

Health and Safety Policy

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1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Nova New Opportunities to comply with the Health and Safety at Work Act 1974 (and Regulations made under it) and to maintain safe and healthy conditions within the working environment. **All references to employees or employed staff apply equally to volunteer staff, placements and young people undertaking work Placement/ work experience.**

Nova will, so far as is reasonably practicable:

- Monitor, review and reduce risks to employees, visitors, members of the public, contractors, other building users and anyone who may be affected by our 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 with the information, training, instruction and supervision necessary to carry out their role in a safe manner, to ensure their health and 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 without risk to health.
- Ensure that all machinery, electronic equipment and activity specific equipment is maintained in accordance with Regulations and withdrawn from use if unsafe.
- Consult and communicate with employees on matters affecting their health, safety and welfare at work.

Nova expects employees to take responsibility for their own health & safety and that of others, from within Nova premises or outside, who may be affected by their actions. Employees are not to interfere with, misuse or wilfully damage, anything provided in the interests of health & safety.

This policy will be reviewed bi-annually, or on significant changes within the charity or legislation.

A copy of this policy will be kept in the Staff Handbook. The handbook will be highly visible and accessible to all members of staff. A copy of the Staff Handbook will be kept in the reception area. Nova will make any changes known to its employees.

Signed **Nick Wellington** Date 01/04/2023
(Chair of Trustees)

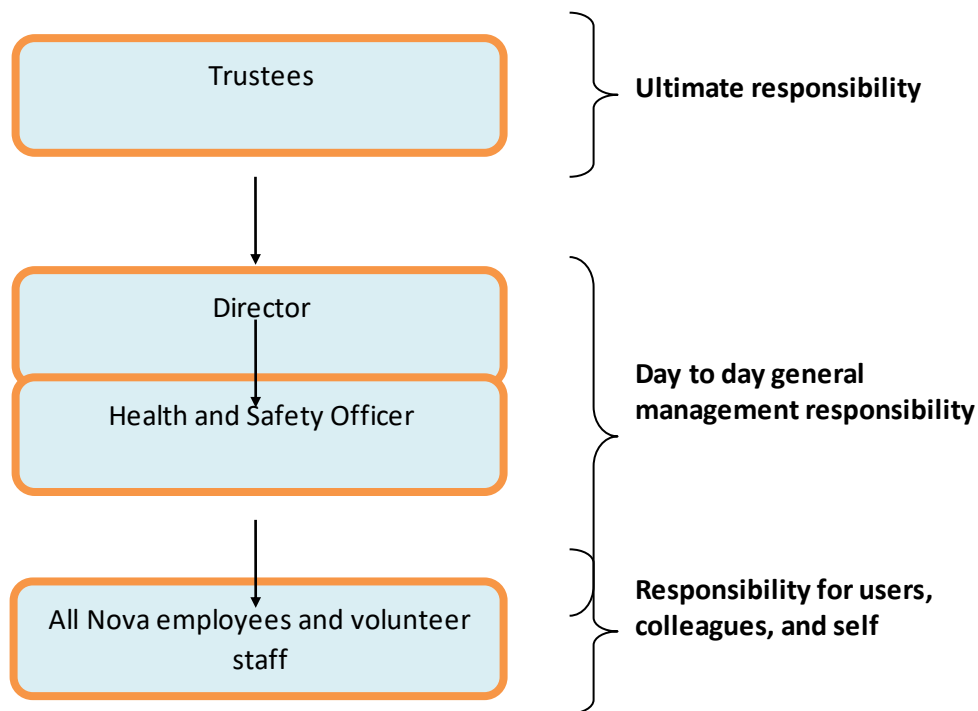


Signed Date 01/04/2023
(CEO/ CEO)

Signed ***Mirjana Marjerski*** Date 01/04/2023
(Health & Safety Officer)

2. ORGANISATIONAL RESPONSIBILITIES

The following flowchart illustrates the Management Responsibilities for health and Safety within Nova.



Trustees

The Management Committee, as the employer, has overall and final responsibility for health and safety matters at Nova, and for ensuring that health and safety legislation is complied with.

- To ensure compliance with Health and Safety legislation with delegation of responsibilities throughout the management committee and all subordinate staff.
- Where appropriate, initiate disciplinary action against management and staff at all levels who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.
- Ensuring, with appropriate delegation through the management staff team, that all new employees and volunteers have knowledge of Nova's requirements for Health and Safety and attend a formal induction into Nova's operational procedures.

The CEO

The CEO has overall responsibility for ensuring that the Health and Safety policy is implemented at Nova's premises. In particular the CEO will ensure that:

- Employees receive appropriate information, training and supervision on health and safety matters.
- Line managers are aware of their responsibilities to their staff and volunteers.
- Ensure provisions for Health, Safety and Welfare are planned, hazards are identified, and risk assessments are carried out and made available.
- An annual general risk assessment is undertaken, and the results written up and actioned (Appendix 1).
- Ensure that work is carried out as planned and that current legislation and Company safety precautions are observed.
- Set a personal example by observing safety precautions and practices.
- Monitor the health and safety officer's inspection reports and check that any necessary remedial action has been undertaken and current legislation is being adhered to.
- Recognise needs and provision of training as identified by the training needs analysis.
- Accidents are recorded, investigated and reported to the Management Committee.
- There are arrangements in place to monitor the maintenance of the premises and equipment.
- The CEO will ensure that the Health and Safety Officer will have adequate time, information, training and resources to undertake their task
- Health and Safety issues are a regular agenda item at the Nova team meetings, with reporting to the Management Committee as necessary

Health and Safety Officer

The CEO will appoint from amongst the Nova employees, one "competent person" as defined in the Management of Health and Safety at Work Regulations 1993. This person will be known as the Health and Safety Officer.

The Health and Safety Officer will report to the CEO and will assess the health and safety risks to Nova's employees, volunteers and visitors. The officer will devise and implement measures to improve health and safety.

- Assist Nova to put in place policies and implementation plans for health and safety issues
- Act as the first point of contact for Nova staff, volunteers, users and visitors for any issues concerning health and safety
- Ensure all accidents and hazards are correctly reported in accordance with the health and safety legislation
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments, emergency action plans, fire evacuation procedures and hazard/maintenance checks

Fire Officer

The CEO will appoint a Fire Officer who shall receive appropriate training.

The responsibilities of the Fire Officer will be to:

- meet as necessary with staff/volunteers and the CEO (Chief Fire Marshall)
- be aware of potential fire hazards and the use of firefighting equipment
- check that Westway Development Trust arranges the testing of fire alarms and fire drills
- organise the efficient evacuation of Nova staff, volunteers and visitors
- report to the CEO at the assembly point
- ensure Nova staff are aware of the fire alarm and fire drill
- carry out the annual fire risk assessment

First Aider

The First Aider will be an 'Appointed First Aider'.

The First Aider will ensure that the first aid box is kept in the correct place, contains the items laid down in the Code of Practice and Guidance Notes published in the Health and Safety (First Aid) Regulations 1981 and is checked and restocked every six months.

All Employees and Volunteer Staff

All employees have the responsibility to support and co-operate with the Health and Safety Policies and Procedures to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

- Comply with the Health and Safety Policy
- Take reasonable care of themselves and others who may be affected by their acts or omissions regarding health and safety within the workplace
- Make themselves aware of fire/emergency evacuation procedures posted on all notice boards
- Make themselves aware of first aid arrangements and the identities of First Aiders in the working area
- Ensure good housekeeping is maintained in the workplace, particularly access and egress routes to avoid trip hazards and maintaining clear access to the fire exit routes
- Ensure that any fire doors are kept operational at all times and are not wedged open
- Reporting any potential hazards to the health and safety Officer and/or line manager (or the Fire Officer or First Aider if this seems more appropriate).

3. ARRANGEMENTS FOR HEALTH & SAFETY

HEALTH & SAFETY TRAINING

Induction Training

Nova recognises the importance of suitable and effective induction training in the development and safety of their employees. Nova will ensure that new employees and volunteers receive information on health and safety as part of their induction. Induction training will take the format illustrated below:

- The Nova statement of Health and Safety Policy, the individual responsibilities of all concerned
- All employees will be told the names of the Health and Safety Officer, the Fire Officer and the First Aider
- Procedures for the reporting of hazards and near misses
- Details of hazards specific to the task, e.g., manual handling, display screen equipment
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers
- Current first aid arrangements
- Sources of health and safety information available
- Building Alarm, key and security procedures
- All relevant qualifications and criminal record certificates checked, copied and put on record
- A record will be kept of all persons attending induction training and personal records will show what training an employee has received

Employees and volunteers have a responsibility to inform their line manager if they have any Health and Safety needs.

Specialist Training

Specific training will be given to employees where the need is identified after consultation with the CEO.

FIRST AID

Nova shall provide or ensure there are equipment and facilities adequate and appropriate in the circumstances that employees or centre users are injured or become ill at work.

Nova will ensure that a person trained in First Aid shall be present at each location Nova employs staff, whether this person is a fully trained First Aider or a trained Appointed Person for First Aid.

Tutors at outreach venues should report any incident both to the Nova Health and Safety Officer and the Health and Safety Officer at the outreach venue.

ACCIDENTS AND INCIDENTS

All employees must report all accidents, emergencies and near misses to themselves or others, to the Health and Safety Officer and make sure the accident is recorded in the Accident Book.

It is the responsibility of the Health and Safety Officer to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Health and Safety Officer will investigate all accidents, emergencies and near misses which have recorded in the accident book.

Accident Prevention

Nova will endeavour to prevent accidents by the following means:

- Ensuring that the premises, equipment, materials, systems of work and access and egress are as safe as reasonably practicable
- Adequate supervision at all times
- Competent and trained personnel
- Employees will be encouraged to report hazards to their management staff

Near Miss reporting

Nova will encourage the reporting of near misses so that an investigation can be carried out and the possibility of an accident occurring at a later date eliminated.

Reporting of Accidents

- All accidents which occur in the building or while on outreach activities, however minor, will be entered into the accident book
- Nova will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor

Appendix 1 : Emergency Procedures for trips or visits

RIDDOR

The 1995 RIDDOR (Reporting of Injuries and Dangerous Occurrences Regulations) places a statutory duty on all employers to report incidents to the Environmental Health Department (Nova – London Borough of Kensington and Chelsea). The Health and Safety Officer is responsible for the reporting of RIDDOR to the above authority.

RIDDOR covers the following: Fatal accidents, major injury accidents/conditions, dangerous occurrences, accidents causing more than 3 days incapacity for work, certain work-related diseases.

FIRE SAFETY POLICY

It is the responsibility of the Fire Officer and all staff to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff, volunteers and clients.

Access to escape doors, extinguishers and other firefighting equipment must not be obstructed and the Fire Officer will be instructed on their use.

Fire Drills

The CEO is responsible for carrying out Fire drills which will take place at least twice each year. The Nova Fire Officer is responsible for ensuring that staff are aware of the evacuation procedures. The Fire Officer will liaise with the CEO after each evacuation to review the success or otherwise of the evacuation and to make recommendations for improved practices.

The fire alarms shall be tested at regular intervals by the Landlord (Westway Development Trust). Nova staff will be notified of any testing taking place during office hours.

All Nova staff, including volunteers, students and visitors must be made fully familiar with the escape routes and the assembly point.

Appendix 2 – Instructions in case of fire

Personal Emergency Evacuation Plan (PEEP)

The Nova Fire Officer must ensure that support is given to any person unable to use the standard emergency procedure, by either assigning staff or others to remain with the person in need at a designated area. Ensure the Fire Marshall and Fire Services are informed of the whereabouts, condition and the numbers of people needing assistance.

GENERAL RISK ASSESSMENT

NOVA will ensure that the Health and Safety Officer carries out a general risk assessment in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up and be made available to all staff.

The risk assessment will be reviewed regularly. In addition, a general risk assessment will be carried out when there is a major change in working practises and this will supersede the previous general risk assessment.

Appendix 3 – Nova 2 Thorpe Close Health and Safety checklist

BUILDING MAINTENANCE

NOVA has a responsibility to provide a safe and healthy environment for staff and volunteers. The CEO will be responsible for liaising with the Landlord (Westway Development Trust) and/or contractors to ensure that any repairs are carried out swiftly with the minimum of disruption.

All NOVA staff are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the CEO.

The CEO should inform the Westway Development Trust of any repairs, faults and damage to fixtures and fittings provided by the Trust within NOVA's premises.

HAZARDS

Things out of reach

A properly maintained, undamaged step ladder must be used. Chairs and other furniture must not be used at any time. Shelves and storage areas are to be such that stretching and awkward lifting is avoided and as a general principle large heavy objects should be stored at a low level and lighter items at a higher level.

Cleaning chemicals

Cleaning chemicals must be kept away from foodstuffs in the kitchen area and locked away when not in use.

Damaged Equipment

Regular checks must be carried out on furniture and equipment for any damage which causes a hazard. Any damaged furniture must be removed from use and reported for repair or disposal.

Damage to Fabric of Building, Windows etc

All such damage must be reported immediately to the CEO.

Misplaced Furniture, Equipment or Supplies

Any furniture, equipment or supplies left in an inappropriate place, for example in a fire route or obstructing a gangway, must be removed immediately.

HOUSEKEEPING

Aisles and Gangways

Aisles and Gangways must be kept clear from all obstructions at all times. Fire Exits must be kept clear from all obstructions at all times.

Smoking

Smoking is forbidden on NOVA premises. Staff may smoke only in the designated smoking area which is adjacent to the main entrance in Thorpe Close.

Ventilation

Nova will endeavour to provide a well-ventilated workplace in which staff have control over their local level of ventilation.

Temperature

In office workplaces a minimum temperature of 16°C must be maintained, Efforts will be made by Nova far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in an appropriate place and in such a position as to be easily seen. Nova will do all in its power to ensure reasonable temperatures in the workplace at all times.

Lighting

Adequate lighting will be provided. If lights are found to be out of order, the fault will be corrected as soon as reasonably possible.

Noise

Some Nova staff work within an open plan office and therefore a certain level of noise is unavoidable, however Nova will endeavour to ensure that noise is kept to as low a level as is practical.

Office Atmospheric Pollutants

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. NOVA will take reasonable precautions in ensuring that these levels are kept as low as is possible. Spaces where these pollutants are present shall be kept well ventilated.

Equipment Storage and Usage

Staff will be trained to use the electrical equipment which they need to use.

- Equipment must not be left lying around but must be suitably stored for example cables should be coiled not knotted
- Cables are to be managed to defined routes so that they do not present a trip hazard or an overload to a circuit
- Laptops will be stored at waist height
- Broken, ineffective or damaged electrical equipment must be reported to the CEO.
- Staff should ensure all electrical equipment is used with due care and according to manufacturers' instructions.

WELFARE

Drinking Water

An adequate supply of drinking water will be provided for all staff.

Rest Areas

Nova, as far as is reasonably practicable, will provide all staff with seating in a rest area, where they may rest during normal work breaks.

Pregnant Women

Suitable rest facilities will be provided for pregnant employees.

Hours of Work

Nova employees should not work excessively long hours and should take adequate break for meals and rest as indicated within their statement of terms and conditions of employment.

Toilet Facilities

Nova will ensure access to suitable toilet facilities.

PERSONAL SAFETY

Staff or volunteers who are working on their own should not allow access to casual visitors who are unknown to Nova or who are not on Nova business. Such callers should be encouraged to book a return appointment.

Where staff are dealing with an individual but feel uneasy about being alone with him or her, they have the right to refuse to make an appointment or give access if it would put them in that position. Nova management will support the worker.

Out of Office Reporting

Staff who are going to be away on Nova business should make it clear to other staff where they will be, how long for and how they can be contacted. If in the course of a trip away from the office plans change significantly, this should be communicated back to the office.

Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

Carrying Money or Valuables for Nova

- Staff who carry money for Nova have the right to be accompanied by another person
- Large amounts of cash, over and above petty cash should not be kept on Nova premises
- Visits to the bank should not be at a regular time
- Under no circumstances should staff put themselves at risk on account of Nova's property; If money or property is demanded with threats it should be handed over

VIOLENCE AT WORK

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to Nova. These impose duties that include assessing the risk of violence such as assault or verbal abuse and protecting employees from those risks as far as reasonably practicable.

- Staff should report on any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The management of Nova recognises this and will provide whatever support seems appropriate.
- All incidents of aggression or violence should be reported to management and recorded in the accident book.

DISPLAY SCREEN EQUIPMENT (DSE)

It is the policy of Nova to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. Nova will conduct assessments of all workstations to ensure they meet the requirements set out in the Schedule to the Regulations.

Organisation of Work

Staff will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

Equipment

Nova will provide:

- Screens with an adjustable display, i.e. in height, swivel etc, to allow for the individual preference of the operator
- Computer cleaning supplies

- Wrist and foot rests at each workstation if required
- Anti-static mat at each workstation if required
- Keyboards which are separate from screens
- Anti glare screens, where direct light cannot be prevented from falling on the screen
- Adequate workstation space
- Appropriate equipment to suit the needs of the user
- Appropriate furniture to suit the needs of the user

Eye and Eyesight Tests

Where a member of staff is experiencing eyesight problems attributable to their work with DSE she/he will be entitled to have an eyesight test paid for by Nova.

Repetitive Strain Injury

Regular PC users may be prone to Repetitive Strain Injury (also known as Work Related Upper Limb Disorder). It is the intention of Nova, to provide equipment and furniture suited to the needs of the user. Staff will contribute to their own health and safety by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate/comfortable positions
- taking a rest break from PC work (at least 10 minutes away every hour) by doing some other work
- alerting the CEO if they have any concerns

Maintenance

The CEO will hold copies of manufacturers' detailed instructions on the maintenance of equipment. Maintenance contracts will be maintained and renewed if necessary.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The 1992 COSHH (Control of Substances Hazardous to Health) Regulations places a statutory duty on all employers to make an assessment of risks related to hazardous substances e.g. chemicals, noxious fumes etc. The assessment will be carried out by the Health and Safety Officer.

Management of COSHH

All members of staff and volunteers shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available, they should be used (e.g., water based markers, correction fluid etc). If there is no way of avoiding use of a hazardous substance, then staff must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment, which shall be made available by Nova.

Monitoring of COSHH

If for any reason a member of staff has to be exposed to a possibly hazardous substance, levels of exposure will be monitored.

At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

MANUAL HANDLING

Nova employees will avoid manual handling where at all possible. However, they may occasionally be required to manually lift and handle loads. Correct manual handling prevents strain and risk of injury. Staff and volunteers who may be required to do manual handling will be given instruction. Nova will conduct Manual Handling Risk Assessment when required.

Any employee feeling a strain should stop immediately and record the incident in the Accident Book.

STRESS

Nova is aware that stress can arise in the workplace. Nova will do all it can to eradicate problems relating to stress at work.

In particular Nova will:

- Ensure employee involvement, particularly during periods of organisational change
- Give opportunities for staff to contribute to the planning and organisation of their own jobs
- Ensure staff have work targets that are stretching, but reasonable
- Implement effective policies and procedures for dealing with bullying and any form of harassment
- Encourage good communications between staff, volunteers and management
- Promote and maintain a supportive culture in the workplace
- Ensure employees avoid working long and unsocial hours
- Not tolerate bullying or harassment from any member of staff

Nova will ensure that all policies, working practices, conditions of employment etc. do not contradict with the above statement.

- Employees and volunteers must respect other members of staff and ensure that interpersonal conflicts are avoided or dealt with sensibly
- Employees and volunteers must not make unrealistic demands of other workers, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with
- Employees and volunteers should support Nova's intention to maintain a co-operative, supportive workplace environment
- If an employee or volunteer is suffering from stress at work, they should discuss this with the CEO at the first opportunity. Where practicable and reasonable, Nova will seek to provide assistance to the employee and volunteer

OUTREACH AND LONE WORKING

Lone and Outreach workers include:

- Staff who travel to work in the community
- Staff who work outside normal working hours
- Staff who are either the only person or the only person in the building

Nova is responsible for carrying out regular Health and Safety assessments at the outreach locations and ensuring that they are fit for purpose.

Appendix 4 Outreach Health & Safety check list

Ad Hoc working from home – employee's risk assessment

Nova is obliged under health and safety legislation to ensure the health and safety of employees working from home in the same way as office-based staff. Even employees who only work ad hoc from home have a duty to ensure, as far as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the organisation from time to time.

The main responsibility for health and safety and security when working at home will be with the employee. This places obligations on employees themselves to ensure that they and other persons, who may be affected, including other members of the household as well as the public, are not endangered by work activities undertaken at their home using their or the organisation's equipment.

Appendix 5 Ad hoc working from home – Employee's risk assessment

Appendix 1. Emergency Procedures for Trips or Visits

In an emergency the Nova tutor/ representative will:

- Establish the nature and extent of emergency promptly
- Ensure that everyone in the group is safe
- Establish the names of casualties and arranging immediate medical attention
- Ensure a tutor or other named Nova representative accompanies casualties to hospital, providing doctors with any relevant medical information
- Notify the police if necessary
- Inform Nova contact in-house, who will be available on the telephone at all times during the trip
- Contact Nova with the following information: the nature, date and time of the incident; where it happened; names of casualties and information about their injuries; what has been done so far and action yet to be taken
- Ensure that Nova notifies parents/ named 'emergency contact' person and, insurers
- Write down what happened promptly, noting witnesses and preserving vital evidence, ascertaining phone numbers for future calls
- Keep an account of events, times and contacts after any incident
- Complete an accident report as soon as possible (serious accidents or incidents involving violence may need to be reported to the Health and Safety Executive)
- Refer any media enquiries to a named contact at Nova
- Avoid discussions about legal liability
- Keep receipts of costs incurred in the emergency (for the insurers)

Next review date: 01/05/2026

Appendix 2. Instructions in case of Fire

Upon Discovering a Fire

1. Sound the alarm (continuous ringing)
2. Dial **999** to call the Fire Brigade

On Hearing the Alarm

1. Immediately leave the building by the nearest fire exit, do not run, do not use the lift
2. If the nearest exit is inaccessible, use the next available exit
3. Do not return to your normal place of work or stop to collect personal belongings
4. Close all doors behind you
5. Report to your designated assembly point

Your Assembly Point is – PORTOBELLO GREEN (opposite fitness centre)

6. Do not return to the building for any reason until authorised to do so by the Fire Brigade

Evacuation Responsibilities

Duty manager for Nova

Check all offices/training rooms leased to their organisation and all 4 toilets to ensure the premises are vacated

All staff

1. Help direct users to the assembly point
2. Assist persons with mobility problems

Trainers and Instructors

1. Immediately stop the class you are teaching or facilitating
2. Instruct all class members to leave the building via the nearest fire exit without collecting personal possessions
3. Report to the assembly point, taking your class register with you if possible

DO NOT TAKE PERSONAL RISKS

**ANY ATTEMPT TO EXTINGUISH A FIRE WITH A HOSE REEL OR EXTINGUISHER SHOULD ONLY BE MADE IF
YOU ARE CONFIDENT YOU WILL NOT ENDANGER YOUR PERSON**

Appendix 3. Nova 2 Thorpe Close General Health and Safety Checklist

Item	Yes	No	Comments/Action needed
Working, Advice and Training Conditions			
Lighting, ventilation, heating Safe electrical power sources and plugs Electrical equipment PAT tested Toilets and hand-washing facilities Drinking water Rest/eating arrangements Gangways and stairways clear of obstructions Desks and chairs satisfactory Computers and cabling satisfactory Out-of-reach storage safely managed Standards of housekeeping (including outside areas if applicable) satisfactory			
Fire Precautions			
Current fire certificate (if required) Fire risk assessment Fire drill procedures displayed Arrangements to train staff/users in fire procedures Appropriate signs Fire exits clearly indicated Unobstructed fire doors and exits Fire extinguishers (CO2 & H2O) on site Fire extinguishers checked			Held by Westway Development Trust

First Aid and Accident Reporting			
Qualified first aider or appointed person First Aid kit available from office Accident book/forms available Accident/incident procedures			
Emergency Arrangements			
Emergency procedures Emergency contact details for Landlord (Westway Development Trust)			

Signed and dated by Nova staff member

Signature.....

Date

To be filed in

Appendix 4. Nova Outreach Health & Safety Checklist

Proposed course:

Dates to be run:

Community centre/venue details:

Contact name and phone no:

Item	Yes	No	N/A	Comments/Action needed
Staff on site				
Are there staff on site to help facilitation of courses?				
Are there staff on site to help with carrying laptops?				
Are there staff on site to provide security/keys?				
Conditions at site for training				
Safe electrical power sources and plugs?				
Broadband available?				
Lighting, ventilation, heating satisfactory?				
Toilets and kitchen facilities on site satisfactory?				
Equipment on site at venue for course				
Computers?				
Desks/chairs?				

Other equipment for specific needs of course?				
Fire precautions				
Fire exits clearly indicated? Fire extinguishers (CO2 & H2O) on site?				
First Aid and Accident Reporting				
Qualified first aider or appointed person on site? First Aid kit on site? Accident book/forms available?				
Arrangements				
PEEP Emergency contact details if site staff unavailable?				

Signed and dated by Nova staff member

Received in Nova office

Signature.....

By.....

Date.....

Date.....

To be filed in

Appendix 5. Ad hoc working from home – employee’s risk assessment

Completed by: (name of employee)

Date:

Address where assessment was undertaken:

Security of Accommodation	Yes or No
Have you taken all reasonable precautions to ensure that your home is secure?	
Have you taken all reasonable precautions to avoid the risk of fire in your home and that you do not overload your electricity system e.g. through the use of extension leads or adaptors?	
Have you taken all reasonable precautions to ensure any hazards such as trailing wires have been removed?	

Confidentiality	Yes or No
Have you taken all reasonable precautions to ensure that all work passwords and PIN numbers are kept secure and have not been divulged to anyone?	
Have you taken all reasonable precautions to ensure that any data (either in documents or stored on computers and other devices) is kept secure and confidential and is treated in accordance with the organisation’s Policy on Data protection?	
Can you confirm that you will not transport any confidential data on non encrypted storage devices (PC hard disk drives, memory sticks or cd’s)?	

If you have answered no to any of the above questions, a full risk assessment will be required.

Signed:

Date :

(Employee)

Signed:

Date:

(CEO)