



Design & Technology

Compliance Code

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1. Introduction

This Compliance Code covers the Design and Technology departments of all high schools associated with West Norfolk Academies Trust.

2. Responsibilities

Headteachers, where appropriate through Heads of Department, teachers, technicians and other support staff, have a responsibility to ensure that the requirements stated within this compliance code are met within their school.

The Headteacher is responsible for monitoring the implementation of the Compliance Code and for ensuring that a copy is made available to the Head of Design and Technology (D&T) electronically.

The Head of D&T is responsible for ensuring the Compliance Code and any updates are brought to the attention of all staff in the Department and for ensuring that it is complied with.

The Head of D&T, through discussion with the Site Manager or Trust Estates Manager, is to ensure that the control measures identified within the Site General Risk Assessment are implemented and reviewed annually for their area of responsibility. Any unforeseen hazard is to be included in the Site General Risk Assessment as and when identified along with suitable control measures.

2.1 Delegated Responsibilities

Inspection, servicing and maintenance of department equipment is delegated to the site manager who is responsible for ensuring that issues identified from servicing, inspection and testing reports are communicated to the head of department in a timely manner.

An assessment of the findings is to be conducted with mitigating control measures implemented until such time that equipment can be repaired/ replaced. Where an increased risk is identified this, along with additional control measures, is to be included in the Site General Risk Assessment.

3. CLEAPSS

CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities, Academy Trusts and their schools. West Norfolk Academies Trust provides access to all schools.

Model risk assessments and other documentation provided by CLEAPSS underpin this Compliance Code and references to relevant areas of CLEAPSS guidance are provided where appropriate.

4. Management Issues

This section considers the management issues required to run a safe and healthy Design and Technology Department. The information should be used to develop local procedures and delegate responsibilities to individual staff members. It will be necessary to consult relevant sections of this Compliance Code and CLEAPSS documentation and guidance to ensure all aspects are covered.

4.1 Class Management

4.1.1 Class Supervision/Behaviour

School rules for pupils participating in design and technology should be displayed prominently in each D&T classroom and staff must ensure that they are enforced. A model list of D&T classroom rules for students is contained in 'Model Health and Safety Policy for D&T Departments' (CLEAPSS document L260).

In general, pupils must not be left unsupervised in a D&T classroom. Staff wanting to leave a class briefly must assess whether this is safe, and if necessary arrange temporary supervision by a neighbouring member of staff.

The use of D&T classrooms as general teaching areas or for registration by, for example, non-specialist teachers, is not recommended. Where it cannot be avoided it is essential that the Head of D&T is consulted, and where the requirement is identified a short term only, a dynamic assessment of risk is undertaken and any additional precautions implemented before the D&T classroom is used in this way. It may, for example, be necessary to draw up simple guidelines that are shared with none department staff paying particular attention to controls such as access to chemicals, machinery, and equipment.

Should the requirement be identified as a permanent requirement the hazard and associated control measures should be included in the Site General Risk assessment under the D&T heading.

D&T classrooms should be locked when not being used.

4.1.2 Class Sizes

There is no statutory limitation on class size. Similarly, there are no regulations covering the size of individual D&T classrooms but adequate space is clearly needed for safe practical work. Space sizes of 80-85 m² for groups of up to 21 pupils doing small-scale practical activities such as textiles or graphics is suggested, and spaces of 100-105 m² for groups of up to 21 pupils involved in larger-scale activities such as working with wood, metal and plastics or working with food is suggested.

If, in a teacher's professional judgement, a class is too large to attempt a particular piece of practical work safely, then other strategies must be considered. These might include abandoning that particular practical, having only part of a class doing practical work at any one time, or adopting pupil-assisted teacher demonstrations, etc.

Teachers who are concerned that risks in practical work are unacceptable because of the class size should report their concerns to the Head of D&T and, if necessary, the Headteacher. If the risks cannot be made acceptable, the activity must cease until it can be resumed safely. See also 'D&T Class Sizes, Room Sizes and Possible Effects on Safety' (CLEAPSS document PS068).

4.2 Curriculum Risk Assessment

This Compliance Code and accompanying CLEAPSS model risk assessments and guidance indicate generic hazards and the protective and preventive measures necessary to reduce risk in D&T.

For COSHH requirements associated with design and technology refer to the relevant model risk assessments provided via CLEAPSS

4.2.1 Adapting and Recording Risk Assessments

Health and safety legislation require that, before model risk assessments are adopted for use in a workplace, the need for modification to suit the local conditions is to be considered, e.g. size of rooms, class size and pupil behaviour, the equipment available etc. For guidance on the use of model risk assessments see also 'Using Model Risk Assessments in D&T' (CLEAPSS document GL171)

For practical work Heads of D&T must check CLEAPSS model or supplementary risk assessments and record the significant findings of these assessments on documents that are in daily use – lesson plans, worksheets and schemes of work, including published schemes. Any further modifications needed to meet local circumstances should be made once the initial cross referencing with CLEAPSS risk assessments has been undertaken. This may include deciding a particular activity is unsuitable or needs significant modification for a particular school/setting/group of students.

It is preferable that this process is coordinated from a single source accessible to all staff. The CLEAPSS document 'The Management of Risk Assessment in Design and Technology' (G235) details how this can be done.

The Head of D&T must ensure that appropriate texts are readily available to D&T staff. These texts may include schemes of work, lesson plans, student worksheets, teacher's guides and technician's notes etc.

4.3 Health and Safety Training

Health and Safety Training is necessary to ensure that staff are competent to carry out their work and to meet mandatory legislation such as fire safety. Training should include both local procedural arrangements and, where applicable, qualification to National Standards. A record of training must be held and Headteachers and Heads of D&T should ensure that suitable induction procedures are in place for new staff. For guidance see WNAT Induction Policy.

Heads of D&T must attend the CLEAPSS course 'Health and Safety Management for Heads of D&T'. This course is also suitable for Deputy Heads of D&T and aspiring subject leaders.

Technicians must attend the CLEAPSS course 'The Safe and Effective D&T Technician'.

Heads of D&T should organise local training sessions for staff to cover the following areas which are particularly important for new and temporary staff:

- D&T Departmental Procedures and Controls referencing this Compliance Code and the Site General Risk Assessment
- Record of curriculum risk assessments

- Local Emergency arrangements
- Local workroom rules
- Equipment usage and inspection procedure
- Use of personal protective equipment.

The Health and Safety Training Standards and the Accreditation Scheme were introduced for D&T staff to provide a sound framework so that staff can feel confident in carrying out their work, and be able to show evidence of meeting that requirement. The scheme is available to all parts of the UK and the standards are compatible with '*Health and Safety for Design and Technology in Schools and Similar Establishments BS 4163: 2007*' which recommends that all staff working in Design and Technology and related areas can show that they meet the standards.

To ensure this standard is maintained Heads of D&T must ascertain that staff have attended all relevant courses listed below or can demonstrate an equivalent level of competence gained through alternative training providers. Training is carried out by a D&T Association Registered Design and Technology Health and Safety Consultant. On completion of the training the consultant will determine which areas are to be accredited and a certificate of accreditation can then be obtained from the D&T Association.

Details on the accreditation scheme and a list of registered consultants are available via the [Design and Technology Association website](#).

For Secondary Schools there are three levels of accreditation:

- 1) Core level for all secondary teachers and trainees.
- 2) Specialist levels: these are the recommended training standards for those studying specialist areas and should be used in conjunction with the Core level:
 - Food Technology
 - Resistant Materials
 - Systems and Control
 - Textile Technology
- 3) Specialist extension levels for resistant materials: -
 - Wood sawing machines
 - Centre lathe for metal cutting
 - Casting non-ferrous metals
 - Metal arc welding
 - Oxy-acetylene welding and cutting
 - Milling machines and machining centre
 - Wood turning lathe
 - Planer/thickener machine
 - Portable Power Tools
 - Grinding & Sharpening

It is recommended that D&T Association refresher/update training occurs every three years.

5. Inspection of Workplace and Work Equipment

The inspection process consists of periodic checks of the workplace environment and the equipment contained in it. The aim of this is to ensure that the control measures put in place to protect persons from risks identified in the Site General Risk Assessment are actually working in practice.

Health and Safety law requires that work equipment is maintained in a safe condition as per the Provision and Use of Workplace Equipment Regulations (PUWER). To achieve this, equipment must be maintained, inspected and, where necessary, tested. The requirement to meet regulation requirements is the responsibility of the Site Manager who monitors the need as part of their compliance schedule.

However, department staff are also responsible for the daily inspections and reporting of faults in a timely manner with suitable control measures implemented where there is a potential increased hazard and associated risk.

5.1 Types of Inspection, Maintenance and Testing of Work Equipment

There are 3 levels of inspection, maintenance and testing of work equipment which must be carried out in D&T departments. These are: -

5.1.1 Level 1

A visual check by staff of equipment prior to its use on a daily (or as used) basis. This is simply a visual reassurance that the item is safe to use. For example, before using a machine, check to ensure guards are fitted and in position and the area around the machine is free of obstructions, debris, etc

All faults are to be reported to the site manager in a timely manner using the relevant helpdesk. Any equipment found to be faulty is not to be used until remedial work is completed

5.1.2 Level 2

A more formal visual inspection which should be carried out termly. It requires checking the workplace and equipment using a checklist.

Level 2 inspections will be conducted by the WNAT Estates Manager and will consider items included in Annex A to this compliance Code. The findings will be recorded and presented at the termly H&S meetings.

5.1.3 Level 3

Formal maintenance/inspection checks carried out by competent persons such as specialist contractors or members of staff who have received adequate training.

This is scheduled by the School Site Manager as part of their role responsibility for compliance management. Service, Inspection and testing reports are to be reviewed upon receipt and recorded centrally within the school Estates Management System (EMS). All issues are to be communicated to the Head of Department and additional control measures are to be considered where there is an increased risk to H&S or the operation of the school.

The records of these inspections are extremely important and can prove to be invaluable in defending any claims for compensation made against the Trust/School.

Contractors that maintain, service and formally inspect D&T work equipment, such as dust extraction equipment, may sometimes recommend upgrades or improvements to the system, citing non-compliance with legal requirements. In these circumstances' schools should ask contractors to provide details

and/or a risk assessment where the outcome clearly demonstrates the need for the additional control measures that the contractor has recommended.

Schools are inherently a low risk environment and all recommendations should be considered using the cost versus risk approach. However, where there is a clearly lack of legislation compliance, increased risk to H&S or the operation of the school then the recommendations must be implemented.

6. Modification of Equipment

Modification of equipment is not a simple process and should never be implemented without a suitable assessment of potential increase risk to H&S. Therefore, apart from very minor modifications which can be carried out without affecting the integral safety of the machine, modifications must only be undertaken by a competent organisation or body (e.g. the manufacturer or approved supplier). Unless a member of staff can prove they have the required degree of competency. This must be approved by the Head of Department

7. Portable Electric Power Tools

A visual inspection of portable electric power tools should be carried out each time they are used and should form part of the lesson to instil good practice.

Particular attention should be paid to the condition of the plug, lead, casing and switches. Faulty or damaged equipment should be taken out of use and marked accordingly until the fault has been rectified.

Portable electric power tools should be purpose-built and used for their designated purpose. Homemade attachments are not be used.

Portable electric power tools must not be used by pupils in year 11 and below. Senior pupils (Year 12 and above), who possess the necessary maturity and competence, may use drills, sanders, jigsaws, portable circular saws and hand-held routers, provided they are individually supervised by a qualified teacher or instructor.

Under no circumstances should a portable power tool be used other than by its design method. Clamping to a bench or fixing on a vice etc., is a serious misuse of equipment and potentially dangerous.

Portable equipment should be tested periodically (PAT). Note this does not need to be an annual requirement and is based on an assessment of the use of the equipment. For example, items that remain in situ and do not regularly move would potentially require testing every two years (E.g. IT) whereas items that are regularly moved around (E.g. Soldering irons) could be deemed as requiring PAT every 6 months. The periodicity of testing is at the discretion of the Head of Department through discussion with the Site Manager.

8. Personal Protective Equipment (PPE)

All persons involved in workshop activities must ensure that, prior to the activity commencing, loose clothing, ties, long hair etc., liable to become entangled in machines, is adequately secured; aprons, overalls or protective coats and gloves are worn where appropriate and rings, watches and loose jewellery are removed. Pupils should be reminded

of these rules at the beginning of each lesson and information should be displayed to promote adherence.

Any eye protection bearing the mark BS EN 166 indicates that it is suitable for general purpose use and conforms to the European Standard. This includes goggles, face shields and spectacles.

D&T classrooms should have sets of goggles and face shields conforming to the above standard which give protection against chemical splash, dust, impact and molten metal as appropriate. Safety spectacles (to BS EN 166) are appropriate for some operations. Reference should be made to the model risk assessments contained in the CLEAPSS website to determine which class and type of equipment is suitable for specific D&T activities.

Different British Standards apply for eye protection for welding and the model risk assessments contained in the CLEAPSS website should be referred to for additional guidance and information.

Dust masks conforming to BS EN149 must be used to protect against inhalation of particulates in woodworking, metal working and some motor vehicle work activities where those activities may generate significant quantities of inhalable dust or particles i.e. checking of dust control equipment or emptying dust collection bags.

When cleaning up, use vacuum equipment that meets at least the dust class M (medium hazard) classification. Do not use compressed airlines or hand brushing, particularly on clothing, as these will just create dust clouds and redistribute the dust. Alternatively, dust may be damped down with water to prevent the creation of inhalable dust clouds prior to sweeping. If there is a residual risk of inhaling dust after the above control measures have been observed then a dust mask should be worn.

Pupils should be encouraged to wear substantial footwear at all times in school workshops due to the risk of falling heavy objects, sharp tools and from spillages of hot or damaging liquids etc. The wearing of open-toed sandals or light shoes e.g. trainers should be discouraged as teachers will need to exclude any pupils wearing unsuitable footwear from carrying out activities where there is a risk of injury to the feet.

Teaching staff and technicians should ensure that adequate and suitable footwear is worn at all times to provide protection and promote good practice by setting examples.

Personal protective equipment must be: -

- suitable for the intended use
- maintained in good condition
- correctly stored.

Defects must be reported and defective equipment repaired or replaced promptly.

9. Manual Handling

D&T utilises materials and equipment that may be heavy, bulky and cumbersome. Therefore, there is a potential risk associated with manual handling requirements. Students should not be requested to perform manual handling with the requirements being conducted by suitably trained members of staff only.

Bulky and cumbersome materials may require a two man or more lift and this should be assessed at the time.

Where a process is identified that includes regular manual handling, an assessment of the risk should be carried out and recorded using a manual handling risk assessment form. See the WNAT Manual Handling guidance for further information.

10. Noise

Prolonged exposure to loud noise can cause permanent damage to hearing. The effect is cumulative and irreversible.

For most pupils involved in D&T activity, noise is unlikely to be generated that goes above the first action level, however reference should be made to the model risk assessments contained in the CLEAPSS website for specific equipment and activities.

A sample of D&T workshops was monitored in 2007 for noise exposure levels. This showed that in some cases technicians are exposed to noise above the upper exposure action value of 85 decibels (dB(A)). Teaching staff in most cases are exposed to noise above the lower exposure action value of 80 dBA.

Therefore, the head of department is responsible for ensuring that the level of noise exposure is confirmed and reviewed on a regular basis. For further guidance see WNAT noise compliance code.

Irrespective of the findings the following precautions **must** be enforced:

- Establish and implement measures to reduce exposure other than by providing hearing protection. This could include:
 - engineering controls (e.g. 'damping' vibrating machine panels; fitting anti-vibration mounts or flexible couplings to vibrating machinery)
 - reducing the noise level (e.g. enclosing machines; blocking sound through barriers or screens)
 - limiting the number of equipment running simultaneously
 - limiting the time people spend in noisy areas
 - regular inspection and maintenance of machinery and equipment
 - taking noise emissions of equipment into account when purchasing new items
- Provide hearing protection to Staff, Students and Visitors and actively encourage its use.
- Designate the technician's workshop as a Hearing Protection Zone, identifying it by floor markings and signs such as:



- Restrict access to the area and allow entry only to people wearing hearing protection.
- Provide information and training to employees on the risk of Noise Induced Hearing Loss (NIHL), ways to reduce noise exposure and the proper use of hearing protection.

11. Health Surveillance

Heads of D&T must ensure that health surveillance is carried out for technicians for noise, respiratory conditions and skin conditions.

11.1 Audiometry health surveillance

Alongside the control measures stated in paragraph 10 above, **health surveillance (audiometry) must be implemented** for D&T technicians and, any individuals who may be particularly sensitive to NIHL, where it is identified that the level of noise exposure is above the upper exposure action level of 85 dBA

The purpose of audiometry is to:

- Warn you when employees might be suffering from early signs of hearing damage
- Give you an opportunity to do something to prevent the damage getting worse
- Check that control measures are working

Audiometry testing should be arranged through the School's occupational health provider.

Following initial baseline assessment, technicians should be assessed annually for the next 2 years and have 3 yearly assessments thereafter. Records should be maintained within the individuals personal file.

11.2 Respiratory and Skin Health Surveillance

Personal monitoring carried out for Children's Services in 2007 showed that exposure to wood dust is adequately controlled provided the measures listed in the model CLEAPSS risk assessment and associated guidance are in place.

Low level respiratory health surveillance must be administered by a 'Responsible Person' in each D&T department to check that these controls are operating.

This entails ensuring that the technician is completing the WNAT respiratory surveillance questionnaire annually and that records are kept with their personal file.

Any technicians highlighting respiratory health concerns should be referred for a detailed assessment and additional control measures implemented as per recommendations.

A similar process should be followed in respect of skin health surveillance.

The 'Responsible Person' in the D&T department should ensure that the technician is completing the WNAT skin assessment questionnaire annually and that a record is maintained on the individuals personal file. Any technicians highlighting skin conditions should be referred for a detailed assessment and additional control measures implemented as per recommendations.

Respiratory and skin assessment forms are available on the West Norfolk Academies Trust website under the Estates Services Tab

12. Hazards and Machinery Defects

It is the responsibility of everyone in the workshop to inform the teacher in charge of any hazards, e.g. defects to machinery, equipment or protective equipment, so that appropriate action can be taken.

The Site Manager must be informed via the school caretaker service desk to ensure an auditable trail is in place.

If the teacher in charge considers a defect to be a significant threat to health and safety, the machine or equipment must be put out of action until the defect to the machinery or protective equipment has been remedied and/or the Head of Department agrees it is safe to be used. The machine or equipment should be taken out of use by such methods as isolation of electrical supplies and withdrawal of fuses and a notice must be put on the machine and/or electrical isolator indicating that the machine is faulty and must not be operated.

13. Flammable Liquids

Quantities of flammable and highly flammable liquids should be kept as small as practicable and only sufficient quantities for day to day use should be kept in the workroom.

Quantities of up to 50 litres of highly flammable liquids (flash point less than 32°C) or 250 litres of flammable liquids (flash point 32°C to 55°C) may be kept in any one room (if necessary) in an approved fire-resistant bin or cupboard marked 'Highly Flammable' or 'Flammable' respectively.

The floor and shelves of fire-resistant cupboards should be lipped to contain leakage (110% volume of largest vessel normally stored in it).

Dispensing, mixing and similar operations should normally be done away from the storage area. However, where the hazards associated with moving the containers outweigh the fire hazard, such operations can be done in the storage area, providing that precautions are taken against spillage and adequate ventilation is provided.

14. Isolation of Services

14.1 Gas

There should be a gas isolating valve in each workroom, to which gas is supplied, near to the main teaching location or adjacent to the main exit. This should be clearly marked.

14.2 Electricity

There should be a mains electricity isolator fitted in each workroom, near to the main teaching location or adjacent to the main exit.

15. Emergency Procedures

15.1 General

Emergency procedures must be determined for all relevant activity areas and all employees and pupils using such areas should be made aware of these procedures.

An 'emergency procedure' notice should be prominently displayed in each work area. Devices, e.g. electricity and gas shut-off, must at all times be readily accessible, correctly labelled, unobstructed and used only for emergency and testing purposes.

15.2 Fire

The school fire evacuation plan should be displayed in a prominent location and staff should review regularly to ensure they are aware of the requirements.

Issues identified during termly evacuation drills are to be communicated to the Site Manager to allow potential amendments to be implemented.

15.3 Consideration of Additional Potential Emergencies.

The Head of D&T should examine all activities carried out in each workroom in order to identify potential emergency situations. Although the use of general site and model Risk Assessments with the implementation of control measures will reduce the likelihood of an incident occurring, consideration to the 'what if' should be measured.

16. First Aid

A first aid box or boxes containing suitable first aid materials should be situated in the workshop area. Where deficiencies are identified this should be highlighted to the school 'Appointed Person' responsible for first aid as per the WNAT First Aid Policy.

All D&T staff should be able, if necessary, to carry out immediate remedial measures when required and while waiting for the first aider. It is therefore highly recommended that due to the increased risk associated with D&T, staff should complete a suitable first aid course as per the WNAT First Aid Policy.

All incidents are to be reported using the WNAT Incident helpdesk. This will assist in determining whether follow up investigation is required or whether there is a need to report the incident to the HSE as per the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

Effective investigation and reporting can assist in alleviating potential claims made against the School / Trust.

17. Working at height

Working at height is defined as working in any place where, if precautions were not taken, a person could fall a distance liable to cause injury.

Students must never be exposed to any risk of falling from height and as such any requirement identified, such as retrieving items from high shelves etc, is to be conducted by staff only.

All staff required to conduct working at height are to utilise the correct equipment suitable for the task at hand. For further guidance see WNAT working at height Compliance Code.

NOTE – Furniture such as chairs and desks are not to be used for any working at height requirement in any case.

Annex A to WNAT D&T Compliance Code

Level 2 guidance checklist for termly inspection

1	Fire Precautions	Yes / No	Comments / Remedial Action
	Are escape routes and fire exits clear and unobstructed		
	Are combustible materials kept away from heat sources		
	Are emergency exits and escape routes clearly marked and visible		
	Do fire exit doors open easily (i.e. not stiff /broken, or needing a key to unlock)		
	Are all fire extinguishers fully charged, operational an in-date annual servicing.		
	Are all the elements of your fire alarm system (including call points, alarms / detectors etc tested / serviced.		
2	First Aid	Yes / No	Comments / Remedial Action
	Are first aid boxes correctly and adequately stocked		
	Are First Aiders clearly identified		
3	Housekeeping	Yes / No	Comments / Remedial Action
	Are waste bins routinely emptied		
	Are floors / corridors clear of rubbish, materials and equipment		
4	Slips / Trips and Falls	Yes / No	Comments / Remedial Action
	Are floor and stair surfaces / coverings in good condition (i.e. no worn/raised edges, no broken treads on stairs)		
	Are all areas free from trailing cables / wires		
	Are steps / changes in floor levels clearly marked / obvious		
	Are handrails in good condition		
	Are wet floors or spillages dealt with appropriately		

	Are floors free from loose rugs and mats, especially on shiny / slippery floor surfaces		
5	Electrical Safety	Yes / No	Comments / Remedial Action
	Are there sufficient sockets to avoid the use of adapters or extension leads and overloading		
	Have portable electrical appliances been tested as required		
	Are plugs, sockets, cables, flexes in good condition		
6	Lighting	Yes / No	Comments / Remedial Action
	Is internal and external lighting sufficient		
	Are lights and diffusers clean and in working order (no missing/broken bulbs/tubes)		
7	Storage	Yes / No	Comments / Remedial Action
	Is all stored material / equipment stored safely		
	Is all shelving / racking secure		
	Is appropriate equipment available for access to any high shelving or racking		
	Are any hazardous substances correctly labelled and stored in a safe manner		
	Are all hazardous substance storage areas clearly marked as such		
8	Furniture / Equipment	Yes / No	Comments / Remedial Action
	Is all furniture / equipment safely positioned and appropriate for its usage		
	Are ladders kept secure		
	Are ladders in satisfactory condition and suitable for the tasks carried out		
	Are ladders inspected formally and records kept		
	Are records up-to-date for all equipment requiring statutory inspection (e.g. hoists, lifts,		

	pressure vessels, gas appliances etc)		
	Are any necessary guards and protective devices in position and operating effectively		
9	Workplace Safety	Yes / No	Comments / Remedial Action
	Are any asbestos containing materials (ACM) in good condition (refer to your site asbestos register for details of any ACM's on your site)		
	Are any necessary legionella checks being carried out / recorded and any remedial actions being undertaken (as detailed in the Legionella Risk Assessment for your site)		
	Where you have safety film fitted to glazing is it in good condition i.e. no cuts, slits, scratches, not bubbling, not milky in appearance and no wavy lines when viewed at 45 degree angle?		
	Is there a comfortable working temperature		
	Are toilet facilities in good working order with hot and cold water available for handwashing		
	Are main access paths kept clear of leaves / snow & ice		
	Are access paths in good condition		
10	Incidents	Yes / No	Comments / Remedial Action
	Are all staff aware of how to report an incident?		