



Health and Safety Policy (1 year review)

April 2026

The Paddock is a calm and nurturing alternative provision in Shropshire, offering personalised, research-informed support for young people who need a smaller, more flexible approach to learning. We specialise in helping academically capable students who currently find mainstream environments overwhelming, providing a peaceful space where they can re-engage, rebuild confidence, and thrive.

Introduction

The Paddock is committed to maintaining the highest standards of health and safety across all areas of the community. We take our responsibility for the wellbeing of staff, young people, volunteers and visitors extremely seriously. In line with our risk assessment procedures and the requirements of the *Health and Safety at Work etc. Act 1974*, we work to ensure that our environment is as safe as is reasonably practicable.

Health and safety is both a legal requirement and a shared responsibility. We promote a positive health and safety culture throughout the setting, ensuring that everyone plays an active role in keeping the environment safe. The Paddock allocates appropriate resources to ensure that high-quality equipment, training, advice and risk assessments are in place for all on-site and off-site activities.

All staff and volunteers are expected to remain familiar with the Paddock's Health and Safety Policy and with any regulations relevant to their role or teaching activities. All activities—whether on the Paddock grounds or off-site—must be planned with careful consideration for the safety of young people, colleagues, visitors and the wider public.

This policy is shared with all staff during induction, revisited annually at the start of each academic year, and a master copy is held in the office.

While health and safety is a whole-staff responsibility, the Principal, Directors and Advisory Board hold key duties for assessing, recording and implementing safe practice. The Directors and Principal acknowledge their responsibility to provide the safest possible environment and to ensure that effective systems are in place to manage health and safety across the setting.

The Duties of the Directors of The Paddock

Overall responsibilities for employee Health and Wellbeing is that of the Directors. They will ensure the relevant employee insurance is in place and displayed clearly. They will also ensure the following is in place...

- The Paddock meets all **legal health and safety obligations**
- The **Health & Safety Policy** is implemented effectively and reviewed regularly
- **Risk assessments** are carried out routinely by the appropriate staff or external professionals, depending on the activity

- Good health and safety practice is actively promoted to **staff, young people, parents, volunteers, contractors and visitors**
- The premises, equipment and learning environments are **regularly inspected and maintained** in line with regulations
- Adequate **budget and resources** are allocated to support health and safety provision
- Health and safety expectations are clearly communicated to staff and **monitored consistently**
- All staff are kept informed of The Paddock's health and safety arrangements, including any updates or changes
- Produce and regularly review the **Health & Safety Policy**, ensuring it reflects the requirements of the *Health and Safety at Work etc. Act 1974*
- Ensure the policy outlines arrangements to protect the **health, safety and wellbeing** of staff, pupils and others affected by the Paddock's work
- Monitor both **compliance with** and **effectiveness of** the policy
- Provide sufficient **resources** to meet legal responsibilities and support safe practice
- Ensure that all arrangements follow the guidance provided by the **Health, Safety & Wellbeing Service** for independent schools
- The Principal Acts as the Paddock's representatives for **health and safety management**

Duties of the Principal

The Principal has day-to-day responsibility for managing health and safety and will take all reasonably practicable steps to protect pupils, staff, visitors and anyone involved in activities organised by The Paddock. In particular, the Principal will:

Risk Assessment & Planning

- Ensure that adequate and appropriate risk assessments are completed and reviewed for all on-site and off-site activities
- Ensure that significant findings from risk assessments are recorded and regularly reviewed

Information, Guidance & Documentation

- Ensure that all health and safety information—including the Paddock's Health & Safety Policy and risk assessment templates—is up to date, accessible and promoted throughout the community
- Communicate the Health & Safety Policy and all relevant information to staff, volunteers and contractors

Training & Staff Competence

- Ensure that all staff, including support and cover staff, are trained and equipped to manage health and safety issues and emergencies
- Identify staff training needs and ensure staff receive appropriate information, instruction and training to carry out their roles safely

Compliance & Monitoring

- Ensure the Proprietors are kept informed of any changes in legislation or reasons for updating health and safety arrangements
- Ensure all staff, pupils and volunteers understand their health and safety responsibilities

- Ensure that termly fire drills are carried out and accurately recorded
- Monitor purchasing and contracting procedures to ensure that health and safety requirements are included in specifications and contracts
- Receive reports from enforcement officers or advisory bodies and take appropriate action where required

Leadership & Culture

- Promote a positive health and safety culture by modelling good practice and setting clear expectations

Duties of staff and volunteers

All staff, volunteers, and agency workers operating in The Paddock share the same legal duties under the Health and Safety at Work etc. Act 1974. Everyone working in this environment must take responsibility for their own safety and the safety of others, including students, colleagues, visitors, and animals.

All staff working in The Paddock must:

- Take reasonable care for their own health and safety and that of others while carrying out activities in the outdoor/animal environment.
- Follow all of the Paddock's health and safety policies, including procedures specific to The Paddock.
- Report all accidents, incidents, and near misses immediately, following the Paddock's reporting procedures.
- Never misuse or interfere with equipment, fencing, tools, animal enclosures, or safety features.
- Report defects or hazards straight away—this includes damaged fencing, unsafe ground conditions, faulty tools, or concerns about animal behaviour.
- Only use equipment or tools they are trained and competent to use, such as grooming tools, wheelbarrows, feed equipment, or paddock maintenance tools.
- Use all required control measures and PPE, such as gloves, boots, protective clothing, or any equipment identified in risk assessments.

Volunteers and agency workers in The Paddock:

- Have the same health and safety responsibilities as permanent staff.
- Must be familiar with The Paddock's specific procedures, including animal handling rules, supervision expectations, and emergency arrangements.
- Should seek guidance from staff if unsure about any task or safety requirement.

Young Person Responsibilities – The Paddock

While staff hold the main responsibility for ensuring health and safety in The Paddock, young people also play an essential role in keeping themselves, others, and the animals safe. For activities to run smoothly and safely, students are expected to:

- Listen carefully to staff instructions and follow them at all times, especially when around animals, tools, or outdoor equipment.

- Act safely and responsibly, making sure their behaviour does not put themselves, other young people, staff, or animals at risk.
- Move sensibly around The Paddock, taking extra care on uneven ground, near enclosures, or when using equipment.
- Report any concerns, hazards, or incidents to a member of staff immediately—this includes unsafe behaviour, damaged fencing, loose equipment, or issues with animals.
- Follow The Paddock’s code of conduct, showing respect for the environment, the animals, and the people working there.
- Maintain appropriate behaviour and dress, wearing suitable clothing and footwear for outdoor and animal-based activities.
- Follow all health and safety rules, including emergency instructions given by staff.
- Never misuse, damage, or interfere with equipment, tools, gates, or animal enclosures, as these are essential for everyone’s safety.

Young people who do not follow these expectations, or who behave in a way that creates a health and safety risk, may not be allowed to take part in Paddock activities. Where necessary, concerns will be addressed in line with The Paddock’s Behaviour Policy.

Maintenance of Safety Records

Accurate, up-to-date safety records are essential for maintaining an effective health and safety system. This section outlines the types of records the Paddock must keep and identifies who is responsible for maintaining them.

Health and Safety File

The Paddock’s Health and Safety File must always be available for inspection. A hard copy of all relevant documents should be stored in the file, with an electronic backup kept securely. This file acts as the central record for all health and safety information.

Where applicable, the file should include:

- A current list of individuals with key health and safety roles (e.g., Area Health & Safety Coordinator, risk assessors, first aiders with certificate expiry dates, fire evacuation leads).
- A register of all completed risk assessments for The Paddock or specific departments.
- Copies of all risk assessments, available centrally in the main office for staff to view.
- Completed accident record sheets, including investigation reports and details of any corrective actions taken.
- Emergency procedures (e.g., fire evacuation plans, chemical/biological/radiological spill procedures, locations of first aid kits and first aiders).
- Dates and findings of health and safety inspections, including required actions and timescales.
- Maintenance and service records for relevant equipment.
- Fire drill records, including dates and performance, logged on the Single Central Record.
- Health and safety training records (names, dates, course titles, and projected refresher dates), including induction training and external courses.
- Completed health and safety induction checklists for new staff.
- Annual health and safety audit checklists and action plans.
- Memos and reports from Health & Safety Services following visits or inspections.

Risk assessment records will be reviewed annually at the end of the summer term, or sooner if an incident occurs. This will be reflected in the RAA model risk assessments.

Safety Review, Monitoring, and Evaluation

Health and safety monitoring is carried out by the Principal and the Health and Safety Coordinator. The Health and Safety Policy and the Health and Safety File will be reviewed by the Directors and Principal when triggered by factors such as:

- Changes in key personnel
- Changes to The Paddock's organisational structure
- Introduction of new processes
- Changes to the premises or how areas of the premises are used
- Changes in legislation
- Findings from accident investigations or civil claims
- Consultation feedback from employees
- Enforcement action from the HSE or local authority

Provision will be evaluated regularly, and improvements made where necessary.

Day-to-Day Monitoring

The Paddock must ensure that safe systems of work are monitored daily, particularly in areas such as:

- Kitchens
- Cleaning cupboards
- Staffrooms
- Pathways, gates, and fencing
- Outdoor learning spaces

Any hazards identified must be reported immediately so they can be addressed without delay.

Accident and Incident Procedure

- If an accident or incident occurs in The Paddock—whether involving students, staff, volunteers, visitors, or animals—the member of staff present must immediately inform the Principal.
- A trained first aider should assess any injury as soon as possible. If emergency medical assistance is required:
- The office will call an ambulance **unless** the situation is urgent, in which case **any staff member** may call from the nearest phone or mobile.
- Parents/carers (or emergency contacts) will be notified as soon as possible in the event of serious injury or illness. Emergency treatment will never be delayed while attempting to contact a parent.
- If a young person needs to go to hospital and a parent/carer is not available, a member of staff will accompany them and remain until the parent arrives.
- Students will only be sent home if a responsible adult is available to receive them. Injured or unwell students will remain supervised in the designated first aid area until collected.

Recording an Accident

All accidents involving staff must be reported to the Principal using an accident report form.

Accidents involving students, volunteers, or visitors in The Paddock must also be recorded. If the accident is work-related—for example, caused by a defect in fencing, equipment, animal behaviour, or organisational failure—it must additionally be reported to the Directors.

The Principal will investigate all accidents and ensure appropriate corrective actions are taken to prevent recurrence.

Investigation of Serious Incidents

Some incidents may require investigation under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). This may include:

- Fatalities
- Specified injuries to staff or students
- Over-7-day staff injuries
- Dangerous occurrences (e.g., animal escape, equipment failure, structural collapse)
- Occupational diseases
- Injuries requiring hospital treatment arising from Paddock activities

External authorities may conduct their own investigation. Witnesses may be interviewed, and all relevant documentation must be made available.

The Directors may also choose to investigate less serious incidents internally to ensure procedures are being followed correctly.

Communication

Clear communication is essential due to the outdoor and animal-based nature of the environment. Staff must ensure:

- They have a working mobile phone or radio when supervising Paddock activities.
- Emergency contact numbers are accessible.
- Young people understand how to report concerns or incidents immediately.
- Any hazards (e.g., damaged fencing, loose tools, animal behaviour concerns) are reported without delay.
- Staff supervising at The Paddock are aware of the day's activities, risks, and student needs.

Lone Working

Lone working in The Paddock presents unique risks due to the outdoor environment, animal handling, tools, and distance from other buildings. Anyone identified as a lone worker—staff, contractors, or visitors—must receive appropriate training, information, and instruction to recognise hazards and understand the risks associated with working alone. A Paddock-specific risk assessment will always be completed before lone working is permitted.

Risk of Violence or Confrontation

- Staff must **not** arrange meetings with parents, carers, or members of the public in The Paddock when working alone.
- Any meetings must take place during regular hours or when at least one additional informed staff member is on site.
- Late meetings must finish promptly to avoid leaving a single member of staff alone on the premises.
- Lone workers must **not** approach or allow access to unauthorised individuals in or around The Paddock.

General Lone Working Guidance for The Paddock

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or groups.
- Always carry a mobile phone
- Inform a colleague or line manager of:
 - When they are entering The Paddock
 - How long they expect to be there
 - When they have left
- Follow all fire evacuation procedures and ensure they can safely exit the site in an emergency.
- Ensure they have access to any personal medication they may require.

If Working in The Paddock After Regular Hours

Staff working in The Paddock outside regular hours must:

- Inform the Principal of their arrival and expected departure times.
- Remain vigilant about personal safety and take reasonable precautions.
- Avoid bringing valuables or leaving items visible in vehicles.
- Ensure their vehicle is appropriately insured for work-related use.
- Wear their security identification badge at all times.
- Never remain alone with a young person or a young person's family member after hours—arrange a chaperone if needed.
- If lone working with a young person is unavoidable, keep the door open (if indoors) and ensure other staff are nearby and aware.
- Report any suspicious activity or individuals without appropriate identification.
- Notify their line manager that they are working late and confirm when they have safely left the site.
- Ensure they have access to a mobile phone
- Lock the main access points from the inside while working and secure them fully when leaving.
- Have access to emergency contact numbers.
- Ensure they have a safe route home.

Family/Carer Visits (If Applicable to Paddock Staff)

Staff undertaking home visits must ensure:

- A risk assessment is completed beforehand, including any known risks of aggression or unsafe environments.
- Visits are logged with family details, address, and timings.
- A designated colleague is assigned to check in after the visit.
- They contact the designated person within 30 minutes of leaving the home.
- They park in a safe, visible location and request accompaniment to their car if the area feels unsafe.
- They take reasonable precautions during the visit, including having access to a mobile phone and ending the visit early if necessary.

Activities Not Permitted When Working Alone

- Working at height, including using ladders, mounting structures, or accessing elevated areas of shelters or fencing.

- Manual handling of heavy or bulky items
- Transporting or assisting injured persons, whether staff, young people, volunteers, or visitors. (Immediate help must be summoned and the emergency procedure followed.)

These restrictions are in place to prevent serious injury and ensure that assistance is available if something goes wrong.

One-to-One Activities

One-to-one sessions at The Paddock—whether involving animal care, outdoor learning, or practical tasks—require heightened awareness due to the environment and potential hazards.

If any incident of concern occurs during a one-to-one activity, the staff member must:

- Report it immediately to a member of the Senior Leadership Team.
- Provide a detailed written account, including:
 - Names of those involved
 - Date and time
 - Location within The Paddock
 - Description of the incident
 - Any actions taken

This ensures transparency, supports safeguarding, and helps maintain safe practice in The Paddock.

Health & Safety Training and Communication

Training Requirements

All staff working at The Paddock will receive appropriate training to ensure safe practice in an outdoor and animal-based environment. This includes:

- Induction training covering The Paddock's specific health and safety expectations, risks, and procedures.
- Updated training whenever significant changes occur (e.g., new animals, new equipment, changes to layout or procedures).
- Activity-specific training identified through Paddock risk assessments (e.g., animal handling, manual handling, tool use, outdoor first aid).
- Refresher training at required intervals to maintain competence.

Training records will be stored in the office. The Principal coordinates all health and safety training needs, including ensuring refresher training is completed on time.

Each staff member is responsible for:

- Informing their line manager if they require additional training.
- Not undertaking any Paddock duties unless they feel competent and confident to do so.
- Following all training and instructions provided.

Effective training is essential for maintaining safe practice at The Paddock. All staff, young people, volunteers, and visitors are expected to take this seriously.

Consultation

Day-to-day communication about Paddock safety will take place through:

- Daily briefings and debriefings
- Ongoing communication between the Principal, Health & Safety Coordinator, and Paddock staff

Any concerns should be raised with the Principal or Health & Safety Coordinator.

Contractors in The Paddock

All contractors must:

- Report to reception to sign in
- Read the safeguarding information
- Wear an identification badge at all times

Contractors working in or around The Paddock will be given guidance on safe practice in outdoor areas.

If contractors are employed by the landlord, The Paddock will request competency details before they enter the site.

Construction works remain the responsibility of the landlord.

Curriculum Activities in The Paddock

Risk assessments for curriculum activities involving The Paddock (e.g., animal care sessions, outdoor learning, practical tasks) will be completed by:

- The Principal
- The Health & Safety Coordinator
- The relevant teacher

These assessments ensure activities are safe, supervised, and appropriate for young people.

Display Screen Equipment (DSE) – See Appendix B

Staff who use computers for an hour or more at a time, or for 3+ hours daily, will receive a DSE assessment.

They are entitled to:

- An eyesight test every 2 years
- Corrective glasses if required specifically for DSE use

Potential health issues from poor DSE use include:

- Upper limb disorders
- Backache
- Fatigue and stress
- Temporary eye strain

To reduce risks, the Paddock ensures:

- Work areas are arranged safely
- Furniture and equipment are checked regularly
- Equipment is adjusted to suit the individual
- Regular breaks are taken
- Staff report any discomfort promptly

Fire and Emergency Procedures

The Paddock is committed to minimising the risk of fire through effective planning, regular monitoring and a shared responsibility for safety. All staff are expected to maintain a safe environment by ensuring that fire hazards are identified and managed promptly.

Fire risks are reduced through regular risk assessments, ensuring that all electrical equipment is safe, well maintained and switched off when not in use, and that combustible materials are stored appropriately. Escape routes, corridors and exits must be kept clear at all times, and fire doors must never be wedged open.

Appropriate fire detection and firefighting equipment is installed across the site and is checked and serviced regularly in line with statutory requirements. Fire alarms are tested routinely, and any faults are reported and addressed immediately. The Principal/Site Manager ensures the fire risk assessment is completed and reviewed annually. Fire and emergency procedures are detailed in the Fire Emergency Plan, located in the office.

Staff receive fire safety training as part of induction and ongoing professional development. This ensures that all adults understand evacuation procedures, how to raise the alarm and how to respond calmly and effectively in the event of a fire.

Regular fire drills are conducted so that pupils and staff are familiar with evacuation routes and assembly points. Particular consideration is given to pupils with additional needs to ensure safe and supported evacuation.

All visitors are made aware of fire procedures on arrival, and a clear evacuation plan is displayed throughout the setting.

By maintaining high standards of awareness, organisation and accountability, The Paddock ensures that the risk of fire is reduced and that all members of the community are prepared to respond safely in the event of an emergency.

Maintenance of Equipment

There is little in the use of work equipment besides from IT equipment and outdoor learning prompts.

General Maintenance

- Regular inspection and testing of Paddock equipment will be carried out to ensure it remains safe for use.
- Staff must report any defects immediately to the Principal or Paddock Lead.
- Defective equipment must be clearly labelled and removed from use, stored securely until repaired or disposed of.

Electrical Equipment

Although electrical equipment is limited in The Paddock, the following applies:

- Staff must visually inspect plugs, cables, and electrical items before use.
- All portable electrical equipment will undergo formal inspection and PAT testing annually by a qualified engineer.
- Personal electrical items must not be brought into The Paddock without authorisation and must be PAT tested before use.

Monitoring

The Principal will ensure compliance with Paddock safety arrangements through:

- The 3-yearly Health & Safety Review by the Health, Safety & Wellbeing Service
- Termly site inspections of The Paddock by the Principal/Proprietor
- Reviews by the Health & Safety Officer
- Training audits by the Proprietors

These processes ensure that Paddock-specific risks—such as animal care, outdoor hazards, and tool use—are consistently monitored.

Personal Safety and Security

Moving and Handling

- If a young person requires a Handling Plan for Paddock activities, this will be arranged based on their EHC Plan.
- Staff are CPI Safety Interventions trained and refreshed annually.
- Staff must not attempt manual handling tasks beyond their capability, especially with heavy items such as feed bags, hay bales, or fencing materials.

Personal Safety

- Staff should never place themselves at risk.
- Violent or threatening behaviour will not be tolerated.
- All incidents must be reported using the Paddock's accident/incident procedures.
- Lone working in The Paddock must be avoided where possible and always risk assessed.

Security

- The Directors and Principal will complete a Paddock-specific site security risk assessment, reviewed annually or after significant change.
- This includes fencing, gates, access points, and visibility around the site.

Stress and Wellbeing

The Paddock is committed to promoting wellbeing and reducing workplace stress. Paddock-specific stressors—such as physical workload, weather conditions or isolation—will be considered in risk assessments.

Findings will be reviewed annually.

Work at Height

- Work at height must be avoided wherever possible.
- Any necessary work at height must be risk assessed and planned.
- Only trained and competent staff may carry out work at height.
- Appropriate access equipment (stepladders, platforms) must be used.
- Staff must never climb on chairs, gates, or makeshift structures.
- Access equipment must be regularly inspected and maintained.

Environmental Statement

The Paddock plays a key role in teaching students about environmental responsibility. We aim to:

- Reduce use of natural resources

- Use renewable, reusable, recyclable, and recycled materials
- Minimise use of toxic substances and ensure safe handling
- Promote recycling and waste reduction
- Restore and care for the Paddock environment wherever possible

Emergency Communications

- The Paddock maintains up-to-date emergency contact details for all parents/carers.
- Staff working at The Paddock must have access to a mobile phone
- Emergency procedures are designed to prevent incidents and ensure rapid response if they occur.

Workplace Safety

The Paddock must be kept safe, organised, and free from hazards.

Expectations

- Pathways, gates, and working areas must be kept clear.
- Tools and equipment must be stored safely after use.
- Appropriate clothing and footwear must be worn.
- Hazards must be reported immediately.

Safe Working Practices

- Work areas are risk assessed and arranged for safe use.
- Equipment is checked regularly.
- Staff take regular breaks.
- Staff report any discomfort or ill health.
- Staff attend required training and apply it to daily tasks.
- Staff report accidents, incidents, and near misses.
- Staff avoid manual handling tasks beyond their capability and use mechanical aids where possible.
- Risk assessments must consider the task, environment, individual capacity, and equipment.

Policy	Health and Safety Policy
Date created	April 2026
Date reviewed	June 2026
Date of Next review	April 2027
Signed	
Luke Baker	L. Baker

Appendix A

DAILY SAFETY CHECKLIST – THE PADDOCK

Environment & Grounds

- Check all gates, fences, and latches are secure and undamaged.
- Inspect pathways for mud, ice, trip hazards, or uneven ground.
- Ensure all areas are free from sharp objects, rubbish, or hazardous materials.
- Confirm all animal enclosures are secure and clean.
- Check water supply points for leaks, contamination, or blockages.

Animals (if applicable)

- Visual health check of all animals (behaviour, injuries, feeding).
- Ensure feed is stored safely and securely.
- Check water troughs/buckets are clean and filled.
- Confirm no animal has escaped or is showing signs of distress.

Equipment & Tools

- Inspect tools for damage before use (handles, blades, moving parts).
- Ensure tools are stored safely when not in use.
- Check PPE availability (gloves, boots, protective clothing).
- Confirm first aid kit is stocked and accessible.

Supervision & Student Safety

- Review risk assessments for planned activities.
- Ensure students are wearing appropriate clothing and footwear.
- Brief students on behaviour expectations and safety rules.
- Report any hazards or incidents immediately.

WEEKLY SAFETY CHECKLIST – THE PADDOCK

Grounds & Structures

- Inspect all fencing, posts, and gates for wear, rot, or damage.
- Check sheds, storage areas, and shelters for structural issues.
- Review drainage areas for blockages or flooding risks.
- Inspect paddock boundaries for signs of digging, erosion, or animal interference.

Animals (if applicable)

- Review animal health logs.
- Check feed stock levels and expiry dates.
- Clean and disinfect feeding equipment.
- Inspect bedding areas and replace as needed.

Equipment & Storage

- Deep clean tools and equipment.
- Check tool shed locks and security.
- Inspect PPE for wear and replace where needed.
- Review COSHH items (disinfectants, cleaning products) for safe storage.

Documentation

- Update accident/incident logs.
- Review any new hazards identified during the week.
- Ensure risk assessments remain accurate for upcoming activities.

TERMLY SAFETY CHECKLIST – THE PADDOCK

Health & Safety File Updates

- Add new risk assessments or update existing ones.
- File all accident/incident reports and investigations.
- Update list of trained first aiders and certificate expiry dates.
- Review emergency procedures (animal escape, fire, injury).
- Ensure all Paddock-specific training records are up to date. (e.g., manual handling, animal handling, outdoor first aid)

Site & Infrastructure

- Full inspection of fencing, gates, shelters, and storage buildings.
- Review condition of pathways, drainage, and high-traffic areas.
- Check lighting (if applicable) and signage around the Paddock.
- Inspect and service equipment used regularly.

Animals (if applicable)

- Review veterinary checks and vaccination records.
- Evaluate suitability of enclosures for seasonal changes.
- Review feeding plans and welfare documentation.

Staff & Student Safety

- Review student behaviour logs related to Paddock activities.
- Evaluate supervision ratios and activity planning.
- Update induction materials for new staff or volunteers.
- Conduct a termly safety briefing with all Paddock-using staff.

Policy & Compliance

- Review Paddock procedures against the main Health & Safety Policy.
- Identify improvements or changes needed for the next term.
- Ensure all statutory checks are completed and recorded.



Appendix B

DSE Checklist (Tick-Box Version)

Workstation

- Screen height adjusted so eyes are level with the top of the screen
- Document holder used if copying from papers
- Work surface kept organised
- No clutter under the workstation
- Appropriate, stable chair provided
- Seat back, armrests and backrest are adjustable
- 2–3 inches of space in front of the keyboard
- Familiar with software settings (screen colours, layout, etc.)

Environment

- Screen positioned to reduce glare and reflections
- Screen and equipment cleaned regularly
- Seated sideways to windows where possible
- Surroundings free from trip hazards and electrical risks
- Noise levels comfortable
- Temperature comfortable

Healthcare

- Regular exercise and movement carried out
- Eyes rested during breaks
- Eye-care exercises completed
- Eyes tested regularly
- Any health-related symptoms reported

Job Design

- Work mixed with different tasks
- Informal postures used to break up long periods
- Regular breaks taken away from the screen
- Training received on software and safe workstation setup

Posture

- Seat height adjusted so thighs and forearms are horizontal
- Desk height just below elbow level
- Hands aligned with forearms; wrists not bent
- Backrest adjusted to support lower back
- Sitting fully back in the chair for lumbar support
- Head kept upright, not slouched
- Head, neck, shoulders and hips aligned
- Footrest used if feet do not reach the floor
- Arms and hands rested when possible
- Space under desk free for posture changes

- [] Top of screen at eye level



THE
PADDOCK
A PLACE TO LEARN