

## **Axcis Education**

### **Generic Health and Safety Assessment for Candidates**

### **July 2011**

Every Axcis client has an on-site Health and Safety Policy to which all candidates and visitors to the site must adhere. In special cases, eg pregnancy, the client will carry out a specific risk assessment for any temporary or permanent worker.

#### **General Policy Statement:**

So far as is reasonably practicable the school will ensure that:

- a) Plant, equipment and systems of work are safe and without risks to health
- b) The handling, storage of transport of articles and substances will be safe and without risk to health
- c) Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- d) The site is maintained in a safe condition and without risks to health
- e) Access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health
- f) A working environment is provided which is safe and without risks to health
- g) There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

#### **Organisation:**

- a) There is a statement naming the people responsible on site for all aspects of H and S.
- b) There is a statement on school structure and lines of communication.

Information is available on how the school deals with:

- a) Accident/incident recording and reporting
- b) Asbestos
- c) Contractors on site
- d) Consultation with employees
- e) Competency
- f) First aid
- g) General maintenance arrangements
- h) Infectious diseases
- i) Medical needs
- j) Risk assessments
- k) Safeguarding
- l) School trips
- m) Transport
- n) Wellbeing

If you have any further questions re a particular school/site or incident please contact your Axcis consultant.

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999  
SUMMARY OF GENERAL RISK ASSESSMENT FOR CONTRACTORS**

<b>Work Area: Generic Field Work Risk Assessment</b>		Date of Assessment: 25 <sup>th</sup> Aug 2011 Next Review: Aug 2012	
<b>Hazards Identified/Considered</b>			
Hazard	Estimated Residual Risk	Hazard	Estimated Residual Risk
Physical Violence	L	Dangerous Structures	L
Slipping and Tripping Hazards	L	Unfenced openings and edges.	L
Loose/Faulty banisters/Railings	L	Fire	L
Faulty electrical wiring/equipment	L	Falling and Flying objects	L
Plant, Machinery and equipment	L	Hot Machinery and equipment	L
Vehicles and other moving objects	L	Hazardous Substances	L
Asbestos	L	Noise	L
Ladders	L	Sharp objects on ground	L
Manual Handling	L	Legionella	L
Contamination of food by staff	L	Infection (infectious disease work)	L
<b>Persons at Risk</b> Contractors and those who might be affected by their activities.			
<b>Persons Specially at Risk</b> (eg Young persons, new or expectant mothers, disabled people) None			
<b>Summary of Current Precautions</b>			
<ul style="list-style-type: none"> <li>• Placements are only made with responsible Employers.</li> <li>• Contractors are only placed with clients, or selected for contracts, if they have the necessary training, experience and references.</li> <li>• Contractors will have been through the Company induction process.</li> <li>• Suitable arrangements for training are made when necessary.</li> <li>• .Written safety guidance is provided. Includes guidance on dealing with aggression and personal safety</li> <li>• Contractors have the authority to withdraw from places and situations that appear to be hazardous.</li> <li>• Contractors are instructed to familiarise themselves with fire precautions in buildings being inspected, and be accompanied by an employee during inspections.</li> <li>• Contractors are instructed not to undertake work with hazardous substances if a suitable COSHH assessment is not in place.</li> <li>• Safety guidance has been adopted with respect to Legionnaire's disease</li> </ul>			