



ISSC Notcutts Risk Assessments

On this page you will find example risk assessments which show the kind of approach ISSC expects you to take.

The example risk assessment, are by no means conclusive and should be adapted for your Event needs.

If you can't find one that suits your activity, pick the one closest to it and adapt it for your own needs. Use it as a guide to think about:

- a. The hazards associated to your activity
- b. The steps you need to take to control the risks.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions in your activity.

Remember

A risk assessment is only effective if you and your participants/spectators act on it. You must follow through with any actions required and review them on a regular basis.

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ISSC Generic Events (Non Sporting) Risk Assessment

Assessments completed by.
Date.
Reviewed.

A full risk assessment should be carried out for all events. In many circumstances this is a legal requirement.

It is the responsibility of the event organiser/coordinator(s) to carry out the Risk Assessment.

The following guidance should aid you in carrying out **your** risk assessments.

You are to record your findings below.

Event/Fixture Safety Risk assessment

1. This risk assessment is designed to cover Events held at all of the ISSC Sites. (Rushmere, Notcutts, Westwood and Senior School)
2. Please note that this does not cover every eventuality. Your event may need to be individually Risk Assessed, by the EVENT Organiser. A copy is to be sent to ISSC.
3. The School Health, Safety and Welfare Policy can be used in support of this document
4. All in attendance are to be made aware of the safety procedures, in particular the action to take when the Fire Alarm sounds

Consequence of Hazard

Minor injury Injury Over three-day absence Major injury Disability or Death

What are the hazards?	Who might be harmed and how?	Proposed Control Measures	What further action is necessary ?
Transport Parking etc	All in Attendance (and others) risk serious, possibly fatal, injuries if struck by a vehicle.	<ul style="list-style-type: none"> All vehicles are to adhere to the Parking Signs, etc, ensuring that they do not block in other patrons and/or Exits. All staff (when) controlling traffic are to wear High visibility vests, e.g. night time Arrange times for staff vehicles to arrive when the Public are not on site. Prohibit all other vehicle movement, other than emergency services, when the public/pupils are on the site 	
Slips, Trips and Falls	All in Attendance (and others) risk serious injury if they slip or trip, even on the level.	<ul style="list-style-type: none"> All areas are to be kept clear at all times. Steps, changes in level and other tripping hazards fenced off, if not in use. Lighting provided to walkways and general areas in use by the public after dark. Good “housekeeping” – staff ‘see it and sort it’. 	
Medical Emergency	All in Attendance (and others) could become seriously ill if no emergency first aid available.	<ul style="list-style-type: none"> First aid for staff MUST be provided in accordance with School Policy and current Regulations. Consult on plans for medical emergency cover with MATRON. 	
Lost Children	Children and parents can become separated	<ul style="list-style-type: none"> All staff made aware of the Lost Child procedure. 	
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	<ul style="list-style-type: none"> All electrical systems are to be constructed and maintained in a condition suitable for use and protected as necessary by 30mA residual current circuit breakers. A competent person should certify all electrical installation as to their safety on completion. All Portable electrical equipment PAT tested 	
FIRE	All in Attendance	<ul style="list-style-type: none"> Ensure that there are no sources of ignition and fuel in proximity of buildings etc. Users are responsible for their own arrangements. Refuelling is to be carried out by a competent person. 	
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> Fire risk assessment completed March 2016. Staff are to check fire exits and keep exits clear during the event. Those in attendance must be made aware of the emergency Assembly Area, and what to do in the event of a Fire 	
Food poisoning	Staff, Pupils and the public risk ill health if they eat food prepared in unhygienic conditions.	<ul style="list-style-type: none"> Catering staff are to monitor throughout SOS, Medical and Allergen info to be held by Staff 	
Work at height	Staff (and others) risk serious, possibly fatal, injuries if they fall from height.	<ul style="list-style-type: none"> All work at height assessed on an individual task basis. 	
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	<ul style="list-style-type: none"> All work involving manual handling assessed on an individual task basis. Aids to manual handling including a range of heavy duty sack barrow and trollies available for staff. 	
Condition of Playing Field(s)	Slips, Trips & Falls	<ul style="list-style-type: none"> Inspection of the playing field(s) to ensure it is safe for the event to take place 	

		<ul style="list-style-type: none"> • Access to qualified First Aider, First Aid kit and telephone 	
Balls, Players, clashing with Guests, Spectators and Posts etc.	Injury, Cuts, Collision with Equipment / People	<ul style="list-style-type: none"> • All equipment must be approved • The safety of spectators must be planned into the event, with suitable (Physical) Barriers installed and checked before the event begins. • Signage, warning Spectators of any dangers should also be in place. • All equipment and positioning is to be checked before use. 	
Bar	Alcohol: members of the public becoming intoxicated leading to Violence	<ul style="list-style-type: none"> • Bar supplied and operated by approved operator(s) • Bar Area must not exceed Maximum numbers as laid down by the H&S Officer 	
Medical Emergency	All in Attendance (and others) could become seriously ill if no emergency first aid available.	<ul style="list-style-type: none"> • First aid is to be provided in accordance with current Regulations. • Eg. First Aid point provided for the public with first aiders in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) 	Consult on plans for medical emergency cover with Ipswich School Matron.

GENERAL USE (DYNAMIC RISK ASSESSMENT)

What are the hazards?	Who might be harmed and how?	Proposed Control Measures	What further action is necessary?

Please use the attached check sheet.

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating	
Frequency : 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Severity : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
Risk (Frequency x Severity)	2 X 5 = 10 (medium)
Risk Priority Rating	High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input checked="" type="checkbox"/> Low(1 – 8) <input type="checkbox"/>

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
			X	

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
X				

Signed

Post/Title Event Organiser.....

Date



Reviewed By: M Rackham H&S OFFICER

SPECIAL EVENTS - EMERGENCY PLANNING GUIDE

1. Introduction

Planning for the potential risks and hazards associated with a special event is difficult but essential to the event's success. An event is an activity within the school that brings together a large number of people. Emphasis should not be placed on the total number of people attending but rather the impact on the school's ability to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on various support services.

This document highlights emergency issues that the "event organiser" should address in the early stages of planning or even when you are discussing promoting or sponsoring such an event.

You should consider:

- a. The scope of the event
- b. The risks to spectators and participant
- c. The support required (personnel and logistics).

2. Considerations

- a. Event Evacuation and Shelter Locations – Be sure to identify how to evacuate attendees and where to.
- b. Make sure staff are aware of these procedures and locations.

3. Event Cancellation or Postponement

An event may need to be cancelled, postponed, or interrupted. If a crowd has already gathered, these actions have the potential to create dangerous situations. The event Organiser should have a plan to inform and disperse any crowds.

4. Medical Personnel/First Aid

Have you considered having on site medical/first aid personnel, including ambulances for the event? You may need to consider notifying local ambulance providers and hospitals of the event, spectator profile and potential medical problems (ie: heat, alcohol, etc).

5. Maintain Access – Have you ensured the event has proper access for people to enter and exit the site including maintaining aisle-ways and keeping areas in front of the event and emergency exits clear?

6. Emergency Notification - Do you have a way to quickly communicate with the attendees to the event in case of an emergency, disruption or other problem? For example, portable loudhailer or other capabilities.

Planning Checklist:

- Police – Threat Assessment, Security, Crowd Control, Emergency Services, Escorts/VIPs
- Emergency Management – Emergency Planning, Weather, Evacuation
- Environmental Health and Safety – Fire/Venue Safety, Evacuation,
- Facilities – Space/Site Considerations, Utilities, Cleaning/Rubbish Removal, etc
- Event Building – Food, Tents, Chairs, Staging, Tables
- Parking and Transportation – Parking, Transportation/Shuttles, Traffic/Road Impacts
- Media Technology Services – Audio Visuals & Lighting
- Public Affairs – Press Releases & Media Coordination
- Government Affairs – Neighbourhood and Local Council Coordination

SPECIAL-EVENT EMERGENCY PLANNING CHECKLIST:

Name of Event & Date:	
Type of Event (Sporting, Festival, Live Performance/Music/Concert, Other):	
Expected Attendance:	
Schedule of Events/Detailed Timeline:	
Tasks/Responsibilities and Contact Lists	
Emergency Communications	
Policy and Emergency Procedures	
Fire Action Plan	
First Aid Plan	
Heat/Cold Injuries	
Mass Casualty	
Lost or missing person/child	
Intruders	
ACCESS & EGRESS (Access codes, parking etc.)	

Venue Clean up and removal of Rubbish	

Notes:



Sports Camps & Coaching Risk Assessments

Assessments completed by.
Date.
Reviewed.

Event Safety Risk assessment

This event risk assessment is designed to cover the Multi-Sports Coaching and Camps to be held at the ISSC Sites)
The School Sports Guidelines and Sport Specific Risk assessments can be used in support of this document

Consequence of Hazard

Minor injury Injury Over three-day absence Major injury Disability or Death

**TO BE USED IN CONJUNCTION WITH THE COACHING STAFF GENERIC SPORTING,
HOCKEY AND NETBALL RISK ASSESSMENTS.**

What are the hazards?	Who might be harmed and how?	Proposed Control Measures	What further action is necessary ?
Transport Parking etc	All in Attendance (and others) risk serious, possibly fatal, injuries if struck by a vehicle.	<ul style="list-style-type: none"> All vehicles are to adhere to the Parking Signs, etc, ensuring that they do not block in other patrons and/or Exits. All staff (when) controlling traffic are to wear High visibility vests, e.g. night time Arrange times for staff vehicles to arrive when the Public are not on site. Prohibit all other vehicle movement, other than emergency services, when the public/pupils are on the site 	
Slips, Trips and Falls	All in Attendance (and others) risk serious injury if they slip or trip, even on the level.	<ul style="list-style-type: none"> All areas are to be kept clear at all times. Steps, changes in level and other tripping hazards fenced off, if not in use. Lighting provided to walkways and general areas in use by the public after dark. Good “housekeeping” – staff ‘see it and sort it’. 	
Medical Emergency	All in Attendance (and others) could become seriously ill if no emergency first aid available.	<ul style="list-style-type: none"> First aid for staff MUST be provided in accordance with School Policy and current Regulations. Consult on plans for medical emergency cover with MATRON. 	
Lost Children	Children and parents can become separated	<ul style="list-style-type: none"> All staff made aware of the Lost Child procedure. 	
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	<ul style="list-style-type: none"> All electrical systems are to be constructed and maintained in a condition suitable for use and protected as necessary by 30mA residual current circuit breakers. A competent person should certify all electrical installation as to their safety on completion. All Portable electrical equipment PAT tested 	
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> Fire risk assessment completed March 2015. Staff are to check fire exits and keep exits clear during the event. 	
Food poisoning	Staff, Pupils and the public risk ill health if they eat food prepared in unhygienic conditions.	<ul style="list-style-type: none"> Catering staff are to monitor throughout SOS, Medical and Allergen info is to be held by Staff 	
Work at height	Staff (and others) risk serious, possibly fatal, injuries if they fall from height.	<ul style="list-style-type: none"> All work at height assessed on an individual task basis. 	
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	<ul style="list-style-type: none"> All work involving manual handling assessed on an individual task basis. Aids to manual handling including a range of heavy duty sack barrow and trollies available for staff. 	
Condition of Playing Field(s)	Slips, Trips & Falls	<ul style="list-style-type: none"> Inspection of the playing field(s) to ensure it is safe for the event to take place Access to qualified First Aider, First Aid kit and telephone 	
Balls, Players, Spectators and Posts etc.	Injury, Cuts, Collision with Equipment / People	<ul style="list-style-type: none"> All equipment must be approved The safety of spectators must be planned into the event, with suitable (Physical) Barriers installed and checked before the event begins. 	

		<ul style="list-style-type: none"> • Signage, warning Spectators of any dangers should also be in place. • All equipment and positioning is to be checked before use. 	
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Please use the attached check sheet.

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating	
Frequency : 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Severity : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
Risk (Frequency x Severity)	2 X 5 = 10 (medium)
Risk Priority Rating	High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input checked="" type="checkbox"/> Low(1 – 8) <input type="checkbox"/>

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
			X	

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
X				

Signed

Post/Title Event Organiser.....

Date



Reviewed By: M Rackham H&S OFFICER



It is recommended that this form, be completed by a representative from is used by the event coordinators to ensure that a physical check of the playing areas has been carried out and recorded.

This record can then be kept

Date: _____ **Court/Pitch:** _____

PRE-EVENT CHECKLIST

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Is the court/pitch surface free of debris and in adequate condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the lines clearly marked and not peeling off? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the perimeter / run off at least 0.9m wide and free from obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the goal posts secure and in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the lighting sufficient to ensure safe play? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are spectators adequately controlled and positioned suitably? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is there any other issue that could constitute a hazard to participants? | <input type="checkbox"/> | <input type="checkbox"/> |

Details:

FIRST AID AND FIRE SAFETY

- | | | |
|--|--------------------------|--------------------------|
| 8. Is a trained first aider / first aid kit available for treating minor injuries? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is there a procedure in place for dealing with major injuries? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are fire exits clearly marked and free from obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are all participants aware of the drill in case of fire or other emergency? | <input type="checkbox"/> | <input type="checkbox"/> |

Risk Assessment for Sports Coaching on ISSC Grass Fields

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 GENERAL RISK ASSESSMENT

DEPARTMENT/SCHOOL/UNIT	Ipswich School	REF NO.	ISSC/Grass/004
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TASK/OPERATION BEING ASSESSED	All Grass (Field) Events
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Consequence of Hazard

Minor injury Injury Over three-day absence Major injury Disability or Death

PURPOSE/METHOD OF WORK
<p>Grass (Field) events take place at ISSC, Notcutts Field and Senior School, during sports practices, heats and matches.</p> <p>It can be as often as 5 days a week for a limited length of time</p>

SPECIFIC LEGISLATIVE REQUIREMENTS
<p>Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Workplace (Health, Safety & Welfare) Regulations Health and Safety (First Aid) Regulations</p>

LEVEL OF SKILL/TRAINING REQUIRED
<p>General awareness of hazards associated with this type of activity.</p> <p>First Aid Certificate.</p> <p>Knowledge of location of First Aid boxes needed.</p> <p>Manual Handling Training for Members of Staff</p>

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED
<p>Sports Equipment as directed by the sports governing body</p>

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Parking etc	All in Attendance (and others) risk serious, possibly fatal, injuries if struck by a vehicle.	<ul style="list-style-type: none"> All vehicles are to adhere to the Parking Signs, etc, ensuring that they do not block in other patrons and/or Exits. All staff (when) controlling traffic are to wear High visibility vests, e.g. night time Arrange times for staff vehicles to arrive when the Public are not on site. Prohibit all other vehicle movement, other than emergency services, when the public/pupils are on the site
<p><u>Athletics</u></p> <p>Unsupervised use of equipment People walking in front of the event and being struck by equipment e.g. discus, javelin, shot etc.</p>	Staff, Participants and spectators	<ul style="list-style-type: none"> Ensure participants are instructed on how to use and correctly throw the equipment. Ensure participants are briefed on safety precautions. Ensure that the discus circle is surrounded by adequate netting and that throwing areas are roped off at any fixture where spectators are likely to be moving around. Staff at each throwing event are to be vigilant in ensuring that no implement is thrown

Football / Cricket / Rugby People struck by Ball and/or players etc		before a check has been made that no spectator or athlete is in an unsafe location. <ul style="list-style-type: none"> • Landing bed for high jump is to be of a standard approved for use. • Proper footwear and clothing must be worn. • Equipment is not to be left lying around unattended for unsupervised use. • Pitches are to be clearly marked and where possible spectator areas cordoned off.
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Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating

Frequency : 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Severity : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
Risk (Frequency x Severity)	2 X 5 = 10 (medium)
Risk Priority Rating	High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input checked="" type="checkbox"/> Low(1 – 8) <input type="checkbox"/>

MANUAL HANDLING RISK				
Has a manual handling risk been identified? Is the risk considered to be Is a further detailed assessment required?		No Low-Med NO		
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.				
FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
			X	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED				
Is training and instruction required YES Is there need for special accommodation NO Is there need for test/examination NO Is all P. P. E. compatible N/A				
ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
X				

Signed

Post/TitleISSC

Date2017.....

Review Date				
Initials				

Risk Assessment for Sports Coaching on ISSC Cricket Nets

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 GENERAL RISK ASSESSMENT

DEPARTMENT/SCHOOL/UNIT	ISSC	REF NO.	ISSC Cricket
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TASK/OPERATION BEING ASSESSED	Cricket Nets & Gallery (Indoor & Outdoor)
Consequence of Hazard	
Minor injury <input type="checkbox"/> Injury <input checked="" type="checkbox"/> Over three-day absence <input type="checkbox"/> Major injury <input type="checkbox"/> Disability or Death <input checked="" type="checkbox"/>	

PURPOSE/METHOD OF WORK
For: All Users and Spectators All methods of Work, access & egress etc associated with Cricket Nets For general Cricket Activities please refer to the main Cricket Risk Assessment For Travel to and from venues please refer to the Generic Risk Assessments associated with this practice.

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Workplace (Health, Safety & Welfare) Regulations Health and Safety (First Aid) Regulations

LEVEL OF SKILL/TRAINING REQUIRED
General awareness of hazards associated with this type of activity. First Aid Certificate. Knowledge of location of First Aid boxes needed.

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED
PPE Associated with Cricket (Pads, Helmet etc)

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Accidents/Injuries in the Indoor Cricket Nets Injuries from being hit by the ball, batting or fielding Cold conditions, Causes: Poor Maintenance or faulty facilities Faulty Nets eg holes	All Users and Spectators	<u>Procedure to follow for accidents:</u> Coaching Staff/Players are to report all defects e.g. faulty heating, damaged indoor nets etc to the Estates Manager, Ipswich School for immediate attention Coaching staff are to inspect the nets after they are assembled and prior to the first use. Defects to be reported to estates@ipswich.school Nets are to be provided to protect the members of the public from being hit by stray balls
Indoor/outdoor Cricket Net Accidents Causes: Poor Net etiquette Poor organisation of Coaching sessions. Lack of attention to batting and bowling.	All Users and Spectators	Instructions given to all batsmen to retrieve the ball with a bat. Bowlers and fielders should not be bending to retrieve balls from nets whilst bowling/batting is taking place in the adjacent nets.

		Protective equipment to be worn e.g. gloves, pads, thigh pad, box, helmet etc Coach warns players before inserting ball into ball machine. Coach and player to agree speed of ball being dispatched from the ball machine.
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Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating

Frequency : 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Severity : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/>
Risk (Frequency x Severity)	2 X 5 = 10 (medium)
Risk Priority Rating	High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input checked="" type="checkbox"/> Low(1 – 8) <input type="checkbox"/>

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	NO
Is the risk considered to be	LOW
Is a further detailed assessment required?	NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Is training and instruction required	YES
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	YES

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
			X	

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
X				

Signed

Post/Title

Date

Review Date	2017			
Initials				