



Health & Safety Policy

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Version Control

Author	Date Created	Version	Notes
oneSource	2017	1.0	Approved by Trust Board
oneSource/T. Polston	December 2019	2.0	<p>oneSource Organisation – minor additions to role of Local Governing Body, Headteachers/Heads of School and Managers/Supervisors Arrangements – risk assessment section updated</p> <p>T. Polston Amendments were made to the following sections: Fire Hazard and Omissions Reporting Stress <u>Additions to the policy:</u> Occupational Health Eye & Eyesight testing.</p>
T. Polston	June 2020	2.0	<p><u>Additions to the policy following advice from oneSource:</u> Page 5 – Employees responsibilities Page 12 – Local procedures to be added for policies to be read in conjunction with this policy Page 12 - Security</p>
L.Coates	June 2021	2.1	<p>Reviewed for gender neutrality Identifying staff names removed Page 2 – Local added to Governing Body</p>

Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Status of this document

This Policy details the local arrangements for managing health and safety at East Tilbury Primary School. It is a subordinate Policy to the Osborne Co-operative Academy Trust Health and safety Policy, and should therefore, be read in conjunction with this and the Trust's Safety Management System.

Statement of intent

East Tilbury Primary School is committed to ensuring high standards of health and safety in all its activities. It aims to not just comply with the minimum health and safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), are protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health and safety management system. In order to derive these benefits, the School's Local Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.



Signed: Chair of Governors



Signed: Head of School

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health and Safety Management".



Organisation

Local Governing Body

The Local Governing Body is responsible for ensuring that:

- It considers the health and safety implications of its decisions;
- Adequate resources are allocated to health and safety;
- Overall objectives for the School's Safety Management System are set and reviewed;
- Health and safety standards are maintained by monitoring the school's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

Health and Safety Governors

Health and safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health and safety performance (including against its SMS action plan) on behalf of the Local Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Local Governing Body each term detailing the findings of their activities.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices they become aware of, using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health and safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees have access to the oneSource Health and Safety Manual, this is an online resource which details how various tasks should be undertaken. All staff should familiarise themselves with this; the School's Health and Safety Co-ordinator can provide log-in details.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for pregnant staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Head of School

The **Head of School** is responsible for ensuring that:

- The health and safety decisions of the Board of Trustees are complied with;
- Systems are established and maintained within the School to ensure that health and safety is effectively managed;
- A Health and safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Osborne Co-operative Academy Trust Health Safety Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the School's health and safety policy is kept in the office and staff room of the School for staff to access. It is also available under the Documents and Policies module of the Every system;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health and safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular they will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health and Safety Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health and safety they will participate in at least one inspection per year.

Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Head of School in their absence.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing other employees) are responsible for ensuring this Policy, and the arrangements made under it, are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health and safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the maintenance and inspection matrix at the end of this section.

Health and Safety Co-ordinator

The main purpose of this role is to champion and monitor the implementation of the School's Health and safety Policy on behalf of the Head of School. They are therefore responsible for:

- a) Establishing central record keeping systems for the School for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Local Governing Body on behalf of the Head of School;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Head of School where they are unable to achieve resolution themselves.

- d) Liaising with the Schools' Health and Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

Site Manager

Is responsible for ensuring the health and safety of the site. In particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the Every system regularly throughout the day, rectifying those issues within their authority and notifying the Health and Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard and accident reporting and asbestos control.

Senior Leads

Senior Leads are responsible for implementing the Health and Safety Policy within their remit.

In particular, Senior Leads will need to ensure that:

- A copy of risk assessments relevant to the remit is maintained.
- Equipment within the area of responsibility is maintained in a safe condition. To achieve this the Senior Lead will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme is in place.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and, if necessary, that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including safety procedures;
- Records are maintained of health and safety activities:

Teachers and other supervising staff

The health, safety and welfare of pupils in classrooms and elsewhere on the school site is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that pupils' coats, bags, cases etc, are stored safely;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the SLT.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Trust's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

Mid-day Assistants

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period. They must be alert to potential hazards that may be presented through outdoor play and mindful of any risk assessments applying to activities.

Competent Advice

The Osborne Co-operative Academy Trust utilises the oneSource Health and Safety Team as its source of competent health and safety advice. The School and its staff have access to the advisory service supported by the Health and Safety Co-ordinator.

Maintenance and Inspection Matrix					
Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Scheduled for (month)	Current Contractor/ in-house	Responsible person (task performance or contract management)
Air Conditioning	Maintenance	Annually	July	Contractor	Delta T
Air receivers >250bar/litres	Inspection	Annually	N/A	N/A	N/A
Asbestos Monitoring	Check	Variable	Annually	In-house/Contractor	Envirotech
Autoclaves	Inspection	Annually	N/A	N/A	N/A
Boiler Control Panel	Maintenance	Annually	December	Contractor	Kay Controls
Boiler	Maintenance	Annually	November	Contractor	All Seasons Solutions
	Inspection	Annually	November	Contractor	Zurich
Clinical waste disposal	Waste collection and disposal	Dependent on risk assessment	As and When	In-House	G Gillard B Rozinata
D&T plant/equipment	Safe condition	Annually	N/A	N/A	N/A
	Maintenance	Annually	N/A	N/A	N/A
Electrical (mains wiring)	Inspection	5 Yearly	KS1 2024 KS2 2025	Contractor	VK Electrical Services
Electrical (PAT)	Inspection	variable	March	Contractor	Educational PAT Testing Services
Emergency evacuation chairs	Inspection	Annually	N/A	N/A	N/A
	Visual Check	Monthly	N/A	N/A	N/A
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually	March	Contractor	Blakes Fire & Security
	Visual check	Termly	Termly	In-House	G Gillard
Extraction systems (dust)	Inspection	Annually	July	Contractor	Delta T
Extraction Systems (heat processes)	Inspection	Annually	July	Contractor	Delta T
Extraction Systems (Kitchens)	Maintenance	Annually	August	Contractor	Dragon Service
Extraction Systems (fume cupboards)	Inspection	Annually	N/A	N/A	N/A
Emergency Lighting	Visual check	Weekly	Weekly	In-house	G Gillard
	Test	Monthly	Monthly	In-house	G Gillard
	Inspection/battery test	Yearly	July	Contractor	Blakes Fire & Security
Fall arrest systems	Inspection	Annually	October	Contractor	First Testing Limited
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period	January 2021	Internal Inspection	G Gillard
	Inspection	6 Monthly	June/Dec	Contractor	Blakes Fire & Security
Independent fire door release devices	Battery change	Annually	June/Dec	Contractor	Blakes Fire & Security

Fire Doors	Inspection	Annually	Annually	In-House	G Gillard
	Visual Check	Monthly	Monthly	In-house	G Gillard
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter	N/A	N/A	N/A
	Visual check	Annually	N/A	N/A	N/A
Fire Extinguishers	Inspection	Annually	December	Contractor	Essex Fire Safety
	Visual Check	Monthly	Monthly	In-House	G Gillard
Fire evacuation doors	Visual Check	Monthly	Monthly	In-House	G Gillard
Fire Hydrant Testing	Maintenance	Annually	November	Contractor	Essex Fire Services
Fire Shutters	Maintenance	N/A	N/A	N/A	N/A
	Inspection	N/A	N/A	N/A	N/A
Gas appliances	Inspection	Annually	October	Contractor	All Seasons Solutions
Grounds Maintenance	Maintenance	Monthly	Monthly	Contractor	Countrywide
Hall Partition	Maintenance	Annually	October	Contractor	Pro Servicing
Heating System	Maintenance	Annually	October	Contractor	All Seasons Solutions
Hoists (engine)	Inspection	Annually	N/A	N/A	N/A
Hoists & Slings (patient)	Inspection	6 months	N/A	N/A	N/A
Intruder Alarm	Maintenance	6 months	June/Dec	Contractor	Blakes Fire & Security
Kiln	Inspection	Annually	N/A	N/A	N/A
Ladders/step ladders	Inspection	Annually or Every Use	September	In-House	G Gillard
Lifts/stairlifts	Inspection	6 months	N/A	N/A	N/A
Lightning conductors	Inspection	Annually	May	Contractor	K G Young
MEWP	Inspection	6 monthly	N/A	N/A	N/A
Minibuses	Check	Before use	N/A	N/A	N/A
	Inspection (MOT)	Annually	N/A	N/A	N/A
	Maintenance	Annually or as per manufacturer's schedule if shorter	N/A	N/A	N/A
PH/Free Chlorine	Test	3 times per day	N/A	N/A	N/A
Pest Control	Maintenance	Quarterly	Quarterly	Contractor	St Georges
PE equipment (including recreational posts)	Inspection	Annually	June	Contractor	Universal Services
Play Equipment	Inspection	Annually	Annually	Contractor	Universal Services
	Visual check	Weekly	Weekly	In-House	G Gillard
Pug Mill	Inspection	Annually	N/A	N/A	N/A

Radiation Sources	Inspection	Annually	N/A	N/A	N/A
School House	Inspection	Termly unless otherwise stated in lease	N/A	N/A	N/A
Shutter door systems	Inspection	Annually	N/A	N/A	N/A
Sprinkler systems	Inspection/Maintenance	Annually	N/A	N/A	N/A
	Test	Monthly	N/A	N/A	N/A
Steam engines	Inspection	Annually	N/A	N/A	N/A
Tower Scaffolds	Inspection	Annually	N/A	N/A	N/A
	After assembly inspection	Before use & every 7 days	N/A	N/A	N/A
Tie-in bolts	Inspection	Annually	N/A	N/A	N/A
Trees (Zone 1)	Inspection	Annually/5 Years	April	Contractor	Tree Fella
Water Systems (descaling)	Maintenance	Annually	October	Contractor	All Seasons Solutions
Water Systems (infrequent use)	Flushing	Weekly	Weekly	In-house	G Gillard
Water Systems (hot & cold)	Inspection/Maintenance/sampling	Annually	October	Contractor	All Seasons Solutions
Water Systems (temperature)	Test	Monthly	Monthly	In-house	B Rozniata
Water Systems - thermostatic mixing valves	Maintenance	6 monthly	Oct/March	Contractor	All Seasons Solutions

Arrangements

The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an online resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

All school policies can be accessed in Every. Statutory policies can be accessed through the school's website at <https://easttilburyprimary.thurrock.sch.uk/>

Document Control

The School has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. The School uses the Every system to identify documents.

Risk assessments

The School has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified, these and the necessary control measures, have been recorded on individual risk assessments. The Health and Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed, the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health and Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located in the Site Manager's office and logged on the Every system.

Termly fire drills are carried out and findings recorded in the log book and on Every. Call points are tested over a thirteen week cycle; a zonal plan is in place to ensure all areas are tested during this period. This is recorded in the log book and on Every. Confirmation should be obtained from the monitoring station that the signal was received.

Hazard and unsafe acts and omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc.

Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour.

All hazards and unsafe acts and omissions must be reported. Hazards should be reported using the Every system.

Security

Invacuation/Lockdown Procedures – In the event of an alarm raised (lockdown alarms are In Head of School's office, Admin Office, Deputy Head Office, C Dawson and Assistant Head Teachers Office). Upon activation of the alarm a continuous bleeping sound will be heard throughout the school. All children should be kept in the classroom or be taken to their class, all external windows and doors should be closed and locked immediately. The Head of School and SLT will assess the situation and contact the police and emergency services. Staff and pupils will remain in position until the alarm stops.

Accident and near miss reporting

A near-miss is an incident which could have resulted in injury or loss if the circumstances were different (for example if a contractor was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded on the school's accident register. All other accidents are to be reported to the Health and Safety Coordinator who will record the incident using the oneSource online accident reporting system. OneSource will report to the HSE, on behalf of the School, any accidents which are RIDDOR reportable.

Communication

The School communicates information on health and safety to its employees using the following methods:

- As part of the induction process;
- Team meetings /Staff meetings;
- Staff circulars/newsletter;
- Staff notice boards
- 1:1s

Consultation on health and safety matters

The School consults its staff regarding issues affecting their health and safety through staff or team meetings. Staff can also raise concerns via the Health and Safety Co-ordinator.

First aid

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the site is occupied. Details of First Aiders on site are displayed on notices around the school. First Aiders record accidents on the schools accident register.

Contractor management

The School will not use contractors unless they have been properly vetted (including health and safety). Contractors are required to sign in at Reception using the Inventory system. All contractors will be shown the asbestos register entries for the area where they will be working and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. Glen Gillard, the Site Manager, is responsible to monitoring contractors on the School site.

Employee competence

The School will ensure that employees are competent to perform their duties from a health and safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health and safety management training organised by the Trust's Health and Safety Co-ordinator.

Stress

The School recognises the detrimental effects that stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager, a mental Health First Aider or the Head of School. Employees may also contact Educational Support Partnership who provide a confidential advisory/counselling service to the school's employees on 08000 562561.

Occupational Health

Adhering to the Sickness Management Procedure, the Trust purchases the services of Essex Occupational Health Service for all staff. Incidents of work-related ill health will be referred to, and monitored by, Essex Occupational Health Service. Guidance will then be provided to the school with regards to the on-going support required for the staff member.

Eye and Eyesight Testing

All employees who are identified as "Users" are entitled under the Display Screen Equipment Regulations to have their eyes and eyesight tested at regular intervals, at the employer's expense.

Where the test shows the "User" to have an eye defect at the VDU vision distance, the Trust will reimburse £19.95 towards the cost of the eye test and up to £55.00 for prescription lenses (glasses or contact). Any balance must be met by the employee.

Employees are entitled to an eye and eyesight test when they first become "Users", at regular intervals thereafter (usually determined by the optometrist) and whenever they experience visual difficulties which may be associated with VDU work.

Employees who frequently use laptops as part of their work should inform the optician since the typical viewing distance may be shorter than for desktop computers.

An Eye Test Reimbursement form is available from the school's HR Department and should be completed in full by the employee and authorised by the Head of School.

The Optician will indicate on the form whether further action is required, and if so the type of prescription required, by ticking the appropriate box on the Eye Test Reimbursement form. This will determine whether the employee is entitled to a further eye care subsidy (currently £55.00) towards the purchase of glasses.

The **signed and stamped** Reimbursement form should be returned to the schools Finance Officer along with a copy of the prescription and receipt. A copy of the form will be held on the Employees personal file.

Monitoring of health and safety performance

A termly report is provided to the Local Governing body that includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;

- Number of incidents of work-related ill health;
- Number of hazards reported/rectified;
- Number of fire drills planned/unplanned
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.

**Osborne Co-operative Academy Trust
Eye Test Reimbursement Application Form**

1. In line with the Health and Safety Policy, an employee may be reimbursed up to £19.95 towards the cost of an eye test and possible fees charged by the optician for completion of this form, and up to £55.00 for prescription lenses (glasses or contacts). Any balance due to the optician must be met by the employee.
2. An employee and their line manager must complete **section 1** of the form below **before** undertaking an eye test.
3. This form should be taken to an optician of the employee's choosing and the optician should complete **section 2** after the examination.
4. A copy of the prescription together with relevant receipts should be attached to the expenses submission for approval by the Head of School

Section 1 – Employee / Manager

Employee Name (Person having eye test)	
Date of Last Test	
Line Manager Name	
Manager Signature	
Date	

Section 2 – Optician – CERTIFICATE OF RECOMMENDATION

I confirm that I have examined the above named patients eyes and recommend the following (Tick one only from A to F)

Findings	Tick one		
Spectacles are not required / No change in current prescription	A		
Spectacles are required for general use	B		
Spectacles are required for general use , incorporating a special prescription for VDU use	C		
Spectacles are required solely for VDU use	D		
Spectacles are needed for safety purposes	E		
Spectacles are required for driving purposes	F		
Type of spectacles needed	Single Vision		Bifocals
			Multifocal
Additional Comments			
Opticians Signature		Date	

Opticians Name and Address (Address stamp or provide a compliment slip)	
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