S.S.E.R. LTD.

School Software & Educational Resources

HEAD OF D/TECH.

SAFETY - RISK ASSESSMENTS & SAFETY MANAGEMENT

HELPING YOU TO DEVELOP:

- QUALITY PROCEDURES & PRACTICE
- QUALITY SAFETY DOCUMENTATION
- HEALTH & SAFETY TRAINING

Risk assessment in Design & Technology is one of the most demanding aspects of educational management. These superb sets of editable documents (MS Word) will enable you to easily manage all aspects of Health & Safety within your department. Packs A and B together provide 57 distinct Risk Assessments (over 100 pages) together with record forms for Accident Investigations, Staff Training, Student Competency, Maintenance Monitoring, etc. - all easy to edit in MS Word. Pack C provides you with policy documentation, record templates and a detailed inspection checklist and tour guide. The SSER Ltd. School Management series is used by over 99% of all UK secondary schools.

Design & Technology Risk Assessment

Worked example:

Using Small Sharp Edged and Pointed Hand Tools	Risk Assessment **RM13**
Unit/location: **Resistant Materials**	
Assessors names: ***M.Brown, M.White, J.Dale, R.Hill***	
Activity, process or procedure: **Cutting and shaping a variety of materials with small hand tools and utensils, e.g. knives, chisels, hand saws, planes, scissors, files, cutters.**	
SITE or ACTIVITY ANALYSIS	
GENERIC COMMENTS	**SPECIFIC COMMENTS**
Hazard: Contact with the cutting edge, sharp pointed end of tools or trapped skin in tool mechanism.	
Who might be harmed? The operator and in some circumstances people in the vicinity.	
What is the level of risk?	HIGH / MEDIUM / LOW
CONTROL MEASURES	
Training Student users shall be instructed and trained in the use of the equipment and possible dangers associated with specific parts of the equipment (graters, scribers, file tangs) and precautions which must be observed, e.g. cutting away from the body, dangers from exposed file tangs. **Procedures** These items shall only be used by students under general supervision after training and observation. Sharp equipment will be stored in such a way that it will be obvious, at the end of the session, if any items have not been returned for safe storage. Sharp equipment will be housed in such a way that it does not present a possible risk while selecting or picking up the item. Appropriate cleaning/hygiene measures to be applied to all equipment. **Maintenance** Maintenance programme for recognition of faults, defects and sharpening. **Monitoring** Monitoring procedures shall be used for the distribution, use and collecting in of equipment. Student training will be given and competency monitored.	***Student records kept when this is completed. Records passed on to following teacher.*** ***6th formers allowed access when not supervised. Storage being reviewed at time of assessment.***
Is the risk adequately controlled?	YES / NO
If NO, can the activity, process or procedure be eliminated?	YES / NO
If NO and the activity cannot be eliminated what further action is required: ***It is of some urgency that storage arrangements are improved so that monitoring can more easily take place.***	
Signed: ***M.Brown***..... (Assessor)	Date: ..**17**../..**8**../..**09**..
Signed: ..... (Assessor)	Review Date: ..**12**../..**12**../..**09**..
Distribution: ***All department staff, school H&S officer***	

Design & Technology Risk Assessment

STAGE 4. Establishing the level of risk.

A level of risk (description) posed by a particular hazard can be given a rating of High, Medium or Low risk. Most common situations are likely to be classed as having a High or Medium risk. The level of risk index is a combination of the severity of the hazard and the likelihood of the hazard occurring and allows the Level of Risk description to be applied.

LEVEL OF RISK (Index) has two components

1. Severity of Hazard (A-C)
2. Likelihood (1-3)

The Severity of the hazard is categorized below:

Severity of the Hazard	**Index**
CATASTROPHIC or **CRITICAL** - can result in serious/major injuries or fatalities. Also includes serious damage or loss of personal property.	A
MARGINAL - can cause injury/illness requiring first aid, out-patient treatment, counselling, absence from work. This may well include 'serious or persistent verbal abuse'. Also includes some significant damage or loss of personal property.	B
NEGLIGIBLE - will not result in injury/illness but could lead to afeeling of being at risk or distressed. Some minor damage or loss of personal property.	C

The **Likelihood** is categorized below:

Likelihood	**Index**
EXTREMELY LIKELY - likely to occur immediately	1
LIKELY - likely to occur at sometime	2
UNLIKELY - unlikely to occur	3

Levels of risk (indices) are therefore described as A1/A2/A3 or B1/B2/B3 or C1/C2/C3.
The Level of Risk will indicate the likely Control Procedures and Review Frequency:

Level of Risk (Description)	**Level of Risk (Index)**	**Control Action**	**Review Frequency (at least)**
High	A1	Take immediate action, e.g. withdraw equipment from use, change procedures or personnel, etc.	Termly (4 months)
	B1/A2	Plan to quickly reduce the level of risk. Use judgement to assess priorities.	
Medium	A3/B2/C1	Plan to reduce the level of risk even further if this is possible. Monitor standards and procedures regularly.	Annually
Low	B3/C2/C3	Monitor standards and procedures biennially to ensure that risk level does not increase.	2 Years

STAGE 5. Recording your findings.
A written record of all risk assessment is kept and this provides a working document for both managers and employees. The following procedure for reporting safety matters should then be employed. The procedure should be used for all safety issues including a suspicion of risk or a report of faulty equipment including faulty/inadequate fire fighting equipment.
It is helpful to inform your Health & Safety 'management' by recording the control measures that you think are necessary in order to reduce the identified risk. A signature of approval by the Health & Safety Manager should be gained.

S.S.E.R. Ltd. registered in England & Wales. Registration number: 3230968.

PACK A FOCUSES ON ASSESSMENTS RELATED TO RESISTANT MATERIALS. RISK ASSESSMENT RECORDING MADE EASY!

Risk Assessments Pack A (Version 1.0)	Code
Abrasive wheels	RM1
Band saw	RM2
Buffing machine	RM3
Centre lathe (engineering)	RM4
Circular saw	RM5
Disc and belt sanders	RM6
Drilling machine	RM7
Gas brazing	RM8
Guillotines - hand and powered	RM9
Horizontal and vertical milling	RM10
Oxy-acetylene welding/brazing and cutting & electric arc welding	RM11
Planer thicknesser	RM12
Sharp edged hand tools	RM13
Thermoforming plastic materials	RM14
Sand casting	RM15
Wood turning lathe	RM16
Paint spraying	RM17
Electrical installations & supply - Resistant Materials Area	RM18
Compressed air systems	RM19
Dust extraction	RM20
Portable router	RM21
Electronic circuit board etching	RM22
Scheme of Work - making a hand held solitaire game - Year 8/9	RM23
Use of woodworking machinery	RM24
Portable powered equipment	GE1
Joining materials - adhesives	GE2
Safe and appropriate storage of materials	GE3
VDU workstations	GE4
Workshop supervision	GE5
Students with Special Needs	GE6
Hazardous substances	GE7
Flammable & highly flammable liquids	GE8
Electrical installations & supply - Portable Equipment	GE9
Gas installations, gas appliances and LPG (liquid petroleum gas)	GE10
Electrical installations - Computer Areas	GE11
Teaching & Learning in Design & Technology	T1
Teaching environments in Design & Technology	T2
Group size	T3
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Design & Technology Risk Assessment

PACK A SAMPLE

Using a Buffing Machine	Risk Assessment **RM3**
Unit/location: **Resistant Materials**	
Assessors names:	
Activity, process or procedure: **Polishing metal and plastic.**	

SITE or ACTIVITY ANALYSIS

GENERIC COMMENTS	SPECIFIC COMMENTS
Hazard: Contact with spindle or mop, flying waste material, dust. Entanglement.	
Who might be harmed? The machine operator or persons in the vicinity of the operation.	
What is the level of risk?	HIGH / MEDIUM / LOW

CONTROL MEASURES

Training
Student users shall be instructed and trained in the use of, and possible dangers associated with the buffing operation and specific parts of the machine.
Procedures
The machine shall only be used by trained personnel and supervised students.
The machine shall not be operated without a teacher or technician checking the selection of buffing mop and polishing compound.
The machine shall not be considered functional without a separate isolator and clearly marked stop/start button.
Fixed machines will be equipped with a no-volt release.
COSHH assessment to be undertaken (and results made available) of polishing compounds and materials to be polished.
Suitable localised extraction will be provided.
Safe working practices shall be recognised and recorded.
Work shall not be held in a fashion likely to lead to entanglement.
Guarding
Guarding for all machines will be in accordance with 1992 Work Equipment Regulations.
Spindles will always be fitted with a buffing wheel (even when the machine is not in use).
Spindles shall be guarded with loose revolving spindle guards.
Back guards will be provided.
Environment
Working area of use shall be set out and marked either by a fixed barrier or floor marking.
Non-slip flooring.
Maintenance
Regular machine maintenance as recommended by manufacturer and schedule of monitoring shall be put in place.
Personal Protective Equipment
Buffing wheel users shall be provided with appropriate personal protective equipment, goggles, face shields to BS2092 (1) or (2).
Long hair will be tied back. Relevant jewellery removed.
Loose clothing will either be removed or covered by apron or overall.
Monitoring
The competence of students using equipment will be strictly monitored.

Is the risk adequately controlled?	YES/NO
If NO, can the activity, process or procedure be eliminated?	YES/NO
Further action required:	

Signed: .... (Assessor) Date: ...../...../.....

Signed: .... (Assessor) Review Date: ...../...../.....

Distribution:

Design & Technology Risk Assessment

PACK A SAMPLE

Using a Drilling Machine	Risk Assessment **RM7**
Unit/location: **Resistant Materials**	
Assessors names:	
Activity, process or procedure: **Drilling operations on a variety of materials, e.g. woods, metals, plastics.**	

SITE or ACTIVITY ANALYSIS

GENERIC COMMENTS	SPECIFIC COMMENTS
Hazard: Contact with swarf and other waste material. Contact with insecurely held work, cutting edge of the drill, cutting fluids. Entanglement. Inadequate or poorly maintained guarding creates a significant increase to the risk.	
Who might be harmed? The machine operator or persons in the vicinity of the drilling operation.	
What is the level of risk?	HIGH / MEDIUM / LOW

CONTROL MEASURES

Training
Student users shall be instructed and trained in the use of specific parts of the machine. Relevant hazards and safety precautions will feature in the training.
Students will be trained in the selection and use of personal protective equipment .

Procedures
The machine shall only be used by trained staff and students under general supervision.
The machine shall not to be operated by students without teacher or technician checking:
1. appropriate drill speed;
2. appropriate work holding/clamping;
3. use of appropriate coolant.

The machine shall not to be considered functional if it:
4. is without an isolator;
5. does not have a clearly marked stop/ start button;
6. does not have a foot operated 'OFF' switch;
7. does not have an interlocked micro-switch on the drive belt cover.

Machines will be equipped with a 'no-volt' release.
Safe working limits of the machine shall be recognised and recorded, e.g. size & section of material, speeds, types of material.
Inspection of materials for defects shall be carried out before commencement of operation.
COSHH assessment of materials to be drilled and cutting fluids/coolants used shall be undertaken and made available.
Swarf shall be deposited in a 'sharps' container.
Safe management procedure shall be written and posted (stop, start and emergency stop).

Guarding
Guarding for all machines will be in accordance with 1992 Work Equipment Regulations.
Appropriate guards shall be maintained, adjusted and used at all times.

continued on next page:.....

Design & Technology Risk Assessment

PACK A SAMPLE

Oxy-Acetylene Welding/Brazing and Cutting, Electric Arc/MIG Welding	Risk Assessment **RM11**
Unit/location: **Resistant Materials (Metal)**	
Assessors names:	
Activity, process or procedure: **Heating, joining and cutting of metals using an oxy-acetylene torch and electric welding equipment.**	

SITE or ACTIVITY ANALYSIS

GENERIC COMMENTS	SPECIFIC COMMENTS
Hazard: Contact with hot surfaces, flame, explosion, spitting of molten metal, exposure to intense light, fumes, exposure to high pressure gases. Damage to eyes and to other parts of the body, impaired breathing.	
Who might be harmed? All persons involved in the process and within the vicinity.	
What is the level of risk?	HIGH / MEDIUM / LOW

CONTROL MEASURES

Training
The process of setting up and handling equipment for welding and supervision of students shall only be undertaken by persons who have successfully completed an approved and certificated training course.
Student users will be instructed and trained in the use of, and possible dangers associated with, the processes and specific equipment.
Students will be trained in the selection and use of personal protective equipment .

Procedures
Students shall only undertake the use of welding equipment under close supervision.
A competent person list (Staff) will be posted.
A procedure shall be in place for visual recognition and recording of faults and defects in the equipment.
Suitable and sufficient arrangements will be put in place to isolate energy sources.
The electricity supply to electric welding equipment will be provided with a lockable isolator.
A procedure shall be in place for the recognition and monitoring of dangers associated with fire, overheating cylinders, backfires, blowbacks, leaking components, excess oxygen in the atmosphere, explosive risks of acetylene, oil and grease in contact with oxygen, copper in acetylene lines, electricity.
Safe working limits of the equipment shall be recognised and recorded.
Safe working practices shall be recognised and recorded, e.g. precautions used when using cutting equipment, welding enclosed vessels, position of operator to the equipment, tidiness, use of personal protective equipment.
COSHH assessment of the materials normally welded/brazed and fluxes used shall be available.
Procedure and monitoring of the safe storing, handling, transporting of equipment and energy source shall be posted.
Fume extraction shall be in place, monitored for effectiveness and used during all stages of the process.
Consideration shall be given to 'lone' working.

Environment
Emergency procedures and other safety notices shall be posted.
The electric welding area will be shielded with appropriate screens.
Working area will be set out and marked either by a fixed barrier, screen or floor marking.
An appropriate welding/brazing bench will be provided.
Appropriate non-slip flooring capable of withstanding contact with very hot items will be provided.
Offcuts shall be deposited in a 'sharps' container.

continued on next page:.....

PACK B FOCUSES ON ASSESSMENTS RELATED TO FOOD TECHNOLOGY, TEXTILES AND CERAMICS. RISK ASSESSMENT RECORDING MADE EASY!

Risk Assessments Pack B (Version 1.0)	Code
Minimising instances of food poisoning	FO1
Preparation, cooking and storage of food	FO2
Working with high risk foods	FO3
Sensory testing	FO4
Handling hot items	FO5
Cleanliness	FO6
Cookers and microwaves	FO7
Using small sharp tools	FO8
Food storage	FO9
Portable food processing and mixing machines	FO10
Deep fat food fryers	FO11
Electrical installations & supply - Food Area(s)	FO12
Machine sewing, overlocking, knitting and ironing	TE1
Working with textile materials	TE2
Dyes	TE3
Testing & cleaning fibres and fabrics	TE4
Working with hazardous materials	CE1
Working with equipment and machinery	CE2
Spraying of glazes	CE3
Portable powered equipment	GE1
Joining materials - adhesives	GE2
Safe and appropriate storage of materials	GE3
VDU workstations	GE4
Workshop supervision	GE5
Students with Special Needs	GE6
Hazardous substances	GE7
Flammable & highly flammable liquids	GE8
Electrical installations & supply - Portable Equipment	GE9
Gas installations, gas appliances and LPG (liquid petroleum gas)	GE10
Electrical installations - Computer Areas	GE11
Teaching & Learning in Design & Technology	T1
Teaching environments in Design & Technology	T2
Group size	T3
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Design & Technology Risk Assessment

PACK B SAMPLE

Working with Hazardous Materials	Risk Assessment CE1
Unit/location: **Ceramics Workshop**	
Assessors names:	
Activity, process or procedure: **Acceptable limits of exposure to hazardous materials.**	
SITE or ACTIVITY ANALYSIS	
GENERIC COMMENTS	**SPECIFIC COMMENTS**
Hazard: Inhalation of fine dust, fumes, gases, mists and vapours. Ingestion by introducing toxic substances into the mouth on food or other objects (licking the tips of brushes when decorating). These can emanate from the use of clay, glazes and colours which can contain silica and metal. Heavy metals in the form of lead, antimony, chromium, etc. may also be present. Exposure to dust (fused silica, etc.) within the ceramics w orkshop area is subject to published exposure limits. Dermatitis in susceptible people. Manual handling heavy bags and sacks of materials.	
Who might be harmed? Any person working within the ceramics workshop.	
What is the level of risk?	HIGH / MEDIUM / LOW
CONTROL MEASURES	
Training Cleaning staff will be given training in safe cleaning procedures. Students will be trained in the selection and use of personal protective equipment. **Procedures** All 'dusty' work, including the preparation of powdered glaze will, whenever possible, be undertaken under localised extraction and exhausted to the atmosphere. All spillages will be cleaned up as they occur. In order to conform with regulations dangerous substances such as lead will only be used in fritted form. Careful consideration will be given to all COSHH data provided by manufacturers. Any decanted or prepared materials will be stored in labelled and dated containers. All materials should be stored in a ventilated store. Certain more hazardous materials (as identified by COSHH) will be kept in a locked cabinet suitable for the purpose along with relevant COSHH assessments. **Environment** Procedures will be put in place to ensure that any accumulations of dust are removed safely. Regular wet mopping of floors and wet wiping of walls and other surfaces will form the basis of the ceramics workshop cleaning schedule. All waste materials and empty packaging will be disposed of in an appropriate way. **Personal Protective Equipment** Suitable and sufficient personal protective equipment including approved respirators BS2091 (with correctly dated filter fitted) dust masks, goggles BS2092 (C), terylene/PVC overalls will be provided and their use carefully monitored if dust cannot be eliminated by other means.	
Is the risk adequately controlled?	YES/NO
If NO, can the activity, process or procedure be eliminated?	YES/NO
Further action required: Sampling and analysis can be undertaken by an analytical consultant and the results matched against current minimum exposure limits.	
Signed: ..... (Assessor)	Date: ...../...../.....
Signed: ..... (Assessor)	Review Date: ...../...../.....
Distribution:	

Design & Technology Risk Assessment

PACK B SAMPLE

Food Storage	Risk Assessment FO9
Unit/location: **Food Technology Area**	
Assessors names:	
Activity, process or procedure: **Working with tools, equipment, portable electrical equipment, fixed equipment (cookers/fryers).**	
SITE or ACTIVITY ANALYSIS	
GENERIC COMMENTS	**SPECIFIC COMMENTS**
Hazard: Food poisoning results from eating food containing harmful substances or organisms. These can be caused as a result of using ingredients contaminated by chemicals, toxins, bacteria, rodents, preparation systems and infected students and staff.	
Who might be harmed? Persons consuming food prepared from food that has been stored in the food storage areas.	
What is the level of risk?	HIGH / MEDIUM / LOW
CONTROL MEASURES	
Training **Teachers responsible** for food handling and for food areas and the staff or persons working within or visiting the environment shall have a minimum qualification of basic food hygiene certificate. Teachers wishing to train in Basic Food Hygiene shall be qualified to a minimum Advanced Level. **Procedures** **Substances** which may be **hazardous** to health shall be stored separately from food and food containers. **Dry and shelf** stable foods shall be stored in dry, well-ventilated rooms with a temperature range of 10°C - 15°C. Manufacturers **storage instructions** shall be adhered to and stock shall be rotated according to use by dates. Foods shall not be stored on the floor. **Raw and unprepared food** shall be stored within a temperature range of 10°C - 15°C and in a cool, dry, well ventilated area, which is not exposed to sunlight. Frozen food(s) shall be stored at a temperature of minimum -18°C, with the temperature taken between packs of food. Stock rotation and '*frozen product*' storage information shall be followed. Perishable foods should be stored with a core temperature of between 1 °C to 4°C. Cook chilled foods shall be stored between 0°C and 3°C. Food stored in a refrigerator or freezer shall be wrapped or placed in a suitable container and marked with current date. Raw and cooked foods shall be kept apart at all times and separate -handling tools shall be used. Raw foods and cooked foods shall be refrigerated separately where only one fridge is available raw foods shall be stored below cooked foods. Hot food shall not be stored in refrigerators. Sufficient refrigerator or chiller space shall be available to accommodate the storage of students' perishable ingredients or finished food products during the school day. Where food shall be reheated it will be to a minimum of 70 °C for minimum of 2 mins. Hot food shall be maintained at a temperature of 63°C. **Monitoring** **Freezers, refrigerators or chiller units shall be monitored on a regular basis to ensure that they are working effectively and maintain the temperature range required.**	

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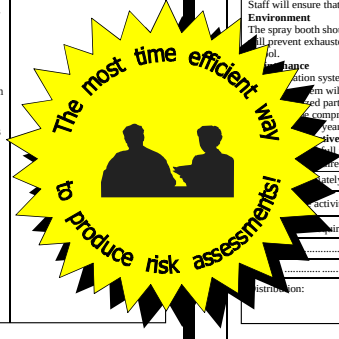


Design & Technology Risk Assessment

PACK B SAMPLE

Spraying of Glazes	Risk Assessment CE3
Unit/location: **Ceramics Workshop**	
Assessors names:	
Activity, process or procedure: **Spraying glazes on clay articles.**	
SITE or ACTIVITY ANALYSIS	
GENERIC COMMENTS	**SPECIFIC COMMENTS**
Hazard: Inhalation of dust particles leading to respiratory problems, contact with chemicals and minerals.	
Who might be harmed? The person directly involved with the spraying operation, others in the vicinity and those affected by a contaminated atmosphere.	
What is the level of risk?	HIGH / MEDIUM / LOW
CONTROL MEASURES	
Training All students will be trained in the safe use of all spraying equipment. **Procedures** Spraying will only take place if adequate ventilation is available. Spraying will require a suitably ventilated spray booth of adequate size to cope with the task in hand. COSHH data will be made readily available for all glazes in current use. Appropriate precautions and controls identified in COSHH data will be adhered to at all times. Only the student directly involved in the spraying operation shall be allowed in the spray booth area. All pressurized systems will be of a design which can be adequately controlled by the user of the system. At no time will sources of ignition be permitted in the spraying area or adjacent work spaces. Staff will ensure that the spraying operation is appropriately supervised. **Environment** The spray booth should exhaust to the outside through a cowl of a design and location that will prevent exhausted air re -entering the workshop environment or other parts of the ...ol. **...ance** ...ation system will be annually checked. ...m will be checked regularly to prevent clogging. ...ed part of the spray equipment will be regularly serviced. ...s compressors will be professionally checked at regular intervals depending ...years). **...ive Equipment** ...ll face respirators, fitted with appropriate filters will be worn by all ...ectly in the spraying operation.	
...ately controlled?	YES/NO
...activity, process or procedure be eliminated?	YES/NO
...ired:	
..... (Assessor)	Date: ...../...../.....
..... (Assessor)	Review Date: ...../...../.....
...istribution:	

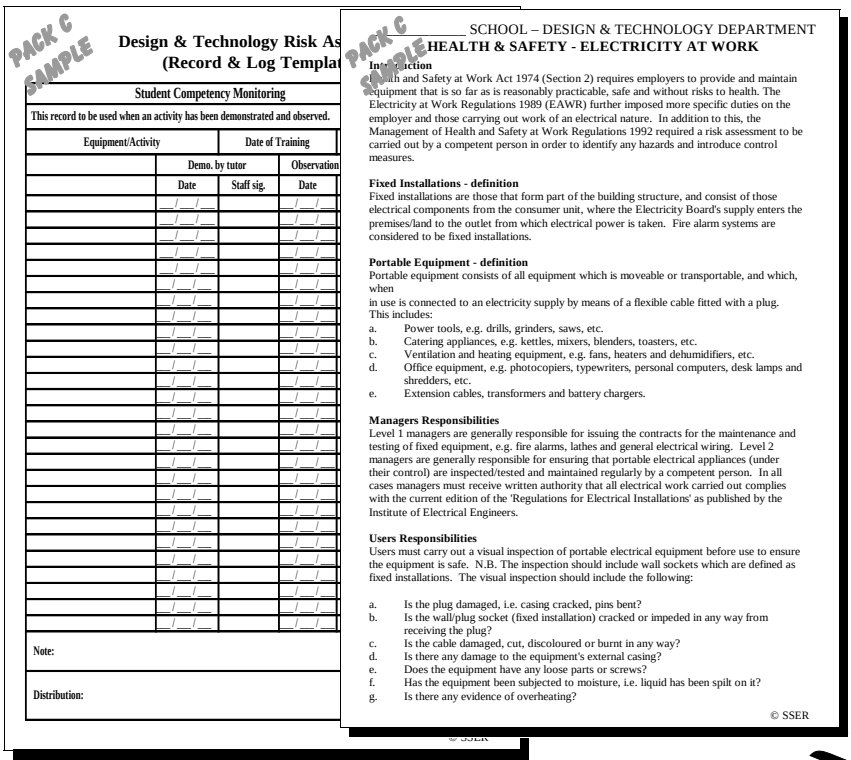
POLICIES FOCUSING ON OVERALL SAFETY MANAGEMENT, ELECTRICAL SAFETY, ASTHMA, FIRST AID, HIV PROTOCOL, DISPLAY SCREENS & MANUAL HANDLING.

SAFETY POLICIES PACK 'C' & TEMPLATES

Pack C contains the outstanding SSER Ltd. Safety Management policy for D&T (enhanced by a new procedure for risk assessment) and six more safety policies, i.e. Electrical Safety, Asthma, First Aid, HIV Protocol, Display Screens & Manual Handling (33 pages).

The Pack also contains 5 Record Templates (6 pages) and a detailed Inspection Checklist/ Guide (25 pages). Deriving the structure for a policy can take as long as the discussion and writing process - we can save you that time! SSER Ltd already supplies over 99% of all U.K. State & Independent secondary schools with policy documentation.

To edit the policies all you need is a standard word processor, e.g. MS Word.


PACK C SAMPLE

Design & Technology Risk As
(Record & Log Templat

Student Competency Monitoring

This record to be used when an activity has been demonstrated and observed.

Equipment/Activity	Date of Training		
	Demo. by tutor		Observation
	Date	Staff sig.	Date
	__/__/__		__/__/__

Note:

Distribution:

PACK C SAMPLE

_____ SCHOOL – DESIGN & TECHNOLOGY DEPARTMENT

HEALTH & SAFETY - ELECTRICITY AT WORK

Introduction
Health and Safety at Work Act 1974 (Section 2) requires employers to provide and maintain equipment that is so far as is reasonably practicable, safe and without risks to health. The Electricity at Work Regulations 1989 (EAWR) further imposed more specific duties on the employer and those carrying out work of an electrical nature. In addition to this, the Management of Health and Safety at Work Regulations 1992 required a risk assessment to be carried out by a competent person in order to identify any hazards and introduce control measures.

Fixed Installations - definition
Fixed installations are those that form part of the building structure, and consist of those electrical components from the consumer unit, where the Electricity Board's supply enters the premises/land to the outlet from which electrical power is taken. Fire alarm systems are considered to be fixed installations.

Portable Equipment - definition
Portable equipment consists of all equipment which is moveable or transportable, and which, when
in use is connected to an electricity supply by means of a flexible cable fitted with a plug. This includes:

a. Power tools, e.g. drills, grinders, saws, etc.
b. Catering appliances, e.g. kettles, mixers, blenders, toasters, etc.
c. Ventilation and heating equipment, e.g. fans, heaters and dehumidifiers, etc.
d. Office equipment, e.g. photocopiers, typewriters, personal computers, desk lamps and shredders, etc.
e. Extension cables, transformers and battery chargers.

Managers Responsibilities
Level 1 managers are generally responsible for issuing the contracts for the maintenance and testing of fixed equipment, e.g. fire alarms, lathes and general electrical wiring. Level 2 managers are generally responsible for ensuring that portable electrical appliances (under their control) are inspected/tested and maintained regularly by a competent person. In all cases managers must receive written authority that all electrical work carried out complies with the current edition of the 'Regulations for Electrical Installations' as published by the Institute of Electrical Engineers.

Users Responsibilities
Users must carry out a visual inspection of portable electrical equipment before use to ensure the equipment is safe. N.B. The inspection should include wall sockets which are defined as fixed installations. The visual inspection should include the following:

a. Is the plug damaged, i.e. casing cracked, pins bent?
b. Is the wall/plug socket (fixed installation) cracked or impeded in any way from receiving the plug?
c. Is the cable damaged, cut, discoloured or burnt in any way?
d. Is there any damage to the equipment's external casing?
e. Does the equipment have any loose parts or screws?
f. Has the equipment been subjected to moisture, i.e. liquid has been spilt on it?
g. Is there any evidence of overheating?

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ORDER FORM

PRODUCT	STOCK CODE	DESCRIPTION (CD ROMs are for MS Windows - All Versions)	QTY	COST: Exc. VAT	COST: Inc. VAT	SUB TOTAL: Inc. VAT
D&T RISK ASSESSMENTS (PACK 'A')	DTACD	Resistant Materials & General Risk Assessments (CD ROM)		**£ 50.00**	**£ 60.00**	
D&T RISK ASSESSMENTS (PACK 'B')	DTBCD	Food/Textiles/Ceramics & General Risk Assessments (CD ROM)		**£ 40.00**	**£ 48.00**	
D&T SAFETY POLICIES (PACK 'C')	DTCCD	D&T Safety Policies (CD ROM)		**£ 30.00**	**£ 36.00**	
Super Bundle (All three sets)	DTCD	CD ROM containing all three packs (A,B,C)		**£ 105.00**	**£ 126.00**	
				GRAND TOTAL		**£**

Buy Packs A, B & C SAVE £15 See order form!

All U.K. customers (except Channel Islands) must pay the VAT inclusive prices. A VAT invoice will be sent with the goods - allowing eligible schools to reclaim VAT. If possible cheques should accompany the orders and are payable to S.S.E.R. Ltd. A receipt/invoice, licence and a set of terms/conditions are sent with the goods which are normally despatched within 24hrs. of receiving your order. Official orders are welcome but please attach a completed S.S.E.R. Ltd. order form indicating the stock code required. **N.B. Owing to the nature of these resources S.S.E.R. Ltd. does not operate an 'inspection copy' service. In the rare case of damaged or faulty goods you must phone S.S.E.R. Ltd to obtain an official returns number.**

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