>	<p>The risk reduction measures should be implemented within a defined time period. It is advised that these issues are resolved within 3-4 months.</p>
<b>Low</b>	<p>No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort).</p> <p>Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.</p>	<p>It is advised that these issues are resolved within 12 months.</p>



## Our Risk Profile

Risk Area	Risk Level	Risk Owner
Asbestos Management	Medium	
COSHH	Medium	
Display Screen Equipment	Medium	
Electrical Safety	Medium	
Fire Safety Management	High	
Gas Supply and Appliances	Medium	
Health & Safety Management	Medium	
Risk Assessment	Medium	
Workplace Safety	Medium	

# Section 3

## Control Measures - Introduction

The Control Measures section provides a more detailed audit of how well you are managing the Health and Safety risks to your business. 'Control Measures' are the actions you need to take to reduce risks and to comply with Health and Safety law.

Your Consultant will identify whether or not the Control Measures currently in place are adequate based on observation and information provided during their visit. Where they are not considered adequate a Recommended Action will be provided along with a Reason as to why the Action is necessary.

### Action Plan

Based on the findings of the audit, an Action Plan is created to help you plan any work that needs to be carried out in order to reduce levels of risk. Priorities are assigned to each Action to help you focus on issues in order of importance.

Croner also provides you with an editable version of the Action Plan which allows you to sign off the actions as they are completed.

## Action Plan

The following Action Plan details areas that need improvement:

<b>Asbestos Management</b>			
<b>Action</b>	<b>Priority</b>	<b>Allocated to</b>	<b>Completed Date</b>
Undertake an assessment to determine whether asbestos is present in the building and include a written location plan of suspect material.	Medium		
Inform all those persons who need to know of the location of asbestos materials, e.g. building maintenance workers, contractors etc.	Medium		
Keep an up to date written record on the location of any materials containing asbestos.	Medium		
Prepare and implement a management plan to control the risk of exposure.	Medium		

<b>COSHH</b>			
<b>Action</b>	<b>Priority</b>	<b>Allocated to</b>	<b>Completed Date</b>
Obtain safety data sheets from suppliers.	Medium		
Carry out 14 monthly thorough examination and test of local exhaust ventilation equipment.	Medium		
Retain records of examination and testing of local exhaust ventilation equipment.	Medium		
Prepare an inventory of all hazardous substances used, stored or generated.	Low		

<b>Display Screen Equipment</b>			
<b>Action</b>	<b>Priority</b>	<b>Allocated to</b>	<b>Completed Date</b>
Carry out specific display screen risk assessments.	Medium		

<b>Electrical Safety</b>			
Action	Priority	Allocated to	Completed Date
Instruct employees on simple portable electrical appliance user checks.	Medium		

<b>Fire Safety Management</b>			
Action	Priority	Allocated to	Completed Date
Carry out a specific fire risk assessment. review	High		
Carry out a fire evacuation drill as soon as possible.	Medium		
Arrange for the servicing and examination of the fire warning system.	Medium		
Test the fire warning system on a weekly basis.	Medium		
Arrange for an annual inspection and service of all fire extinguishers.	Medium		
Provide emergency lighting.	Medium		
Test the emergency lighting on a monthly basis.	Medium		
Arrange for an annual full discharge of the emergency lighting system.	Medium		
Prepare an emergency plan . review	Medium		
Clearly identify fire escape routes. front door	Low		
Clearly identify fire exit doors. front door	Low		
Train employees to use fire extinguishers.	Low		

<b>Gas Supply and Appliances</b>			
Action	Priority	Allocated to	Completed Date
Prepare a gas leakage procedure.	Medium		
Clearly label the gas isolators including the one in the laboratory.	Medium		
Instruct employees on the action to take in the event of a gas leak.	Medium		
Arrange for all gas installations and appliances to be tested by a competent person.	Medium		

Health & Safety Management			
Action	Priority	Allocated to	Completed Date
Implement a system of monitoring for health and safety standards.	Medium		
Obtain the required statutory notices and ensure they are displayed in prominent positions for information to employees.	Medium		
Display a current Health and Safety Policy Statement.	Medium		
Undertake an assessment of first aid needs.	Medium		

Risk Assessment			
Action	Priority	Allocated to	Completed Date
Carry out suitable and sufficient Risk Assessments.	Medium		
Review Risk Assessments.	Low		

Workplace Safety			
Action	Priority	Allocated to	Completed Date
Provide a suitable handrail to the steps in the laboratory.	Medium		

## Control Measures

Asbestos Management				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
A survey has been undertaken to establish whether asbestos containing materials are present in the premises.	No	Undertake an assessment to determine whether asbestos is present in the building and include a written location plan of suspect material.	If your search gives you good reason to believe there is no asbestos in your premises, there is no need to do anything else. Records should be kept of the work done in reaching this conclusion in case an Inspector needs to see it.	Medium
All persons have been informed of the results of the asbestos survey.	No	Inform all those persons who need to know of the location of asbestos materials, e.g. building maintenance workers, contractors etc.	Persons in control of premises have a duty to: Take reasonable steps to locate materials that are likely to contain asbestos. Assume that any material contains asbestos unless there is evidence that it does not.	Medium
A detailed and up to date register of asbestos materials is maintained for the premises under the Company's control.	No	Keep an up to date written record on the location of any materials containing asbestos.		Medium
A management plan has been drawn up to control the potential risk of exposure.	No	Prepare and implement a management plan to control the risk of exposure.	The plan should include adequate measures for ensuring that the information about the location and condition of any asbestos is provided to every person likely to disturb it. It should be made available, if required, to the emergency services. The plan should also include a procedure for monitoring and recording any condition changes.	Medium

COSHH				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
A complete list of all substances hazardous to health used, stored or generated on the premises has been prepared.	No	Prepare an inventory of all hazardous substances used, stored or generated.	The preparation of an inventory greatly assists in obtaining information necessary for carrying out detailed risk assessments.	Low
The inventory of substances hazardous to health is regularly reviewed and revised as necessary.	Yes	Maintain and monitor controls.	N/A	
Supplier's health and safety data sheets have been obtained for all substances hazardous to health used or stored.	No	Obtain safety data sheets from suppliers.	Safety data sheets provide a great deal of relevant information that will assist in the risk assessment process. They should be readily available to employees.	Medium
A Manager or Supervisor monitors the COSHH control measures at appropriate intervals.	Yes	Maintain and monitor controls.	N/A	
Local exhaust ventilation equipment is in use and appears to be adequate.	Yes	Maintain and monitor controls.	N/A	
The local exhaust ventilation equipment is visually inspected at weekly intervals and any defects found are rectified.	Yes	Maintain and monitor controls.	N/A	

The local exhaust ventilation equipment is thoroughly examined and tested by a competent person at least once in any 14-month period.	No	Carry out 14 monthly thorough examination and test of local exhaust ventilation equipment.	It is a legal requirement to have this thorough examination and test done by a competent person. This can be achieved with an engineering insurance surveyor or servicing and testing Organisation.	Medium
Suitable records of the examination and testing of local exhaust ventilation equipment are kept for at least 5 years.	No	Retain records of examination and testing of local exhaust ventilation equipment.	Paper or electronic records may be kept, so long as they are easily retrievable and are kept for at least 5 years after the record was made.	Medium
Hazardous substances are stored safely.	Yes	Maintain and monitor controls.	N/A	
<b>Comments</b>  Further information on LEV systems can be found in HSE document HSG 258 <b>Controlling airborne contaminants at work</b> A guide to local exhaust ventilation (LEV)				



Display Screen Equipment				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
Specific risk assessments have been completed on display screen equipment at workstations where it forms a significant part of the job.	No	Carry out specific display screen risk assessments.	Workstations must be assessed.	Medium
Users' activities are planned so that work is periodically broken up by activity changes.	Yes	Maintain and monitor controls.	N/A	
Workstation accessories are provided if requested.	Yes	Maintain and monitor controls.	N/A	
Suitable seating is provided.	Yes	Maintain and monitor controls.	N/A	
Eyesight tests are available for display screen equipment users upon request.	Yes	Maintain and monitor controls.	N/A	
Corrective spectacles required by users whilst working at the display screen equipment are provided free of charge.	Yes	Maintain and monitor controls.	N/A	
The workspace is arranged to provide safe means of access to and egress from the workstations.	Yes	Maintain and monitor controls.	N/A	

Electrical Safety				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
The fixed electrical installation for the premises is inspected and tested at the prescribed intervals by a competent person.	Yes	Maintain and monitor controls.	N/A	
The fuses and isolation switches are suitably labelled.	Yes	Maintain and monitor controls.	N/A	
All portable electrical appliances are inspected and tested by a competent employee or a contractor.	Yes	Maintain and monitor controls.	N/A	
There is an inventory of all items of portable electrical appliances.	Yes	Maintain and monitor controls.	N/A	
Employees have been given basic instruction in how to carry out simple user checks of the portable electrical appliances.	No	Instruct employees on simple portable electrical appliance user checks.	Instruct employees to look critically at the electrical appliances they use and to report defects immediately.	Medium
Employees report details of any damaged or faulty appliances observed, which are taken out of use until either effectively repaired or replaced. Portable electrical appliances are in good visual condition.	Yes	Maintain and monitor controls.	N/A	
Damaged or faulty portable electrical appliances are taken out of use until a competent person has completed effective repairs.	Yes	Maintain and monitor controls.	N/A	

Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or extension cables.	Yes	Maintain and monitor controls.	N/A	
Unobstructed access is provided to all electrical switchgear equipment.	Yes	Maintain and monitor controls.	N/A	

<b>Fire Safety Management</b>				
<b>Control Measure</b>	<b>Adequate Yes/No/N/A</b>	<b>Recommended Action</b>	<b>Reason for Action</b>	<b>Priority</b>
The person responsible for fire safety in the premises has been identified.	Yes	Maintain and monitor controls.	N/A	
A competent person/persons has been identified.	Yes	Maintain and monitor controls.	N/A	
A specific fire risk assessment has been carried out.	No	Carry out a specific fire risk assessment.	Carry out, or have carried out on your behalf, a suitable and sufficient risk assessment of the workplace fire safety hazards. Croner Group Ltd are able to carry out a specific fire risk assessment on your behalf.	High
A fire evacuation drill is undertaken at suitable intervals.	No	Carry out a fire evacuation drill as soon as possible.	The purpose of the drills is to ensure all employees are familiar with the correct procedures to follow should a fire occur and to help identify any issues that may arise while evacuating. The frequency of the fire evacuation exercises will be dictated by the fire risk assessment .	Medium
The fire warning system provided is adequate for the premises.	Yes	Maintain and monitor controls.	N/A	
The fire warning system is serviced and examined by a competent servicing engineer on a six-monthly basis.	No	Arrange for the servicing and examination of the fire warning system.	The alarm servicing should be undertaken at least every six months by a competent servicing engineer in line with current standards.	Medium

The fire warning system is tested at weekly intervals.	No	Test the fire warning system on a weekly basis.	Number the breakglass call points and test the system from a different call point on a weekly basis to establish in-house audibility and correct working of the system.	Medium
Fire escape routes are clearly identified with the appropriate signs, including directional arrows.	No	Clearly identify fire escape routes. front door	Display signs that indicate in words and pictures the direction of all emergency escape routes.	Low
Fire escape routes are unobstructed and are readily available for use in an emergency.	Yes	Maintain and monitor controls.	N/A	
Fire exit doors are clearly marked with 'Fire Exit' signs.	No	Clearly identify fire exit doors. front door	Ensure that all fire exit doors are suitably identified with graphic 'Fire Exit' signs.	Low
Fire exits are free from obstruction both internally and externally and can be easily opened in the event of an evacuation..	Yes	Maintain and monitor controls.	N/A	
Suitable fire extinguishers are provided for the occupancy risks.	Yes	Maintain and monitor controls.	N/A	
Fire extinguishers are annually inspected and serviced by a competent person.	No	Arrange for an annual inspection and service of all fire extinguishers.	Inspection and testing of fire extinguishers must be carried out by a competent person or organisation, in accordance with the current standard.	Medium

Employees have been trained on the operational use of portable fire extinguishers.	No	Train employees to use fire extinguishers.	All employees should be taught to recognise the different types of fire extinguishers provided throughout the premises, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.	Low
An emergency lighting system is provided for areas where there is no borrowed illumination, or where persons work after the hours of darkness.	No	Provide emergency lighting.	Consider providing emergency lighting for areas where there is no borrowed illumination and where the failure of normal lighting may expose employees to special risk.	Medium
The emergency lighting system is tested at monthly intervals by in-house personnel.	No	Test the emergency lighting on a monthly basis.	Number the emergency lighting units and visually check that they are not defective. The test should be operated for a period sufficient to check that each lights is active.	Medium
An annual full discharge test of the emergency lighting system is conducted by a competent service engineer.	No	Arrange for an annual full discharge of the emergency lighting system.	Inspection and testing of the emergency lighting system must be carried out by a competent person or organisation in accordance with the current standard. As the system may take up to 24 hours to discharge, the premises should not be re-occupied until it is functional again unless alternative arrangements have been made.	Medium
Adequate arrangements are made for the removal and disposal of combustible waste materials.	Yes	Maintain and monitor controls.	N/A	
The Company operates a 'no-smoking' policy.	Yes	Maintain and monitor controls.	N/A	
Smoking is only allowed in designated areas.	Yes	Maintain and monitor controls.	N/A	

Control and indicating equipment is checked on a daily basis.	Yes	Maintain and monitor controls.	N/A	
An emergency plan is in place.	No	Review the emergency plan . review	The emergency plan should be appropriate to the premises and should detail how an evacuation is carried out and all the related control measures. It should be compatible with any business contingency/continuity plans in place.	Medium

Gas Supply and Appliances				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
Gas equipment is properly supported.	Yes	Maintain and monitor controls.	N/A	
The area around the meter and incoming services is kept free from obstruction.	Yes	Maintain and monitor controls.	N/A	
In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.	No	Prepare a gas leakage procedure.	A gas leakage procedure will identify what needs to be done in the event of a leak or emergency situation. It will identify what things key employees may need to do, such as operate the mains shut-off/isolation valves to the building or direct emergency services as to their location.	Medium
Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.	No	Instruct employees on the action to take in the event of a gas leak.	As part of the emergency procedures for the premises, the instruction given to employees should cover what to do in the event of a gas leak, on smelling gas in the building and in case of fire.	Medium
The gas supply isolators are readily identifiable.	No	Clearly label the gas isolators including the one in the laboratory.	In an emergency situation, clear signs can direct people quickly to the gas isolation valves.	Medium
The gas supply isolators are readily accessible.	Yes	Maintain and monitor controls.	N/A	



<p>The premises gas appliances and installation/supply pipes are subject to regular annual inspection by a competent person.</p>	<p>No</p>	<p>Arrange for all gas installations and appliances to be tested by a competent person.</p>	<p>Gas appliances should be inspected to ensure they are working correctly and there are no leaks in the gas supply or the flue. The standards on gas safety are very strict to ensure that safety is not compromised. In Great Britain and Northern Ireland, gas engineers must be registered on the HSE approved Gas Safe Register scheme. Registered persons are required to be competent and to maintain their competency as part of the registration process.</p>	<p>Medium</p>
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Health & Safety Management				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
A senior manager has taken responsibility for health and safety.	Yes	Maintain and monitor controls.	N/A	
A competent person has been appointed internally within the organisation.	Yes	Maintain and monitor controls.	N/A	
An adequate Health and Safety Management System has been prepared and implemented.	Yes	Maintain and monitor controls.	N/A	
Responsibilities for Health and Safety have been issued to Management.	Yes	Maintain and monitor controls.	N/A	
A current Health and Safety Policy Statement is displayed within the workplace.	No	Display a current Health and Safety Policy Statement. (Signed and dated)		Medium
The standards of health and safety are regularly monitored and detailed records kept.	No	Implement a system of monitoring for health and safety standards. Keep records of regular site inspections.	Monitoring procedures are vitally important to demonstrate health and safety is being effectively managed and to demonstrate due diligence and reduce vulnerability at both criminal and civil law.	Medium
Suitable consultation arrangements have been made with employees on health and safety issues.	Yes	Maintain and monitor controls.	N/A	
Accidents/incidents are recorded in the Accident Book.	Yes	Maintain and monitor controls.	N/A	

All accidents and/or incidents are investigated to determine the probable cause.	Yes	Maintain and monitor controls.	N/A	
The employer has identified the health and safety training needs for each of the employees, has arranged for the relevant training to be carried out and has maintained accurate individual training records.	Yes	Maintain and monitor controls.	N/A	
Adequate information and instruction is given to employees on health and safety issues.	Yes	Maintain and monitor controls.	N/A	
All required statutory notices are displayed in prominent positions.	No	Obtain the required statutory notices and ensure they are displayed in prominent positions for information to employees.	A copy of the current Employers' Liability (Compulsory Insurance) Certificate. The Health and Safety Law 'What you should know' poster (can also be issued as leaflets to employees). An Emergency Aid notice. An Electrical Shock first aid poster.	Medium
An assessment of first aid needs has been carried out.	No	Undertake an assessment of first aid needs.	The assessment should consider the nature of the work, number and type of first aid personnel required, first aid equipment required, distance to nearest Accident and Emergency department and reaction time of local ambulance services.	Medium
<b>Comments</b>				

<b>Risk Assessment</b>				
<b>Control Measure</b>	<b>Adequate Yes/No/N/A</b>	<b>Recommended Action</b>	<b>Reason for Action</b>	<b>Priority</b>
A competent person has been identified to carry out Risk Assessments.	Yes	Maintain and monitor controls.	N/A	
Suitable and sufficient Risk Assessments have been carried out for activities and issues identified as being of significant risk.	No	Carry out suitable and sufficient Risk Assessments.	Risk Assessments should be completed for all significant risks i.e. activities and issues with the potential to cause serious harm to your workers or others. Your Risk Profile will help you to identify your significant risks, however there may be activities and issues that were not observed by the Consultant during the time of their visit which you must also consider. Employees should be consulted with during the Risk Assessment process. Contact Croner Group Limited if you are unsure or need assistance with Risk Assessment.	Medium
Risk Assessments are carried out for non-routine work.	Yes	Maintain and monitor controls.	N/A	
Employees are consulted with when producing or reviewing the Risk Assessments.	Yes	Maintain and monitor controls.	N/A	
The significant findings of the Risk Assessments are shared with employees and other persons affected by the risks.	Yes	Maintain and monitor controls.	N/A	

Risk Assessments are reviewed.	No	Review Risk Assessments.	Risk Assessments should be reviewed at a suitable frequency or when significant changes are made. Assessments for higher risk issues should be reviewed more often than low risk ones.	Low
<b>Comments</b> Risk assessments templates for science can be utilized from CLEAPPS.				

<b>Workplace Safety</b>				
<b>Control Measure</b>	<b>Adequate Yes/No/N/A</b>	<b>Recommended Action</b>	<b>Reason for Action</b>	<b>Priority</b>
The workplace is clean, tidy and in good decorative order.	Yes	Maintain and monitor controls.	N/A	
The workplace is adequately heated.	Yes	Maintain and monitor controls.	N/A	
The workplace is adequately ventilated by mechanical means or by opening windows.	Yes	Maintain and monitor controls.	N/A	
The workplace is well lit.	Yes	Maintain and monitor controls.	N/A	
The edges of steps and stairs are clearly marked.	Yes	Maintain and monitor controls.	N/A	
Suitable handrails are fitted to stairways.	No	Provide a suitable handrail to the steps in the laboratory.	A suitable and substantial fixed handrail should be fitted to at least one side of the stairway.	Medium
The floor areas are in good condition and free from slip/trip hazards.	Yes	Maintain and monitor controls.	N/A	
The floors are free from slipping and tripping hazards.	Yes	Maintain and monitor controls.	N/A	
The workplace provides adequate space for the employees.	Yes	Maintain and monitor controls.	N/A	
The workspace is arranged to provide safe means of access to and egress from the workstations.	Yes	Maintain and monitor controls.	N/A	

Trailing leads and cables are suitably managed, so as not to cause any tripping hazards.	Yes	Maintain and monitor controls.	N/A	
Adequate welfare facilities are provided and maintained for both male and female employees.	Yes	Maintain and monitor controls.	N/A	
Suitable facilities are provided to enable employees to sit and obtain a hot drink/heat meals away from their main place of work.	Yes	Maintain and monitor controls.	N/A	
Suitable eating facilities are provided for employees.	Yes	Maintain and monitor controls.	N/A	
Cleaning schedules are in place to maintain the required standard of cleanliness and employees are knowledgeable in the use of these schedules.	Yes	Maintain and monitor controls.	N/A	

## **Section 4**

### **Appendices**

#### **Appendix 1 - Photographs**

**None taken**



## Appendix 2 - Consultancy

Croner Group Limited can assist you with a multitude of activities and topics.

- Specific Risk Assessment including:
  - Fire
  - Noise
  - COSHH
  - Machinery
  - Display Screen Equipment (DSE) Workstation Assessment
- Training, including
  - Health & Safety Awareness
  - Risk Assessment
  - DSE Assessment
  - Manual Handling Principles and Practice
  - Manual Handling for Demonstrators
  - Chartered Institute of Environmental Health (CIEH) Level 2 Award in Health and Safety in the Workplace
  - Institution of Occupational Safety and Health (IOSH) approved courses including Working Safely
  - CDM
  - Vibration
  - Work at Height
- OHSAS 18001 Health and Safety Management Systems
- Contractor approval schemes
- Environment issues
- Employment issues

We do much more besides so feel free to contact your Account Manager, Health and Safety Consultant or Helpline Advisor to discuss your needs.