



Health & Safety Policy

The owners of The Old Post Office Wellbeing Hub (venue) and directors of The Old Post Office C.I.C. (Organisation), Paul and Anita Auer, believe that the health and safety of persons within their venue is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of an educational establishment, it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards within the venue.

It is the intent of the owners and service providers to ensure that a safe and healthy workplace is provided and maintained for all our service users. This will include the provision of safe systems of work, safe equipment and a safe access and egress to the premises. We will check that adequate information, instruction, training and supervision is in place to ensure that service can carry out their provision safely.

The owners and service providers will ensure that others who are affected by their activities are not subjected to risks to their health and safety. This will include children, adults, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the venue and the activities provided within it. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the owners and service providers, are the responsibilities of each person to reflect on good practice (eg risk assessments), contribute to the development of safe routines and undertake to ensure compliance with legislative and other relevant guidance. In order to achieve this, it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The owners and service providers will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all service providers, service users and visitors to the venue. We require all service providers and service users to comply fully with this policy. In addition, we will ensure that all service users, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the owners and service providers that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate. The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Safety Responsibilities of Groups and Individual Members of Staff are as follows:

The Owners will ensure, so far as is reasonably practicable, the health and safety at work of service providers, services users, visitors and contractors. In order to discharge this responsibility, the owners will:

- ensure that The Old Post Office Wellbeing Hub's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all service providers and service users are aware of and comply with its contents.

- ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the venue as outlined within policy and guidance.
- ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the planned provision to meet both its legal and moral obligations with respect to health, safety and welfare.
- to consider information, statistics and reports relating to health and safety matters.
- to consider and make recommendations regarding individual health and safety issues.

The owners have overall responsibility for safety, policy, organization and arrangements throughout the venue and will:

- provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regard to safety aspects.
- budget for safety and health matters.
- review the Health and Safety Policy when significant changes occur within the organisation of the venue
- develop, introduce, maintain and review safety management procedures to ensure the venue complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling (see Appendices A, B and C).
- nominate Mr Auer as Health and Safety Coordinator, Site Co-ordinator, throughout the venue. Mrs Auer will oversee service providers' risk assessments (see template – Appendix D) .
- ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments (Appendix A).
- ensure health and safety issues associated with major building projects are complied with.
- ensure that incidents, near misses and dangerous occurrences are reported using the The Old Post Office Wellbeing Hub's reporting system, minor injuries form or hazard reporting system, as appropriate (see First Aid Policy).
- monitor incident trends to identify methods of reducing accidents.
- ensure the necessary records are maintained relating to accidents associated with the work of the venue (see First Aid Policy).
- safety procedures are developed and adhered to for operations carried out within the venue by service providers and by outside contractors.
- ensure that health and safety is considered as an integral part of the provision and session planning.
- ensure that inspections are carried out at regular intervals and that necessary remedial action is carried out.
- ensure that health and safety is considered as an integral part of all tuition.
- instigate appropriate disciplinary action where it is shown that service providers have ignored or shown a disregard for health and safety matters outlined within The Old Post Office Wellbeing Hub's Health and Safety Policy, Venue and Organisation's Policies or health and safety legislation.
- ensure that premises inspections are carried out.
- ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works.
- ensure that emergency procedures and fire evacuation practices are in place within the venue (see Fire Safety and Emergency Evacuation Policy).
- investigate and advise on hazards and precautions.
- have a general oversight of health and first aid matters.
- ensure all service providers receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities.

- monitor pupil health records prior to entry and to report/advise key aspects that need to be brought to the attention of specific service providers (e.g. epilepsy).
- ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid
 - Fire and emergency evacuation
 - Risk assessments (Appendix D)

The service providers have the authority to make and implement decisions throughout the venue at any level if there is immediate danger, or, dangerous practice, or breach of the law.

Health & Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the venue and in particular, will

- assist with inspections and safety audits.
- investigate and deal on hazards and precautions.
- develop and establish emergency procedures, and organise fire evacuation practices within the venue.
- have a general oversight of health and first aid matters.
- deal with matters requiring immediate attention, e.g. safety reports.
- deal with matters of safety policy in compliance with new and modified legislation.
- publicise safety matters.
- liaise with outside bodies concerned with safety and health.
- monitor accidents to identify trends and introduce methods of reducing accidents.
- ensure adequate numbers of staff are trained in first aid procedures and administering medicines.

Service Providers are responsible for their own personal safety and the provision of safe working conditions for their staff and service users, and in particular will:

- prepare reports on safety matters for the Health and Safety Co-ordinator.
- notify The Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.
- instigate and ensure that safety procedures are developed and adhered to for operations carried out within their sessions.
- carry out or allocate the undertaking of risk assessments which include manual handling (appendix C), COSHH (Appendix E), and to ensure details are documented and that appropriate action is carried out.
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- ensure all accidents within their sessions are recorded in line with the venues policy and investigate reports of accidents and dangerous occurrences in his/her designated areas (see First Aid Policy).
- ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- identify their own training and development requirements with reference to health and safety.
- attend to defect reports and recommendations from Health and Safety Co-ordinator.
- circulate publicity relating to safety matters to any team members within their control.

Service Providers are responsible for the immediate safety of the service users in their session. Service providers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each service provider will:

- undertake and implement risk assessments (template - Appendix D) for specific activities and ensure that safe working procedures are followed personally.

- give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required.
- ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary.
- ensure that clear instructions and warnings are given to service users verbally as often as necessary.
- establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested.
- report defects and make recommendations where necessary.
- ensure all accidents, incidents and near misses within the area of responsibility are recorded (see First Aid Policy).

Service Provider Assistants

The service user assistants are immediately responsible to the service provider during sessions.

Additionally, the service provider assistants will:

- follow safe working procedures personally.
- be familiar with the general and particular safety rules that apply to his/her area of work.
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- report defects to the service provider.
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with The Old Post Office Wellbeing Hub's policy (see First Aid policy).

Service providers or owners liaising with contractors

Service providers and owners liaising with contractors carrying out work at the venue should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the owner or service provider considers to be dangerous or potentially dangerous. Such action could include reporting the matter to Mr Auer for him to rectify.

Owners and service providers must ensure that contractors arriving at venue report to Mr Auer who will ensure that the contractors are informed of any hazards on The Old Post Office Wellbeing Hub site.

Service users are responsible for their own personal safety and that of their fellow service users by proper observation of service providers rules and procedures.

In particular, each service user will.

- observe standards of dress and behaviour appropriate to the session.
- heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
- not wilfully misuse, neglect or damage equipment provided for safety.

General Emergency Procedures

See Behaviour Policy, Code of Conduct, Fire Safety and Emergency Evacuation Policy, First Aid Policy, Safeguarding Policy, and Supporting Pupils with Medical Conditions Policy.

In the event of a major disaster, the owners of the venue must be notified immediately and 999 dialled.

Bomb Incident and Lockdown Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the service provider or owners will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to service users, visitors and contractors by an appropriate means.

Bomb Incident - Whoever receives information regarding a bomb on-site must immediately inform the owners of the venue.

Lockdown Incident - Any member of staff who receives information or sees any person/s that may require The Old Post Office Wellbeing Hub to go into potential lockdown must immediately inform the owners of the venue.

Health

Smoking – in an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the site. This includes e-cigarettes.

Alcohol and Drug Abuse Service users under the influence of alcohol or drugs will be excluded from the venue. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform the owners, so that additional arrangements may be made to safeguard you while at work.

Service User Wellbeing - Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on their personality, experience, motivation and the support available from colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health. It is important that all service providers are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. Anita Auer will support service providers to identify the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors. Workloads and stressors will be monitored on an on-going basis.

Expectant mothers - Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

1. Service providers should inform the owners as soon as possible and in writing when pregnancy has been confirmed.
2. Anita Auer will undertake a risk assessment (appendix F) of the service provider’s sessions to ensure no risk to the health of them or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
3. The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment (Appendix F) will apply.

Communicable Diseases - From time-to-time infectious diseases will occur amongst service providers and service users. Infectious diseases are more common amongst school-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection. Refer to DfE guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-otherchildcare-facilities>

Risk assessments and guidance notes

Specific risk assessments are required for activities involving fire, manual handling and substances (appendices A, B, C and E) while more general risk assessments must be completed for those activities where specific assessments have not been carried out (appendix D).

Although risk assessments relating to most activities of the venue will have been or will be completed on your behalf, all service providers have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held by The Health and Safety Co-ordinator

The following staff will complete risk assessments for the areas highlighted below:

Premises (Appendix G)	Anita Auer
Individual / specific	Service Provider

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of service provider to write all risk assessments relating to their area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available on the Web. All service users should be aware of the contents relevant to them.

Specific Hazards

Educational establishments are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to the venue are detailed below along with the safe procedures put in place to manage the risk.

Legionella The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore, a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system (Appendix H).

Display Screen Equipment (DSE) Service providers are responsible for assessing their own risk; this can be done using <https://www.hse.gov.uk/pubns/ck1.pdf>.

Electrical Equipment All service providers and service users are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested to show it is safe; the owners will be responsible for any electrical equipment which is always kept at the venue, and the service providers will be responsible for their own electrical equipment. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the service provider who so directs them.

If there is any doubt about the safety of the equipment it must not be used. Any potential hazards will be reported to Mr Auer immediately.

The owners must be made aware of, and approve the use of any item being brought into The Old Post Office Wellbeing Hub by a service provider or serviced user. The owners must be aware of and approve the arrangements for temporary electrical extensions required for drama productions or Christmas decorations.

Moving and Handling All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training. Equipment may be moved by service users but they must be given clear instruction in the correct way to lift and handles items. Close supervision is appropriate at all times.

If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity. If equipment or files are overhead height then stepladders or a step up should be used. Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

Work at Height All work at height must be properly planned and organized to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it.

Mr Auer is responsible for undertaking risk assessments for work at height tasks. Work at height is only carried out by serviced providers who Mr Auer feels are competent for the work involved. Service providers that use ladders or stepladders more than four rungs high will require training. Staff should contact the Site Team if any work at height is necessary over four rungs high.

Housekeeping The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It the responsibility of the service provider to ensure that the venue has clear traffic routes and that exit routes are kept clear. Mr Auer will undertake an inspection whilst opening The Old Post Office Wellbeing Hub each morning to ensure that communal areas are free from trip hazards, etc. All hazards, obstructions, defects or maintenance requirements to the Health and Safety Coordinator. **It is the duty of all staff to be vigilant and aware of possible hazards.** If any spillages occur, these should be dealt with immediately. The Old Post Office Wellbeing Hub will be cleaned regularly and aAll waste will be disposed of according to appropriate health and safety guidelines.

Violence at Work All service providers must report to Mrs Auer any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the venues incident reporting system (see Safeguarding Policy).

Lone Working It is recognised that within the venue there are posts where service providers may be working alone, although this is to be avoided where possible. (See Lone Working Policy)

Hazardous Substances Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to service providers; the owners will provide them for all cleaning materials and resources kept on the site.

Any substance used in the venue must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by service providers (or, indeed, by the Health and Safety Executive) at any time.

Any service user unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator or Site Manager.

Noise at Work All service users need to be aware of “nuisance noise” and respect the needs of others. Common sense and courtesy by all service providers, service users and visitors to the venue will prevent problems arising.

Any member of staff detecting a potential problem will report immediately to The Health and Safety Co-ordinator or Site Manager.

Lettings When the venue is let, the owners must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

Administration of medicines – see the ‘Supporting Pupils with Medical Conditions Policy’

We appreciate that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

This policy is approved and robustly endorsed by The Old Post Office Wellbeing Hub and The Old Post Office C.I.C., health and safety are monitored regularly and changes to the policy are made as necessary. This policy is due for renewal every year.

Signed _____ *Anita Auer* _____ Mrs Anita Auer (DSL)

Signed _____ *Paul Auer* _____ Mr Paul Auer (Director)

Date: 18.6.24

Review date: 18.6.25

Appendix A: Fire Safety Risk Assessment

[Fire_safety_risk_assessment_-_5_step_checklist%20\(002\)](#)

Appendix B: Display Screen Equipment Workstation Checklist

[file:///C:/Users/anita/Documents/1.%20The%20Old%20Post%20Office/TOPO%20Office/Policies/Display%20Screen%20Equipment%20Checklist.pdf](#)


Appendix C: Manual Handling Assessment Charts










[file:///C:/Users/anita/Documents/1.%20The%20Old%20Post%20Office/TOPO%20Office/Policies/Manual%20Handling%20Risk%20Assessment.pdf](#)

Appendix D: Service Provider Risk Assessment template

[file:///C:/Users/anita/Documents/1.%20The%20Old%20Post%20Office/TOPO%20Office/Policies/Service%20Provider%20Risk%20Assessment%20example.pdf](#)

Appendix E: COSHH Risk Assessment template

	COSHH Risk Assessment No: 001			INSERT LOGO
Product Name: Diesel Fuel				
Company name: Fred Bloggs Tree Surgeons		Dept. (if applicable): N/A		
Describe the activity or work process. <i>(Inc. how long/ how often this is carried out and quantity substance used)</i>	Fuelling woodchippers from company fuel station at farm at start of day. Task undertaken on daily basis using approx. 30litres.			
Location of process being carried out?	The Farm Yard, Such and Such Address			
Identify the persons at risk:	Employees <input checked="" type="checkbox"/>	Sub-contractors <input type="checkbox"/>	Public <input type="checkbox"/>	
Name the substance involved in the process and its manufacturer. <i>(A copy of a current safety data sheet is attached to this assessment)</i>	DIESEL FUEL (GB Oils Ltd.)			
Classification <i>(state the category of danger)</i>				

	<input type="checkbox"/> Toxic		<input type="checkbox"/> Oxidising		<input type="checkbox"/> Gas Under Pressure
	<input checked="" type="checkbox"/> Harmful/ Irritant		<input type="checkbox"/> Flammable		<input type="checkbox"/> Carcinogen
	<input type="checkbox"/> Corrosive		<input type="checkbox"/> Explosives		<input checked="" type="checkbox"/> Dangerous for the environment

Hazard Type

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other (State)

Route of Exposure

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inhalation	Skin	Eyes	Ingestion	Other (State)

Workplace Exposure Limits (WELs) *please indicate n/a where not applicable*

Long-term exposure level (8hrTWA): 100mg/m3	Short-term exposure level (15 mins): Unknown
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State the Risks to Health from Identified Hazards

EC Classification: Harmful Carcinogen Category 3. Dangerous for the Environment

R40: Limited evidence of a carcinogenic effect

R65: Harmful: may cause lung damage if swallowed

R66: Repeated exposure may cause skin dryness and cracking

R51/53: Toxic to aquatic organisms, may cause long-term

adverse effects in the aquatic environment

Control Measures:

Only use in well-ventilated areas. Prevent spillages. Avoid naked flames.

Avoid inhalation of vapours and contact with skin when undertaking fuelling operations.

When using do not eat, drink or smoke. Never siphon by mouth.

Avoid prolonged or repeated contact with skin.

Select gloves tested to a relevant standard (EN374). Personal hygiene is a key element of effective hand care. Gloves must only be worn on clean hands. After using gloves, hands should be washed and dried thoroughly.

Wear safety glasses or full-face shield if splashes are likely to occur.

Safety Phrases:

S2 Keep out of the reach of children S29 Do not empty into drains S36/37 Wear suitable protective clothing and gloves S61 Avoid release to the environment. Refer to special instructions / safety data sheets S62 If swallowed, do not induce vomiting : seek medical advice immediately and show the label or container			
Is health surveillance or monitoring required? <div style="float: right; text-align: right;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div>			
Personal Protective Equipment <i>(state type and standard)</i>			
<input type="checkbox"/> <input type="checkbox"/> Dust mask		<input type="checkbox"/> <input checked="" type="checkbox"/> Visor	Suitable for chemical splashes
<input type="checkbox"/> <input type="checkbox"/> Respirator		<input type="checkbox"/> <input type="checkbox"/> Goggles	
<input type="checkbox"/> <input checked="" type="checkbox"/> Gloves	EN 374 – protection against chemicals & micro-organisms	<input type="checkbox"/> <input type="checkbox"/> Overalls	
<input type="checkbox"/> <input type="checkbox"/> Footwear		<input type="checkbox"/> <input type="checkbox"/> Other	
First Aid Measures			
<p>Inhalation: Remove the affected person to fresh air. If breathing but unconscious place in recovery position. If breathing has stopped apply artificial respiration. If heartbeat absent give cardiac massage. Monitor breathing and pulse. Obtain medical assistance immediately.</p> <p>Skin: Flush the contaminated skin with water. Use soap if available. Contaminated clothing should be soaked with water, removed and laundered before reuse. When using high pressure equipment, injection of product under the skin can occur. If high pressure injuries occur, the casualty should be sent immediately to hospital. Do not wait for symptoms to develop.</p> <p>Eyes: Flush the eye with copious quantities of water. If irritation persists refer for medical attention.</p> <p>Ingestion: DO NOT INDUCE VOMITING. Protect airway if vomiting begins. Give nothing by mouth. If breathing but unconscious, place in recovery position. If breathing has stopped, apply artificial respiration. OBTAIN MEDICAL ATTENTION IMMEDIATELY.</p>			
Storage			
<p>Storage: In ambient temps. This product must never be stored in buildings occupied by people. Drums and small containers should be stored in well-ventilated areas, flameproof cabinets or stores. Keep container tightly closed in a dry well ventilated</p>			

place away from direct sunlight and other sources of heat and ignition. Keep in a bunded area with a sealed floor to provide containment against spillage. Stack drums to a height not exceeding three metres without the use of racking. Locate tanks away from heat and other sources of ignition. Seek specialist advice for the design, construction and operation of bulk storage facilities.

Disposal of Substances & Contaminated Containers

Hazardous Waste ☒ Skip ☐ Return to Depot ☐ Return to Supplier ☐ Other ☐

(If Other Please State):

Is exposure adequately controlled?

Yes ☒ No ☐

Risk Rating Following Control Measures

High ☐ Medium ☐ Low ☒

Appendix F – Risk Assessment for Pregnant Women or new Mums

<file:///C:/Users/anita/Documents/1.%20The%20Old%20Post%20Office/TOPO%20Office/Policies/Risk%20Assessment%20for%20Pregnant%20Women%20and%20new%20mums.pdf>

Appendix G

<file:///C:/Users/anita/Documents/1.%20The%20Old%20Post%20Office/TOPO%20Office/Policies/Premises%20Risk%20Assessment.pdf>

Appendix H

<file:///C:/Users/anita/Documents/1.%20The%20Old%20Post%20Office/TOPO%20Office/Policies/signed%20policies/Legionnaires%20Risk%20Assessment.pdf>