

2.	Working conditions		<p>Reduce work-related stress by:</p> <ul style="list-style-type: none"> - reducing any demand - control over how they do their work - enough information and support - monitor relationships/bullying - clear expectations of role and responsibilities - kept aware of change <p>Temperature:</p> <ul style="list-style-type: none"> - keep the temperature at a comfortable level - provide clean and fresh air - keep temperature above 16°C - provide adequate fans/shade when weather is hot <p>Noise:</p> <ul style="list-style-type: none"> - monitor intrusive noise levels - people not to raise voice within 2m of a colleague - protect ears with ear defenders as appropriate 							
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3.	Risk of physical injury		<p>Working at height</p> <ul style="list-style-type: none"> - only Mr Auer is allowed to work at height or on a stepladder; if you need anything doing, please ask him. <p>Working alone</p> <p>where possible, we prefer tutors not to work alone – please see ‘Lone Worker Policy’ for further advice.</p> <p>Risk of work-related violence</p> <ul style="list-style-type: none"> - the venue is designed to have space for people to be able to move away from a situation they are uncomfortable with - the venue is designed to have good visibility and lighting to remove blind spots - service providers should reduce opportunities for tension to grow (e.g. meeting service users needs, awareness of triggers, de-escalation techniques, clear history of service user and chance of violence – the referral and induction process aims to avoid this) - carefully worded signage and visual displays to remind people to respect each other and not abuse service providers - good communication between service providers - adequate staffing levels - CPD to reduce risk of serious physical aggression, de-escalation etc 							
4.	Healthy, safe and suitable environment		<ul style="list-style-type: none"> - a place to rest - a hygienic and private place to express milk - somewhere to store breast milk 							

5.									
6.									
	Individual Students that could pose a risk First aider - Inhalers: Allergies: Medical needs:								

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:		Signature of Manager:		Date:	
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	

3rd review undertaken on:		Signature of Manager:		Date:	
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