



DOCUMENTS: PSA-CP-005

Health and Safety handbook
for staff and students



*Health and Safety
handbook for
staff and students*

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Get involved

—

health & safety is your responsibility

We all need to play a part in
ensuring the safety of ourselves
and others who may be affected
by our activities

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Message from the President of PSA

Welcome to International Protective & Security Academy (PSA)

Irrespective of whether you are a student or a member of staff working here, we want to ensure that you come into PSA and return home at the end of each day without any accidents or any harm to your health.

In essence we want to look after you at your place of work.

Here at PSA we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for us. We must treat it with the same respect as academic rigour and financial propriety.

Our responsibilities for safety do not stop at the gates of Hungary or Europe. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

We hope you enjoy working and studying at PSA.

Regards

Founder President
Professor Dr. Norbert Csikany PhD.
PSA Academy



About this handbook

This handbook is for all PSA Academy employees and long-course students at PSA.

INTRODUCTION

Every PSA Academy employee, student and visitor is entitled to a safe and healthy environment. PSA Academy will comply with statutory health and safety requirements and have regard to recognised codes of practice. The “References” section at the end of this policy lists some of the main sources.

PSA Academy will be maintained and cleaned to a high standard to assist in meeting health and safety requirements.

All employees are responsible for taking reasonable care to avoid injury to themselves and others and to co-operate

What it is for

The aim is to provide guidance on general Health and Safety matters at PSA.

Our aim has been to make this handbook as 'user friendly' as possible and we recognise that it will not have the answers to every question that you may have.

If you suspect that something is unsafe then you must not do it - always refer any concerns to your line manager, supervisor or course director and remember that PSA has dedicated Health and Safety support to provide further advice and guidance if needed.

What you need to do

This handbook is issued as part of the PSA Health and Safety induction process and you must sign to show you have received this document and comply with the contents.

Responsibilities

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

Responsibilities of Academy

In discharging its responsibilities, Academy will:

- ⇒ ensure that the Academy health and safety policy is implemented ;
- ⇒ establish clear lines of accountability for health and safety;
- ⇒ periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- ⇒ identify and evaluate risks relating to possible accidents and incidents connected with Academy sponsored activities, including work experience.

Academy will provide (as far as reasonably practicable)

- ⇒ a safe place for all site users to work, including safe entrances and exits;
- ⇒ safe plant, equipment and systems of work;
- ⇒ safe arrangements for the handling, storage and transportation of articles and substances;
- ⇒ safe and healthy working conditions;
- ⇒ supervision, training and instruction so that all staff and students can perform their school-related activities safely and healthily; and
- ⇒ provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Principal

The Principal is responsible for the overall development and operation of the health and safety policy, and will take all reasonably practicable steps to ensure that it is implemented.

Responsibilities of the Health & Safety Manager

The Principal will designate a senior employee to be the school's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the health and safety policy and will be the designated contact with the Health & Safety Executive.

Responsibilities of supervisory staff

- ⇒ All supervisory staff will make themselves familiar with the health and safety legislation and codes of practice relevant to their responsibilities.
- ⇒ Supervisory staff are responsible to the H&S Manager for the implementation and operation of the health and safety policy in their areas of responsibility.
- ⇒ Responsibility for aspects of health and safety is included in the job descriptions of senior employees.

Responsibilities

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

Responsibilities of all members of staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.

In particular, employees should:

- ⇒ be familiar with the health and safety policy and all safety rules in force in Academy;
- ⇒ ensure that staff (including contractors), students and visitors are applying Health and Safety regulations, rules, routines and procedures;
- ⇒ see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- ⇒ use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ⇒ ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- ⇒ report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager ;via e-mail
- ⇒ suggest ways of reducing risks, where appropriate.

Academy - Appointed Contractor/ Consultant

The School may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All Contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.

Health and Safety Committee

Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the school. The Committee will report to the Governing Body.

Safety Education

The DCFS has published guidance for Academies on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people. This DCFS guidance also sets out the general teaching requirement for health and safety in relation to Science, Design and Technology, Information and Communication Technology, Art and Design, and Physical Education.

More and deeper informations from the positions' rules and responsibilities in the number A-1 of annex.

Legal requirement

PSA Academy is your employer and under national and international Health and Safety law has the responsibility for your Health and Safety.

As an employer PSA Academy has a legal responsibility to produce a Policy Statement which describes how it will manage Health and Safety for you.

Policy Statement

PSA Academy recognises and accepts that all of their employees, students and visitors are entitled to a safe and healthy environment in which to work. With this in mind the Governors, Management and Staff will take appropriate steps to meet statutory requirements, use recognised codes of practice and guidance notes to establish a safe and healthy environment. Decisions affecting Bradford Academy will be in consideration of all Health and Safety issues and where necessary consult with Healthy and Safety Officers.

All of the Academies employees have a duty of responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

This policy is written within the context of the **Health and Safety at Work Act 1974**, the Management of **Health and Safety at Work Regulations**, 1992 and the DCFS Good Practice Guide

As an employer PSA Academy will:

- ⇒ provide appropriate resources, information, instruction, training and supervision to employees and students, so that they can perform their work safely,
- ⇒ provide adequate resources, information, training and advice to enable managers and other holders of Health and Safety duties to fulfil their roles,
- ⇒ consult and communicate on Health and Safety matters with employees,
- ⇒ assess risks involved in its activities and act to minimize the effects of unplanned events and to reduce risk to Health and Safety,
- ⇒ measure Health and Safety performance, establish objectives and targets, and progress improvements via management review,
- ⇒ employ a continual improvement, monitoring and audit programme for the management of Health and Safety.

As an employee or student you must:

- ⇒ take care of your own Health and Safety and that of others who may be affected by what they do or do not do,
- ⇒ follow the correct procedures (and use protective equipment provided) for securing safety in the workplace,
- ⇒ report accidents or incidents that have, or could have, led to injury or damage,
- ⇒ report any shortcomings in the Health and Safety arrangements to your line manager so the University can take remedial action if needed.

General Site Rules

This section lists and summarises the local Health and Safety related rules which you must observe rigidly.

The Workplace/Facilities - at teh PSA

The Management Team ensures that the School premises meet the all national and international standard the health, safety and welfare needs of all its employees, contractors, members, students. So the Academy is ensuring the all training facilities as an Class rooms, Shooting range, Physical fitness facilities (gym, obstacle path, martial art dojo and box rooms, football field and etc). Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, safe traffic routes, parking, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities (from own central kitchen or ordering opportunity), wifi connection and accomodation.

Visitors to Academy site

All visitors to the Academy will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

No contractor may undertake work on the Academy site without permission from the Business Manager except in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.

Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

Whilst on site, all visitors and contractors will be required to wear a visitor's badge. Cleaning contractors' employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone.

General Site Rules

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Responsibility for visitors

It is the responsibility of the University to ensure the Health and Safety of visitors. If you invite visitors onto the site you are responsible for informing them of the basic Health and Safety rules and procedures. All visitors must be given the formal Health and Safety induction briefing. The Defence Academy Safety, Health, Environment & Fire Safety.

Smoking

There is a strict 'no smoking' policy in force across the PSA Academy site including all offices and buildings. Smoking is not allowed anywhere except at designated points around the site.

Driving on-site

Drive carefully and considerately on the site. Some training centre there are a large number of students, bicycles and animals on the site so consider their safety.

There is a site-wide speed limit of 10 and 20mph (10mph in MH/WH car parks) at the PSA Academy - Law enforcement Vocational School-Hungary. Do not park your vehicle anywhere other than a designated car park and display clearly the car parking permit.

Take special care in poor weather conditions such as snow and ice as not all car parks and roads are treated with salt or grit. Use lights in low light conditions.

Dog

In generally Dogs must not be brought onto PSA Academy site by students, just for approved employees or PSA student and just guard dog, guide dogs, and hearing dogs and with the prescribed protective equipments.

Electrical safety

All work on electrical circuits or equipment must be undertaken by a competent, qualified electrician.

All portable electrical equipment on campus will be tested on a periodic basis (Portable Appliance Testing, commonly known as "PAT Testing").

Please make sure that:

- ⇒ Only PAT tested tools and equipment are used, with a current inspection tag,
- ⇒ Sockets and cables are visually checked to ensure they are in good working order,
- ⇒ Power cables are correctly located and do not cause a trip hazard,
- ⇒ Electrical equipment is visually inspected before use,
- ⇒ Electrical equipment is carried correctly and not by their cables,
- ⇒ Any damaged equipment is reported to your manager or Facilities Manager.

Do not modify or repair electrical equipment unless you are qualified to do so. Personally owned electrical equipment should not be used on site unless PAT tested, and has a current, in date test label.

General Site Rules

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Lone working

The School endeavours to avoid lone working whenever possible on during training. However, the Management Team are aware that employees may be required to work alone at either the School premises or when visiting/working at clients' premises

Therefore very important to check that anyone - staff or student - who working alone and if the activity includes potential hazardous activity also such as such as working in confined spaces, with ladders, with explosives, weapons or with electrical hazards then if possible must not apply alone workers. - because help will not be close by and nor will supervision.

But if necessary then all lone working activities must be covered by an approved risk assessment.

Off-site working

We are responsible for your safety while you are on university business.

You must inform your line manager or supervisor, in advance, if you are working off-site. You must familiarise yourself with the safety arrangements of any third-party you are visiting.

If you do not feel that safety is managed properly you must make this known and if appropriate steps are not taken then stop the visit. Consult LineManager to determine whether a Risk Assessment is required.

When safety is in doubt

— speak out!

If you have any concerns about an activity you may see or have been asked to do then please speak out and report this to your line manager/supervisor

Overseas working

If you are to work or learn abroad on PSA business you must make sure an appropriate overseas travel risk assessment is completed for this before you leave and is approved by your line manager.

This is to assess security and health risks and provide details of your travel and accommodation arrangements in other countries. It is important that you check the FCO web sites UK Government (formerly FCO) Travel Advice website or Red24 or Embassy /Consulate and talk to other colleagues who have recently visited or have knowledge of working in the country(ies) you are visiting to ensure you are aware of any risks to your health and safety. In addition, you must follow the appropriate health advice by getting vaccinations or medication (e.g. malaria tablets) as recommended. You must also ask for the insurance documentation before you travel.

General Site Rules

This section lists and summarises the local Health and Safety related rules which you must observe rigidly.

Staff working from home

There are times when it is appropriate for staff to work from home. In these instances, PSA employees must agree this with their line manager in advance.

Manual handling

Work related musculoskeletal problems including injuries due to manual handling and lifting are the most common type of occupational ill health in the UK. Therefore you must take these issues very seriously. Completing the correct manual-handling training (including the on-line training) will guard against this for you. The training is simple and gives guidance for lifting, carrying and other movements.

Furthermore the School is aware of the requirements (Manual Handling Operations Regulations 1992) placed upon it by the regulations.

Office set up

Even the simple office setting must be taken very seriously for Health and Safety issues. Sitting awkwardly or with difficult lighting conditions can affect your health. Complete the correct on line training to minimise risks and ensure your comfort. If you have particular problems or concerns, you should inform your line manager, or seek advice from the Occupational Health Advisor.

Work equipment

If you use any equipment at work, either work provided or anything you have brought in to use for work, make sure you have been trained or have the appropriate skills and knowledge to use this equipment. A few simple rules are as follows: read the safe operating procedures and guidance; wear appropriate protective clothing; tie hair or items of clothing that could get caught in machinery; don't take short cuts. Check the Safety, Health, Environment (SHEL) Folder for specific instructions for the area in which you are working.

Storage

You are expected to take a common sense approach to storage of equipment, documents and other items – for example, do not stack documents/books above head height and make sure bookcases are stable.

Chemicals, explosives, ammunition and other hazardous materials must be stored in appropriate containers and comply with any legal requirements

General Site Rules

This section lists and summarises the local Health and Safety related rules which you must observe rigidly.

Display Screen Equipment

Employees and students who use display screen equipment under the worktime and training, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The School will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensure that all relevant training and information is provided to an employee and students to enable them to undertake the work involving DSE in a safe manner.

Occupational Health

The School will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Hearing tests are included within the pre-employment screening and continued at intervals, as prescribed by the appointed Occupational Health Practitioner.

Health risks are included within the School risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

Health and Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The Governors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to. That ensure their employees or students are not injured under the work and during the training.

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

General Site Rules

This section lists and summarises the local Health and Safety related rules which you must observe rigidly.

Personal Protective Equipment (PPE)

In several varied environment and under the training programs in the different training facilities at the PSA, there are general and also special requirements for PPE for the employments and students.

Different PPE need use, such as in the hostile environment areas for our employees as example on site in our different training facilities for the employees and students.

There may be specific requirements for PPE to be worn in some areas at PSA, e.g. bulletproof safety equipments we think here, bulletproof vest, helmet and other special use PPE in war zones and hostile or dangerous environments for workers at PSA.

Also we use different PPEs on different trainings on the training sites like: on the shooting ground during shooting training (eye and ear protector, and during close combat training fighting protective equipment (head guard, face protection, chest protection, shin protection and others.)

Special training equipment, like simunition guns, combat paintball weapons, FX protection gears, REDMAN Protective gear and other special training equipment.

Ensure you are competent

**—
have the right knowledge and training**

If you are not trained to undertake a task then you must speak out and not proceed. Adequate training and assessment is essential for people working and studying in PSA.
manager/supervisor

At the PSA Security and Defence Technology development centre and in the factory during production using special PPEs in the production technology is necessary and

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings
4. Resuscitation mouthpieces for CPR

You will be notified of specific PPE requirements when you enter the workplace. Always check the Safety, Health, Environment og (SHEL) Folder to ensure you are correctly equipped for that area.

Taking a risk approach to Safety

The nature of the hazards in PSA is unique in the security education sector.

It is relatively straightforward to identify hazards within the PSA sites as they tend to be fixed. It is harder to identify hazards on a remote assignment and accordingly it is important to get as much information in advance of any off-site activity and to allow sufficient and realistic risk assessments to be undertaken.

If working with clients they must play an active role in identifying risks but the responsibility lies with PSA to complete sufficient assessment of the risks.

Some work in PSA involves the use of chemicals and in some instances the research will include the creation of new materials. All activities involving hazardous substances will be subject to Control of Substances Hazardous to Health (COSHH) risk assessments.

Risk assessment

A risk assessment is simply a careful examination of what within your work area, or tasks carried out, could cause harm to people. Undertaking a risk assessment allows you to weigh up whether you have taken enough precautions and provided adequate control measures before you carry out a task, or whether more should be done to prevent harm.

The five steps of a risk assessment are:

- ⇒ identify the hazards,
- ⇒ decide who might be harmed and how,
- ⇒ evaluate risk and decide on precautions,
- ⇒ record findings and implement them,
- ⇒ review and update when there are significant changes.

When deciding on the precautions to take the following hierarchy of control measures need to be applied:

- ⇒ eliminate the hazard,
- ⇒ substitute for something less hazardous (eg. use a less harmful chemical),
- ⇒ put engineering controls in place such as - control at source, isolate, provide guarding,
- ⇒ apply administrative controls - such as safe operating procedures and systems, and/or organise the work area differently,
- ⇒ use Personal Protective Equipment as instructed, but ONLY as the last resort.

Taking a risk approach to Safety

The nature of the hazards in PSA is unique in the security education sector.

Accidents, incidents and near misses

Accidents are unplanned occurrences which result in damage, harm or injury. Where there is no harm or damage, this is called a near miss.

An incident is a generic term covering work related accidents, occupational diseases and near misses.

Reporting

All incidents, no matter how minor must be reported as soon as possible to your line manager or their deputy, so they can take any immediate action to make the situation safe and investigate what happened and why. A copy of the completed report form needs to be sent to the Health and Safety Unit.

The information is used to help prevent something similar from happening again. There may be local arrangements to co-ordinate this activity.

The reporting of near misses is strongly encouraged and supported because it enables corrective action to be taken before somebody is harmed.

**Do not take
chances assess**

**—
the risk before
you act**

After you have identified the hazard just take adequate time to consider whom it might affect and how it will be controlled

General risk in the Workplace

Even if you are working in an office, while you are at PSA your work or study may involve potential exposure to hazardous substances. There are the obvious dangers such as volatile chemicals and explosives but there are also less obvious sources such as dust, paint, detergent, board cleaner and bacteria that can also cause problems.

The Control of Substances Hazardous

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the Academy premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the School will provide adequate control of exposure to substances by:

1.) Applying the eight principles of good practice

- ⇒ Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.

- ⇒ Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.
- ⇒ Control exposure by utilising measures proportionate to the health risk.
- ⇒ Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- ⇒ Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable PPE.
- ⇒ Check and review regularly all elements of control measures for their continuing effectiveness.
- ⇒ Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- ⇒ Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.

2) Ensuring that the Workplace Exposure Limit is not exceeded.

3) Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

General risk in the Workplace

The PSA will ensure that where a dangerous substance is, or is liable to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

The Dangerous Substances and Explosive Atmospheres

The PSA will ensure that where a dangerous substance is, or is liable to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the School will:

- ⇒ Reduce the amount of dangerous substances to a minimum.
- ⇒ Avoid any minimal release.
- ⇒ Control the release at source, i.e. by extraction systems.
- ⇒ Prevent the formation of an explosive atmosphere.
- ⇒ Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- ⇒ Avoid ignition sources.
- ⇒ Segregate incompatible substances.
- ⇒ Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The PSA will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

General risk in the Workplace

There are no specific international regulations or codes of practice that relate directly to the safe storage of ammunition and explosives, this is a PSA responsibility by the national or international laws.

Special Storage of Explosive, weapons and ammunitions

There are no specific international regulations or codes of practice that relate directly to the safe storage of ammunition and explosives, this is a PSA responsibility by the national or international laws.

However, international alliances do have consolidated literature that covers this technical area. An excellent example is the NATO Allied Ammunition Storage and Transportation Publications 1 and 2 (AASTP 1 and 2) - Safety Principles for the Storage and Transport of Military Ammunition and Explosives.

The OSCE Document on Stockpiles of Conventional Ammunition, FSC.DOC/1/03, Vienna, 19 November 2003 provides a mechanism for assistance in the management of conventional ammunition stockpiles.

Storage

Inert, drill, instructional and other replicas of ammunition and explosives shall not be stored with live ammunition. They shall be stored in a separate location outside the explosive storage area.

Ammunition and explosives that have been subjected to render safe procedures, and have been certified as Free From Explosive (FFE), shall be stored in the same manner as drill and inert ammunition.

Inert, drill, instructional and other replicas of ammunition and explosives shall not be stored in the same containers as live ammunition. They shall be stored in a separate container, which shall be clearly marked INERT or DRILL in the local language. It should also appear in one of the six recognised languages of the United Nations, (Arabic, Chinese, English, French, Russian and Spanish). All other markings shall be eradicated from the container to ensure that there is no possibility that it could mistakenly be identified as containing live ammunition.

New Hazard symbols

This section show the new international hazard symbols.

Below are some common hazard symbols currently used in the workplace. For the latest information on this please check the HSE website: <http://www.hse.gov.uk/chemical-classification/index.htm>



Acute Toxicity



Oxidising



Flammable



Longer-term health-hazards / resp.sensitiser / Carcinogenic



Irritant / Sensitiser



Gas under pressure



Corrosive



Environmental Toxicity



Explosives



Noise

Noise exposure is a factor when carrying out risk assessments. As a result of the assessment, noise measurements may be requested or health surveillance may be required.

Noise can become a risk if it is loud and you are exposed to it for a certain length of time but there also is risk from continuous or repeated exposure to lower level noise. The HSE have some simple guidelines to help you assess if you need to take action about noise levels:

- Is the noise intrusive e.g. a crowded restaurant - for most of the day?
- Do you have to raise your voice to conduct a normal conversation with your colleagues for at least part of the day?
- Do you or your colleagues use noise powered tools or machinery for more than half an hour each day?
- Do you work in a noisy industry e.g. construction?
- Are the noises due to impacts, such as hammering, explosive sources or guns?

For advice and regulations on noise levels at work, see: www.hse.gov.uk/noise/

Think!

When on site, you must take particular care to use ear defenders when in the vicinity of large wind tunnels, firing ranges etc. when in use, and also as advised when on the small arms and explosives ranges.

Slips and trips

Some of you may feel that you do not work in a dangerous environment, but the Health and Safety Executive advises that over one third of all major work injuries reported each year are caused as a result of a slip or trip.

An employer has a legal responsibility to ensure the workplace is as safe as possible and is maintained in a suitable condition which minimises the risk of slips and trips occurring. This includes office space, laboratories, class rooms and so on, but also external surfaces of paths, roads and car parks.

Think!

We can all play a role in identifying possible risks and avoiding them.

Consider the following points.

- Lighting must be sufficient that you can see any obstructions and potentially slippery surfaces.
- Floors must be properly maintained to avoid holes, cracks, loose or worn areas.
- Avoid trailing wires by either rearranging equipment or using cable covers.
- Keep work areas tidy and free from obstructions and use warning signs for others as necessary.
- Be aware of temporary cleaning or work in progress advisory notices.



(continuation on next site)



Slips and trips

- Ensure you are wearing suitable footwear for your work environment.
- If you see a potential problem in your workplace always report it to your line manager/supervisor as soon as possible.
- More advice on slips and trips and how to avoid them may be found at: <http://www.hse.gov.uk/slips/education/index.htm>

Eye protection

Eye protection is protective gear for the eyes, which comes in many types depending upon the threat that is to be reduced. The threats can be particles, light, wind blast, heat, sea spray or some type of ball or puck used in sports.

Protect your eyes from flying debris, chemicals, and other dangerous hazards with safety glasses and safety goggles. We have a vast collection of protective eyewear designed for a variety of task from light-duty work to heavy and danger-duty jobs. Choose from a variety of eye protection products manufactured by the most trusted brands in safety.

On the Shooting range at the PSA Academy must use the safety eyewear and with hearing protector for every student and employee on the shooting line.

**There may
be hazards
in your
workplace
—
be aware**

Hazards such as explosives, chemicals, weapons and lasers represent obvious dangers but be aware of more subtle hazards in the workplace. Where high risk hazards exist then we want to ensure that controls are both stringent and actively policed

The PSA for all employees and student ensures the right healthy and safety equipments for your work and during training such as the hear protections and safety eyewears.

More information on safety signage:

Prohibitory signs:

www.hse.gov.uk/workplacetransport/safetysigns/prohibitory.htm

Warning signs:

www.hse.gov.uk/workplacetransport/safetysigns/warning.htm

Signs required by law: www.hse.gov.uk/workplacetransport/safetysigns/mandatory.htm

Fire Safety

This section lists and summarises the local Fire Safety related rules and procedures as well as Precautions and responsibility which you must observe rigidly. Fire prevention everyone's is task and responsible.

Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed will be drawn up and given to all staff. These procedures will include Fire Drills

The Academy/school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be familiar with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term.

The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All fire fighting equipment will be checked annually by an approved contractor and records maintained.

The fire alarm will be tested weekly from different points when the site is in use and records maintained.

All emergency lighting will be tested six-monthly and records maintained.

Precautions

Make sure you complete the on-line training for fire safety which leads you through fire hazards, actions and fire extinguishers. Fire prevention is your responsibility. Fire hazards can result from the following.

Electrical sources

- You must not roll up leads.
- Make sure leads are not frayed.
- Do not overload power points.
- Do not daisy-chain extension leads.

Smoking

- Smoking is only allowed at designated points around the site.
- Make sure cigarettes are extinguished.

Flammable materials such as

- Paper,
- Cardboard,
- Wood,
- Textiles.

Highly flammable materials must be clearly identified and stored safely.

Ensure all waste is disposed of safely.

Fire Safety

This section lists and summarises the local Fire Safety related rules and procedures as well as Precautions and responsibility which you must observe rigidly. Fire prevention everyone's is task and responsible.

Precautions

Gas

Many gases are highly flammable and if you smell gas you must:

- notify everyone in the area and evacuate the vicinity,
- inform the Guard Service -
 from an extension
or from a mobile,
- do not sound the fire alarm or switch on or off any electrical devices (to avoid sparks),
- if (and only if) it is safe to do so, turn off the source of gas if you can identify it

Emergency

**dial
112 or 999**

then

Ammunition and Explosive material

The Explosives are highly flammable and explosive therefore you must:

- notify everyone in the area and safe distance evacuate the vicinity,
- inform the Guard Service
 from an extension
or from a mobile,
- secure the area
- cooperate with the authorities and help its work

Fire Action Plan

This section lists and summarises the local Fire Safety related rules and procedures as well as Precautions and responsibility which you must observe rigidly. Fire prevention everyone's is task and responsible.

1. How people are warned if there is a fire

A siren sounds continuously throughout the building (the alarm will be actuated manually via the break glass fire alarm call points, or by operation of the fire detection system). In some classrooms a fire-crier system is in place which emits verbal instructions to occupants. In some areas with high background noise, such as workshops, flashing beacons are used as a visual indicator of an alarm.

2. Action on discovering a fire

Persons discovering a fire will sound the fire alarm by operating the nearest break glass fire alarm call point. These are situated in corridors or near fire doors into stairwells on all floors.

They should call the Fire & Rescue Service by dialling 112 or 999 from a safe location (**dial** from a Academy landline) and report the exact position of the fire if known.

They should warn others in the vicinity of the danger (bang loudly on any locked doors to ensure that nobody is inside).

Leave the building by the nearest fire exit and report to the Fire Marshal (wearing high visibility fluorescent vest) with information on the exact location of the fire and if any persons are injured or trapped before proceeding to the designated assembly point.

3. Action on hearing the Fire Alarm

All persons must leave the building by the nearest exit and proceed to the designated assembly point closing all doors behind them. Departing staff should ensure that all office and communal areas are evacuated (bang loudly on any locked doors to ensure that nobody is inside).

Students and visitors will be told to leave by the person in charge of the group or by a staff member.

In centrally-timetabled areas, the person in charge must ensure that they are aware of the location of escape routes.

The occupancy of the buildings changes varies daily, so an exact roll call is impractical. It is vital that the premises are completely evacuated and the Fire Marshal informed of anyone who may still be in the building. If there is the slightest doubt, inform the Fire and Rescue Service on their arrival.

Fire Action Plan

This section lists and summarises the local Fire Safety related rules and procedures as well as Precautions and responsibility which you must observe rigidly. Fire prevention everyone's is task and responsible.

4. Arrangements for calling the Fire and Rescue Service

The Fire Marshal, or the person discovering the fire, will call the Fire & Rescue Services by dialling 112 or 999 from a safe location (dial from a Academy landline) and report the address of the building and, if known, the exact location of the fire. The address is given in the appendices.

Actuation of the break glass fire alarm call points and the fire detection system also signals Academy Security who will call the Fire and Rescue Service and send a member of staff to the building. It is however critical that the person discovering the fire also calls the Fire & Rescue Service.

5. Procedures for ensuring that the premises have been evacuated

It is impractical to have a full complement of floor checkers throughout the building and at all times and a combination of named floor checkers and zoning is used.

Zoned areas have a safety station equipped with high visibility jacket. The first member of staff to reach the station should put on the jacket and carry out the duties of Floor Checker.

Floor Checkers will check, if it is safe to do so, that their designated areas and communal areas have been emptied during evacuation and report to the Fire Marshal on exit.

All staff, on leaving and if safe to do so, should quickly check their area and communal areas and report any problems to the Fire Marshal.

Floor checkers or the person in charge of each group will report the status of the evacuation to the Fire Marshal at the assembly point.

Evacuation Lift personnel must monitor the lift controls and respond to any requests if it is safe to do so.

The Fire Marshal must be informed of any disabled persons as soon as possible. The Fire marshal will detail trained staff to assist in the evacuation if it is safe to do so.

6. Location of the Fire Assembly Point and the procedures for checking whether the premises have been evacuated

The location of the fire assembly point for each building is detailed in the appendices.

The occupancy of the building varies throughout the day making an exact roll call impractical. It is expected that others knowing who is or might be in the building to provide an indication of this to the Fire Marshal.

Visiting lecturers using the classrooms must ensure that he/she will take charge of the evacuation on hearing the fire alarm and report to the Fire Marshal at the assembly point.

Fire Action Plan

This section lists and summarises the local Fire Safety related rules and procedures as well as Precautions and responsibility which you must observe rigidly. Fire prevention everyone's is task and responsible.

7. The arrangements for fire-fighting by staff

Suitable fire extinguishers have been located prominently throughout the building and

Only if there is no immediate danger to own life – tackle fire using nearest extinguisher.

The Fire Marshal should be informed so that he/she can tell the Fire and Rescue Service on their arrival.

Use of an extinguisher should be reported to Estates to arrange for it to be recharged or replaced.

8. Equipment that needs to be stopped or isolated in a fire situation

Shut down as much equipment, machinery and experimental processes if this can be done safely in a short period of time.

Extinguish naked flames and turn off any source of gas.

Fume cupboards, if used, should be left running.

9. The procedures for meeting the Fire and Rescue Service on arrival and the provision of relevant information

The Fire Marshal and/or an Estates representative will meet the Fire and Rescue Service and liaise with the officer in charge until the incident is over.

Attending fire crews will be informed of:

- ⇒ The location of the fire.
- ⇒ The status of the evacuation and any casualties.

10. The means by which information is provided to the fire-fighting services about the building and the hazards which could be encountered by fire-fighters

Appropriate hazard location maps, diagrams and lists are kept in a box at main entrances.

These documents are made available to Fire and Rescue Service on arrival.

The Fire Marshal will assist in disseminating information.

11. The measures to be taken to ensure that the employees of another employer are provided with adequate instructions and information on these fire procedures before commencing work

Contractors under the control of Estates are informed of fire safety matters by the Estates Section or before starting any work.

Contractors under the control of the Academy are informed of fire safety matters before starting any work.

The member of staff responsible for monitoring external contractors must be aware of their presence and arrange to check that they evacuate in an emergency.

Visitors and Agency staff will undergo a safety induction.

Fire Action Plan

This section show the short action plan and Evacuation Assembly Points (EAPs) of the PSA Academy Centre site.

Short Action prosedures

If you discover or are close to the start of a fire you must do the following:

- shout for assistance to warn others,
- operate the nearest alarm to start the evacuation and keep others safe,
- call 112 or 999

at the Academy Centre—Law Enforcement Vocational School - there is automatic Fire alarm link for most buildings/facilities,

This currently empty because this hand book just in generally show and discusses the rules, reguation and procedures of the healt and safety at the all regional centres of the PSA Academy. Therefore the correct drawing you can see on the PSA local training centres.

First Aid

First Aid can save lives and prevent minor injuries becoming major ones. Under H&S legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Academy will have in place, as a minimum, first-aid provision which reflects the size and complexity of the Academy site and buildings and its curriculum, including :

- ⇒ Sufficient numbers of suitably-stocked first aid containers (**see paragraphs 56-59**)
- ⇒ Sufficient numbers of appointed persons to take charge of first-aid arrangements
- ⇒ Information for employees on first-aid arrangements (**see paragraphs 30-33**), including (a) guidance as to when someone might need to be sent to hospital (b) procedures for administering medicines (c) procedures for responding to spillages of chemicals or bodily fluids (d) guidance relating to when parents/carers might need to be contacted

Academy has made insurance arrangements which provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Academy has ensured that all first-aid containers, whether to be used on site or off site, will be stocked as per HSE recommendations (**'Guidance on First Aid for Schools'**)

The Academy will ensure adequate supplies of extra stock are maintained on site.

The Academy has identified

as the person who will take responsibility for ensuring that the contents of first-aid containers are frequently checked and re-stocked as soon as possible after use or as items reach expiry date.

Information for employees will include :

- ⇒ Numbers of first aiders/appointed persons
- ⇒ Numbers of locations of first aid containers
- ⇒ Arrangements for off-site activities/ trips
- ⇒ Out of academy hours arrangements

Any person designated as a First Aider by the Academy has completed a training course approved by the Health and Safety Executive (HSE).

All **Appointed Persons** at the Academy :

- ⇒ are able to take charge when someone is injured or becomes ill
- ⇒ can ensure that ambulance or other professional medical help is summoned when appropriate

Accidents

All accidents that occur on-site, whether to a PSA employee or other, must be reported immediately. We have a legal responsibility to report some accidents to the HSE and we are required to keep log books. There is no such thing as an accident that is too trivial to report.

All accidents to staff, students and visitors must be reported, in writing, using the school's accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents. Or failing that the Police to record the incident.

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the Academy premises. An appropriate investigation of any accident, incident or near miss will be carried out by a member of the School Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the School to instigate additional control measures to prevent re-occurrence.

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (updated in April 2012) that require them to report and record some work-related accidents by the quickest means possible. The legislation was further updated in October 2013 and a new list of specified injuries implemented to replace the major injuries category

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. The School has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data. The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

Accidents

All accidents that occur on-site, whether to a PSA employee or other, must be reported immediately. We have a legal responsibility to report some accidents to the HSE and we are required to keep log books. There is no such thing as an accident that is too trivial to report.

The Academy will keep records of all injuries, diseases or dangerous occurrences, which must be reported to the HSE, and any other accident which may occur.

These records will include :

- ⇒ the date and method of reporting
- ⇒ the date, time and place of the event
- ⇒ personal details of those involved and a brief description of the nature of the event or disease.

The following incidents will be reported to HSE:

- ⇒ if either an employee is injured during an activity connected with work or a self-employed persons is injured whilst working on the premises
- ⇒ any Accidents resulting in death or major injury (including as a result of physical violence)
- ⇒ Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)

Incidents involving students or visitors will also be reported to HSE if:

- ⇒ the person involved is killed or is taken from the site of the accident to hospital and
- ⇒ the accident arises out of or in connection with work

Fatal and major injuries and dangerous occurrences will be notified to HSE without delay (e.g. by telephone) and followed up in writing within ten working days. Other reportable incidents will be notified to HSE in writing within ten working days.

Accidents

All accidents that occur on-site, whether to a PSA employee or other, must be reported immediately. We have a legal responsibility to report some accidents to the HSE and we are required to keep log books. There is no such thing as an accident that is too trivial to report.

Near misses

The reporting of non-injury incidents accidents can be considered a good thing as it gives us the opportunity to identify the cause and eliminate it.

What is an incident?

This is a generic term used in Health and Safety that includes accidents, near misses and dangerous occurrences.

What's the difference between an accident and a near miss?

The best way of understanding this is to look at the following example:

A brick falls off scaffolding on a building site.

- ⇒ If it hits someone walking below then it is an accident.
- ⇒ If it impacts on the ground but fails to strike anyone and cause harm then it is a near miss.

Defibrillators

There are a number of defibrillators placed around the site (see site plan below) in green cases. First Aiders have training in their use but all machines come with instructions so they can be used by anyone in the event of an emergency.

The Academy's central building has a room to be used for medical treatment on the first floor for the care of students during school hours and at other times as appropriate. It is used solely for medical purposes.

Emergency

**dial
112 or 999
then**



Accidents

All accidents that occur on-site, whether to a PSA employee or other, must be reported immediately. We have a legal responsibility to report some accidents to the HSE and we are required to keep log books. There is no such thing as an accident that is too trivial to report.

Defibrillator Locations

This currently empty because this hand book just in generally show and discusses the rules, regulation and procedures of the health and safety at the all regional centres of the PSA Academy. Therefore the correct drawing you can see on the PSA local training centres.

Station Siren

Actions to be taken on the station siren being sounded.

Action

On hearing the Station Warning Siren the following actions are to be taken:

- ⇒ remain in your place of work and await further instructions,
- ⇒ if instructed by the relevant authority, evacuate the building to your Evacuation Assembly Point, leave lights on, windows open and doors open.

Action on the all clear

The all clear will be given to the relevant authority by the MOD Security Staff directly.

**Do not
approach any
suspect device**

–

**note its
location, and
report it!**

Wellbeing

PSA is concerned not only with Health and Safety policies and procedures but also with the general wellbeing of all staff and students. This section outlines what services are available should you feel you are struggling to cope with your work or study, or just want to learn more about the support on offer.

INFORMATION FOR STAFF

Wellbeing support

"The Academy is committed to the health, safety and wellbeing of all its employees... to achieve success PSA needs to ensure that the wellbeing of employees is maintained at the heart of its objectives."

There is a section on the which gives advice on general wellbeing, including information on the following topics:

- work-life balance,
- top tips for positive mental health,
- independent advice counselling,
- fitness facilities at PSA,
- job satisfaction,
- relationships at work.

Occupational Health includes both physical and mental health. It also deals with compliance with legislation and best practice in providing work environments that reduce risks as much as possible.

It involves employees' fitness to work - how to design the workplace to accommodate people with disabilities, and procedures to assist the return to work of those absent due to illness.

Essentially it helps to ensure that we are all healthy to do our work safely.

Why is Occupational Health important?

The work of the Occupational Health service is vital as it can help reduce:

- risk of illness/premature retirement of valued workers,
- accidents at work,
- sickness absence costs,
- productivity losses,
- litigation costs,
- future employers' liability insurance.

OCCUPATIONAL HEALTH AT PSA

What is Occupational Health?

Occupational Health is a specialist branch of nursing and medicine concerned with the effect of work on health, and the effect a person's health has on work. It includes identifying and preventing work-related illness caused by chemical, biological, physical and psychosocial factors, and the promotion of a healthy workforce.

Wellbeing

PSA is concerned not only with Health and Safety policies and procedures but also with the general wellbeing of all staff and students. This section outlines what services are available should you feel you are struggling to cope with your work or study, or just want to learn more about the support on offer.

The PSA Academy Occupational Health service is independent, impartial and confidential. It is staffed by qualified and experienced health professionals with administrative support from staff who understand the role of Occupational Health.

The PSA Academy service provides guidance on many areas of work including:

- ⇒ assistance and advice on the management of sickness absence,
- ⇒ advice regarding pregnancy and work,
- ⇒ workplace visits,
- ⇒ risk assessments for health related issues,
- ⇒ recommendations regarding ill health, retirement,
- ⇒ travel health advice.

The service also deals with health promotion, the coordination of First Aid, work-related health surveillance and the rehabilitation process of staff returning to work after sickness absence due to illness or surgery.

Here are some examples of when you may wish to consult the Occupational Health service:

- ⇒ if whilst working at a computer you experience pain in the wrists, arms or back,

- ⇒ if you are off work through sickness and require advice about returning to work,
- ⇒ if you have a member of staff who is experiencing health problems that are affecting their work.

Please note that Occupational Health is essentially a preventative and advisory service and therefore does not offer a treatment service. You must ensure you are registered with a GP in your local area.

Further sources of information

The HSE provides some useful guidance:

Information on stress in the workplace:

www.hse.gov.uk/stress/

First aid at work:

www.hse.gov.uk/firstaid/index.htm

Human factors:

www.hse.gov.uk/humanfactors/index.htm

Musculoskeletal disorders:

www.hse.gov.uk/msd/index.htm

Wellbeing

PSA is concerned not only with Health and Safety policies and procedures but also with the general wellbeing of all staff and students. This section outlines what services are available should you feel you are struggling to cope with your work or study, or just want to learn more about the support on offer.

INFORMATION FOR STUDENTS

If you have any concerns about your work, the appropriate person to speak to in the first instance is your course director/supervisor. However, there are also other sources of support for students at PSA.

Student advice

The Student Advice Centre (SAC) offers professional and confidential information, advice and guidance to students on a broad range of issues which may affect them during their studies. In last September the service was expanded and there are now Centres on all campuses.

Available services include:

- ⇒ general information, advice and guidance on any personal or domestic matters,
- ⇒ advice on academic concerns and University processes (e.g. complaints, appeals) and related services,
- ⇒ in-depth advice, guidance and support on welfare issues and supported referrals to external organisations when required,
- ⇒ learning support information, guidance and support for those with learning and disability needs - a new service offered by SAC.

PSA Counselling Service

All students at PSA are eligible to use the Counselling Service. PSA's CS service to provide support and guidance to you. What is counselling?

Counselling is a talking therapy which can provide an effective treatment for emotional and psychological difficulties. Please do not suffer in silence. The service from PSA Counselling Service will help you to talk and explore your thoughts and feelings in a completely safe and confidential environment.

Counselling Service advise that counselling can be particularly helpful to anyone facing the following issues:

- ⇒ relationship problems,
- ⇒ sexual concerns,
- ⇒ earlier life experiences,
- ⇒ depression,
- ⇒ stress and anxieties,
- ⇒ employment concerns,
- ⇒ bereavement and recent trauma,
- ⇒ exploring the emotional environment of learning.

A leaflet with more information on this service will be given to students during induction.

Health and Safety Policy

This section summarises of PSA Health and Safety Policy

CONTEXT

Cranfield University's mission is to make a distinctive, practical contribution towards a secure society in a sustainable global economy, creating and transforming knowledge to solve real-world problems. In doing so it is essential that we take the right measures to control the health and safety risks connected with our work.

DIRECTION

Our aim is to provide a safe and healthy environment by taking effective means to manage our risks and protect people from being harmed. PSA Academy is committed to a process of continuous improvement in the management of health and safety in all areas of work and study.

APPROACH

We recognise that this involves more than simply putting good policies, systems and processes in place, and we will take all reasonably practicable measures to ensure the safety of all persons, who are affected by the activities of the Academy.

We achieve this by:

- ⇒ working together as one team to put practical risk management arrangements in place,
- ⇒ ensuring compliance with all applicable health and safety legislation and other requirements to which the Academy subscribes,

- ⇒ building the right capabilities and a zero harm culture to support our health and safety values and vision,
- ⇒ mainstreaming health and safety excellence into everything we do, including all business planning and decision making processes,
- ⇒ setting meaningful health and safety objectives and targets, using continuous improvement techniques to deliver better performance,
- ⇒ providing sufficient information, instruction, training and supervision to employees, students and others working on behalf of the Academy,
- ⇒ following the belief that we do not compromise on health and safety.

We will provide the appropriate leadership, management and resources to enable this to happen; with everyone who works, studies and lives with us playing an essential part in securing a safe and healthy environment for all.

The Academy will make this policy available to the general public, students and all persons working for, in or on behalf of the Academy.

Health and Safety Policy

This section summarises of PSA Health and Safety Policy

KEY ELEMENTS OF A HEALTH AND SAFETY POLICY

- ◆ A general statement of policy
- ◆ Delegation of duties as allocated tasks
- ◆ Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- ◆ Training of staff in health and safety including competence in risk assessment
- ◆ Off-site visits including school-led adventure activities
- ◆ Selecting and controlling contractors
- ◆ First Aid and supporting pupils' medical needs
- ◆ School security
- ◆ Occupational health services and work-related stress
- ◆ Consultation arrangements with employees
- ◆ Workplace safety for teachers, pupils and visitors
- ◆ Violence to staff
- ◆ Manual handling
- ◆ Slips and trips
- ◆ On site vehicle movements
- ◆ Management of asbestos
- ◆ Control of hazardous substances
- ◆ Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- ◆ Recording and reporting accidents to staff, pupils and visitors - including those reportable under the
- ◆ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- ◆ Fire safety, including testing of alarms and evacuation procedures
- ◆ Dealing with health and safety emergencies - procedures and contacts

References

- ⇒ HSE Website - www.hse.gov.uk
- ⇒ HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>
- ⇒ HSE A Guide to Risk Assessment Requirements - <https://www.aber.ac.uk/en/media/.../riskassessment/indg218.pdf>
- ⇒ HSE Reporting school accidents - <http://www.hse.gov.uk/pubns/edis1.htm>
- ⇒ Health and Safety Commission (HSC) Managing health and safety in Schools £5.95
- ⇒ HSC Health and safety guidance for school governors and members of school boards £5.95
- ⇒ A Guide to the Law for School Governors (DCFS 2001)- Community Version - Voluntary Aided Version - Voluntary
- ⇒ Controlled Version- Foundation Version. - website <http://www.dfes.gov.uk/governor/info.cfm>
- ⇒ DCFS School Security - website www.dfes.gov.uk/Academiesecurity
- ⇒ DCFS Health and Safety of Pupils on Educational Visits: A Good Practice Guide
- ⇒ http://www.dfes.gov.uk/h_s_ev/index.shtml
- ⇒ DCFS/DH Supporting Pupils with Medical Needs: A Good Practice Guide - <http://www.dfes.gov.uk/medical>
- ⇒ DCFS Guidance on First Aid for Schools - <http://www.dfes.gov.uk/firstaid>
- ⇒ DCFS/Home Office School Security: Dealing with Troublemakers - <http://www.dfes.gov.uk/Academiesecurity/dwthome.shtml>
- ⇒ DCFS Safety Education: Guidance for Academies, December 2008 (Ref: DfES/0161/20002)
- ⇒ DCFS video "Can you see what they see?"
- ⇒ DCFS Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>
- ⇒ Guidance on Standards for School Premises (ref DCFS14 OF JULY(2008)).
- ⇒ DCFS/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DCFS 0197/2000)

HSE's info line is 08701 545500

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

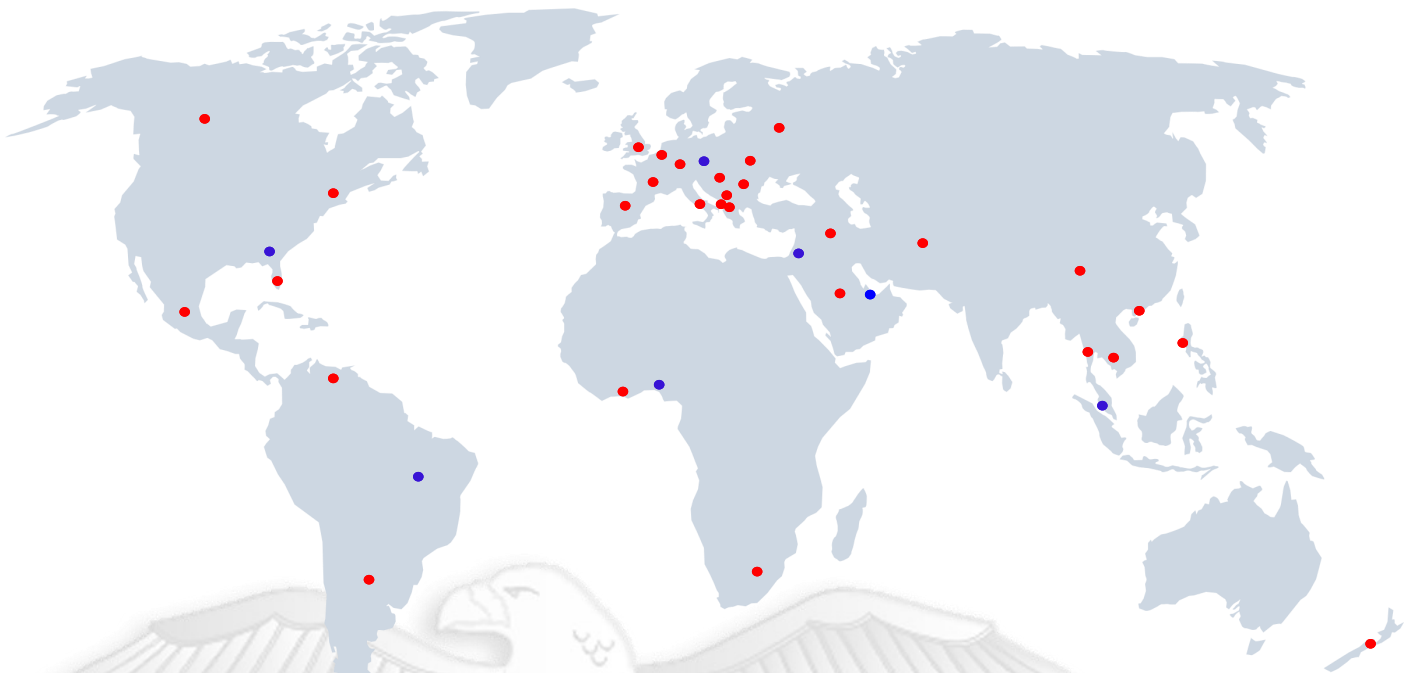
School Inspections Act 1996.

Education Act 1996

Contacts

This section show the Own Regional Main Training Centres and summarises Official Regional Representations of PSA Academy as well.

- Own Regional Training Centres
- Official Representations



- | | | | | |
|---|--|--|---|--|
| <ul style="list-style-type: none"> • Canada, • New York • Georgia • Florida • Mexico • Venezuela • Brasil • Argentina | <ul style="list-style-type: none"> • Ghana • Nigeria • South Africa | <ul style="list-style-type: none"> • UK– Engand • Spain • France • Belgium • Czech Republic • Hungary • Ukraine • Russia • Romania • Serbia • Macedonia • Albania • Italy | <ul style="list-style-type: none"> • Israel • United Arab Emigratus • Saud Arabia • Iraq - Kurdistan • Afghanistan | <ul style="list-style-type: none"> • China • South-Korea • Philippines • Thailand • Cambodia • Malaysia • New Zealand |
|---|--|--|---|--|

HEADQUARTER

The PSA Academy is member of the PSA International Group™.

The PSA International is officially registered centre in the Hungary, United Kingdom, United States and in Asia, Malaysia, and in Africa, Nigeria also and there are has a local regional offices and representations around the globe.

If you have any question, please call or write an email to our headquarters and contact team.

SECURITY SERVICE:

PSA-INTERNATIONAL - IBSS

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-internationalco.com

Recruitment: recruitment@psa-internationalco.com

Web: www.psa-internationalco.com

TRAINING SERVICE:

PSA-ACADEMY INTERNATIONAL

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-academy.org

Web: www.psa-academy.org

Regional Representative or Contact Person details.





Health and Safety handbook - Annexes

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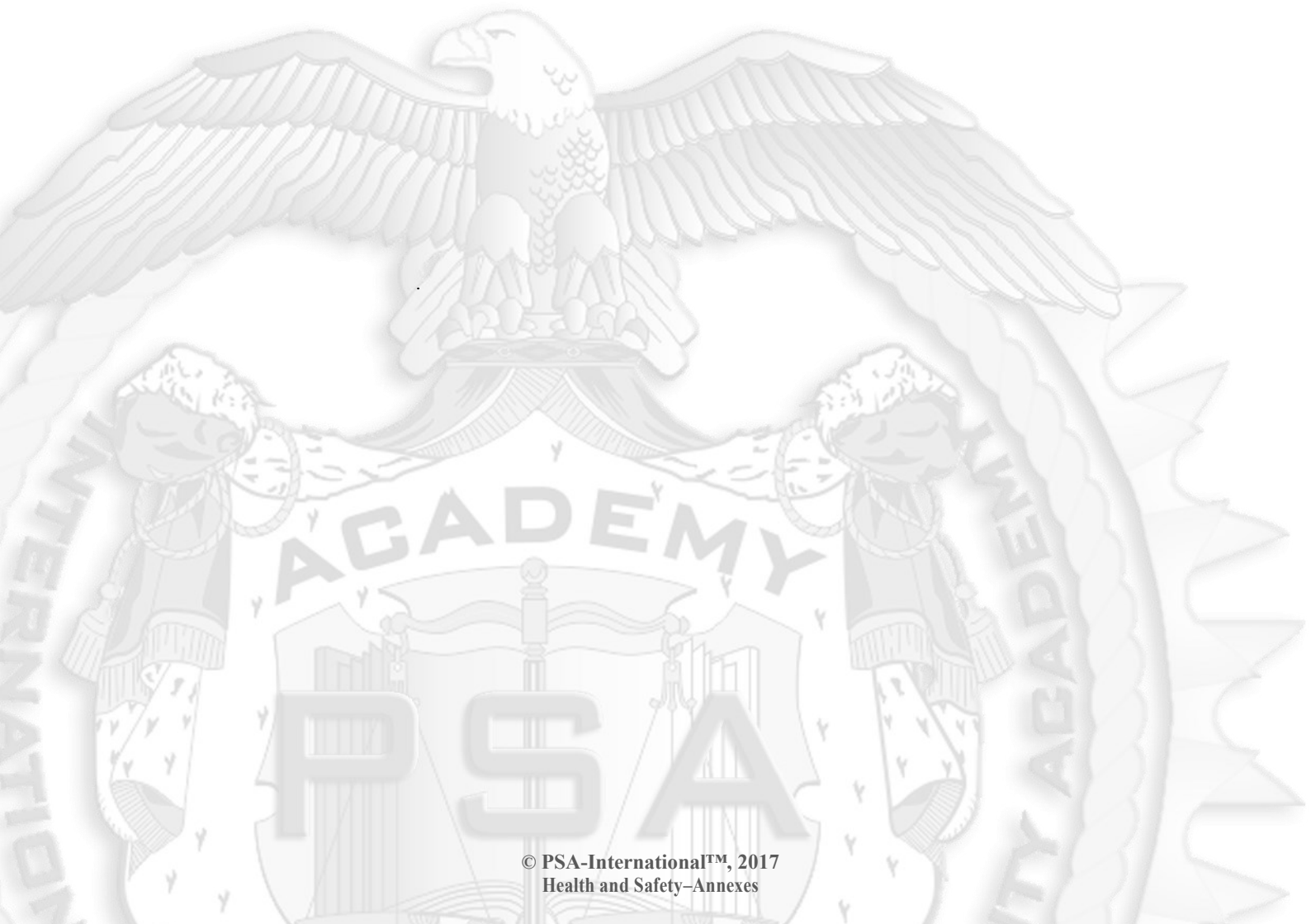
Get involved

—

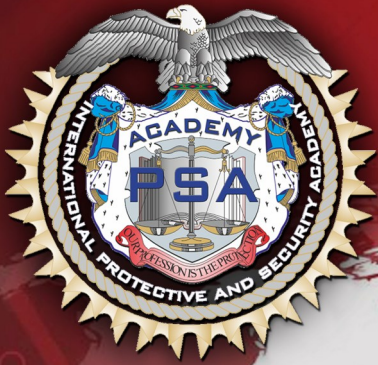
**health & safety
is your
responsibility**

We all need to play a part in
ensuring the safety of ourselves

Rules and Responsibility	A.1
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A.1.



Responsibility



Health and Safety Rules and Responsibility

International Protective and Security Academy® - ©PSA International™



Contents

Important that everyone

Knows

**–
the rules of organisation and own responsibility**

A duty or obligation to satisfactorily perform or complete a task (assigned by someone, or created by

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Message from the President of PSA

Welcome to International Protective & Security Academy (PSA)

Irrespective of whether you are a student or a member of staff working here, we want to ensure that you come into PSA and return home at the end of each day without any accidents or any harm to your health.

In essence we want to look after you at your place of work.

Here at PSA we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for us. We must treat it with the same respect as academic rigour and financial propriety.

Our responsibilities for safety do not stop at the gates of Hungary or Europe. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

We hope you enjoy working and studying at PSA.

Regards

Founder President
Professor Dr. Norbert Csikany PhD.
PSA Academy



Preface

Preface

The Governors of International Protective and Security Academy are committed to professional vocational education and training furthermore safeguarding and promoting the welfare of students at every opportunity and expect all staff and volunteers to share this commitment”

This is the Health and Safety - Rules and Responsibility Policy for International Protective and Security Academy, who will be referred to as ‘the School’.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the School’s pupils, employees, visitors, volunteers and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- ⇒ The Health and Safety Policy Statement.
- ⇒ The Organisational Duties.
- ⇒ Individual Responsibility

Health and Safety Policy Statement

This is a general statement of the intentions of the School with regard to Health and Safety. The policy statement is signed and dated by the most senior members of the Management Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the School.

The Organisational Duties

This section commences with a chart showing the safety structure of the School

Individual Responsibility

This section show the followed by a list of individual responsibilities of personnel and contractors.

Explanation:

The School - **PSA Academy**

Compliance -

HSE - **Health and Safety Executive**

ACoP - **Approved Code of Practice**

Health and Safety Policy Statement

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees, pupils and members of the public who may be affected by its activities, the School has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The School recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees and those who may also be affected by their work such as pupils and visitors.

Particular attention will be paid to duties required, namely:

- ⇒ Provision and maintenance of safe plant and systems of work.
- ⇒ Safe and healthy use, handling and storage of articles and substances.
- ⇒ Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- ⇒ Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- ⇒ Providing and maintaining safe plant and work equipment.
- ⇒ Establishing and enforcing safe methods of work.
- ⇒ Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- ⇒ Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- ⇒ Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- ⇒ Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- ⇒ Furnishing sufficient resources needed to meet these objectives.

Health and Safety Policy Statement

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees, pupils and members of the public who may be affected by its activities, the School has produced the following statement of policy in respect of Health and Safety:

A successful Health and Safety programme is dependent on the participation and co-operation of all employees.

All employees are aware that they have a legal duty to:

- ⇒ Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- ⇒ Co-operate with and assist the employer in meeting statutory obligations.
- ⇒ Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the School, and advancement in technologies which affect the School's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full School Health and Safety, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

Policy will be available for all employees to read.

All Employees:

Signed:

Headteacher

Date: November 2016

Signed:

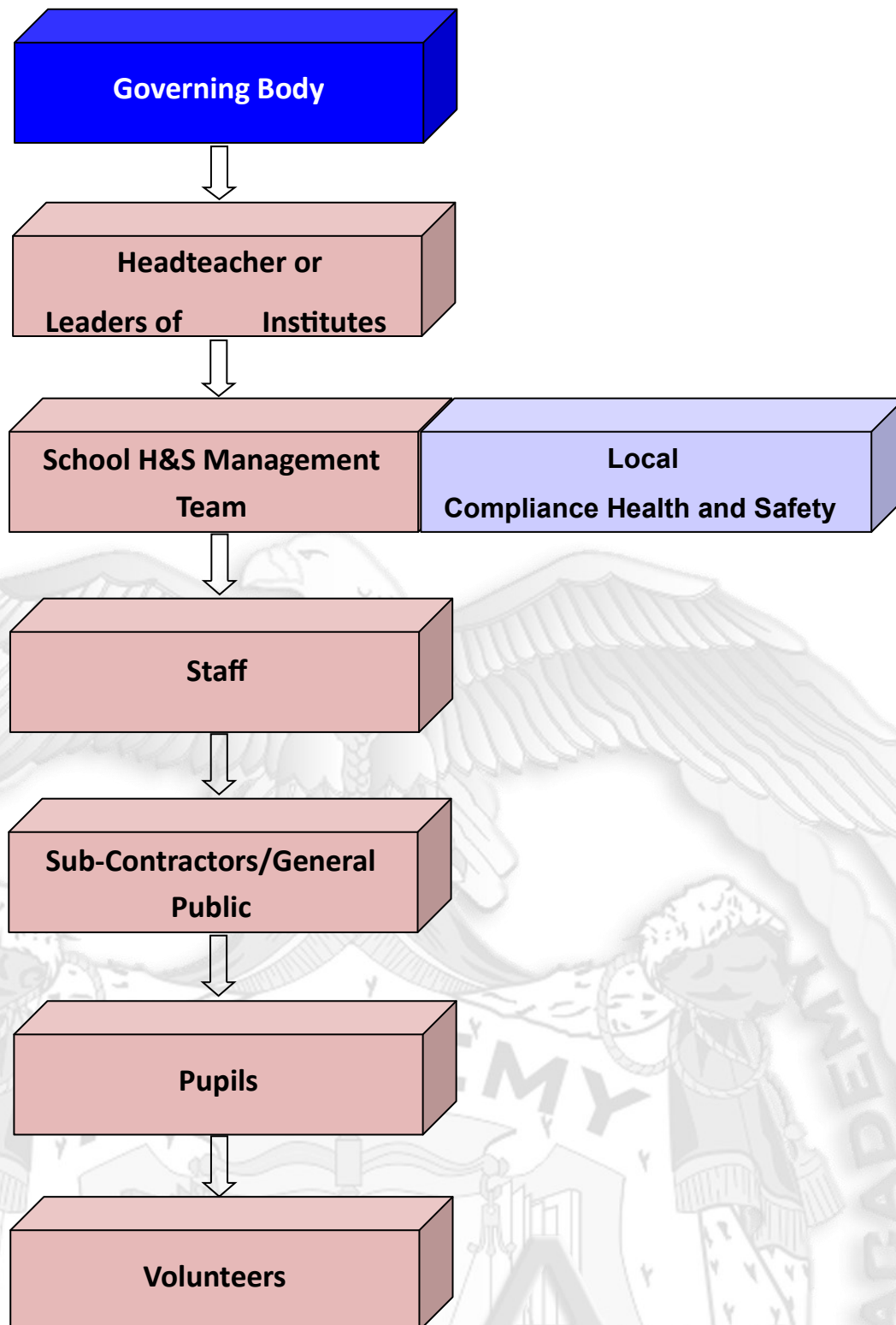
President

Date: November 2016

Review Date: November 2017

Organisation Chart

The Academy have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

The Governors

The Governing Body has a direct responsibility for health and safety in the academy. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities, for the purpose of day to day management, delegated to the Headteacher.

Governors will, however, ensure that they:-

- ⇒ approve the academy statement of safety policy (this document) and ensure that it brought to the attention of all staff;
- ⇒ receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the Academy or an enforcement agency such as the Health and Safety Executive.

Governors will be expected to make reports on health and safety matters to parents or other interested parties through governors' minutes Annual reports etc.

The Headteacher

The overall responsibility for the academy's health and safety system and implementation of the safety policy rests with the Headteacher, who shall:

- ⇒ set up arrangements in the Academy to cover all legal requirements for health, safety and fire;
- ⇒ ensure the Governing Body are kept up to date with any new legislation, regulation or provision relevant to health and safety in academies;
- ⇒ ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements;
- ⇒ ensure that School policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation, any changes in the law and best practice;
- ⇒ be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- ⇒ report to the Governing Body those instances in which the Head's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short term measures to

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

The Headteacher

- ⇒ be available to any Trades Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- ⇒ establish a safety committee within three months of receiving a written request from two Trades Union Safety Representatives of the staff at the Academy;
- ⇒ ensure that a system is in place for the reporting, recording and investigating of accidents and near misses and that all reasonable steps are taken to prevent recurrence;
- ⇒ to review regularly
 - 1) the provision of first aid in the academy;
 - 2) the emergency (fire) procedures;
- ⇒ monitor the dissemination of safety information throughout the academy;
- ⇒ report to the Governors matters relating to health and safety;
- ⇒ ensure that all staff have received appropriate safety training;
- ⇒ co-operate with relevant agencies.
- ⇒ Sit on and chair the School Health & Safety Management Team meetings. There are half termly meetings attended by the Headteacher, Deputy Headteacher, Director of Finance & Business Operations, Premises Manager/Health & Safety Coordinator and a representative from Compliance Health & Safety Limited. Other interested parties may be invited to attend. The primary role of the Team is to review any incidents, audits and statutory duties.

The School Health and Safety Management Team

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

The School Health and Safety Management Team

A summary of their duties is as follows:

- ⇒ Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including Health and Safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity.
 - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- ⇒ They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- ⇒ All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- ⇒ Documented safe systems of work are implemented and are adhered to.
- ⇒ They are aware of, and implement, all safe working practices and procedures.
- ⇒ Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- ⇒ Ensuring that all relevant statutory records are regularly maintained and inspected.
- ⇒ Ensuring that all activities carried out by School employees will not create a risk or hazard to anyone (either employees or non-employees).
- ⇒ Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- ⇒ Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

The School Health and Safety Management Team

A summary of their duties is as follows:

- ⇒ Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- ⇒ Ensuring that all School procedures are adhered to at all times.

Staff with specific responsibilities include:

- ⇒ Headteacher. Please see the list of responsibilities on the previous page
- ⇒ Deputy Headteacher is responsible for the circulation of safety information, guidance and codes of practice. The Deputy Headteacher is the Educational Visits Co-ordinator.
- ⇒ First Aider is responsible for safekeeping of completed accident reports and records
- ⇒ Senior Caretaker is responsible for the weekly test of the fire alarm
- ⇒ Premises Manager is the Health and Safety Co-ordinator for the site

Health and Safety Advisor

The School has appointed Compliance Health & Safety Ltd as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the Senior Leadership Team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- ⇒ Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- ⇒ Advising the Senior Leadership Team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- ⇒ Interpreting and keeping the Senior Leadership Team and Employees informed of new and developing legislation and other standards.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

Health and Safety Advisor

The Health and Safety Advisor has the responsibility for the following:

- ⇒ Advising where improvements in Health and Safety standards or practices are appropriate.
- ⇒ Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- ⇒ Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the School.
- ⇒ Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- ⇒ Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- ⇒ identifying Health and Safety training needs and advising on suitable training programmes.
- ⇒ The provision of guidance regarding first aid, fire safety, and emergency procedures as required

Staff/Employees

All staff of the School will ensure that:

- ⇒ They are fully conversant with this Health and Safety Policy.
- ⇒ They co-operate with the School in meeting its statutory duties.
- ⇒ They take reasonable care of themselves and others who may be affected by their acts or omissions.
- ⇒ They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- ⇒ All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- ⇒ They are fully conversant with all emergency procedures applicable to the area in which they are working.
- ⇒ All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- ⇒ Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

Staff/Employees

All staff of the School will ensure that:

- ⇒ During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the School.
 - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the School.
 - Provided for unrestricted use by members of the general public.

A summary of their duties is as follows:

- ⇒ Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- ⇒ Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- ⇒ Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Senior Leadership Team and/or COMPLIANCE to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- ⇒ Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.

School-Appointed Contractor/Consultant

The School may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All Contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

School-Appointed Contractor/ Consultant

A summary of their duties is as follows:

- ⇒ They must ensure that the School is provided with any information available that may affect Health and Safety on site.
- ⇒ Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- ⇒ All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- ⇒ Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations)
- ⇒ that provide all necessary and adequate safety measures.
- ⇒ Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- ⇒ Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the Senior Leadership Team.
- ⇒ Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

School-Appointed Contractor/ Consultant

A summary of their duties is as follows:

- ⇒ Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

Class Teachers

The safety of pupils and visitors in the classrooms, laboratories, workshops and physical education areas is the responsibility of the class teacher.

Their main functions are:

- ⇒ Day-to-day management of health and safety in accordance with the health and safety policy and associated procedures;
- ⇒ Checking classrooms/work areas are safe (e.g. No trip hazards etc);
- ⇒ Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- ⇒ Ensuring safe procedures are followed and that emergency procedures are understood;

Class Teachers

- ⇒ Ensuring protective equipment is available and used, when needed;
- ⇒ Participating in inspections and supporting academy in meetings its health and safety objectives;
- ⇒ Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;
- ⇒ Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
- ⇒ Understand and follow other school policies that contribute to a safe learning and working environment, in particular the School Behaviour Policy.

Volunteers

Although volunteers are not included in Health and Safety legislation in the same way as paid staff, any organisation involving volunteers has a legal responsibility and a 'duty of care' towards their volunteers.

The Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.

Responsibility

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

Volunteers

The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (eg members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.

Minimising risk

To reduce the risk of ill health or injury, organisations must provide a safe place to volunteer, which is clean and free from risk. All relevant safety measures must be in place, eg procedures for handling dangerous substances, guards in use on machinery etc.. Volunteers should be given training and information to carry out their roles safely.

The Academy is strives that to their volunteers to ensure that their volunteers work in a safe environment where levels of risk have been reduced to a minimum.

Pupils

Pupils are expected to:

- ⇒ Understand and exercise personal responsibility for safety of themselves and others;
- ⇒ Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- ⇒ Understand and observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- ⇒ Use, and not deliberately misuse, neglect or interfere with items provided for safety.

Designated Responsibility Summary

This section write the rules and responsibilities which must be followed in order to ensure the continued health, safety of the Academy's pupils, employees, visitors, volunteers and contractors.

TOPIC	RESPONSIBILITY
Health and Safety Policy review	Headteacher and Governing Body
Health and Safety administration	School H&S Management Team
Facility administration	H&S Co-ordinator
Health and Safety training	Assistant Headteacher for PSA H&S Co-ordinator
Premises risk assessments	H&S Co-ordinator (supported by COMPLIANCE)
Work activity risk assessments	H&S Co-ordinator (supported by COMPLIANCE)
Display screen equipment assessments	H&S Co-ordinator (supported by COMPLIANCE)
Manual handling assessments	H&S Co-ordinator (supported by COMPLIANCE)
COSHH assessments	H&S Co-ordinator ,
Fire risk assessments	H&S Co-ordinator (supported by COMPLIANCE)
Expectant/New mother risk assessments	H&S Co-ordinator (supported by COMPLIANCE)
Young Person risk assessments	H&S Co-ordinator (supported by COMPLIANCE)
First Aid	H&S Co-ordinator (supported by COMPLIANCE)
Accident, Incident and Near Miss investigations	H&S Co-ordinator (supported by COMPLIANCE)
Emergency Planning	School Emergency Management Team (SEMT as per Emergency Plan) (supported by COMPLIANCE)
Visitors and Third Parties	H&S Co-ordinator, Human Resources Officer (supported by COMPLIANCE)
Site inspections	Headteacher H & S Co-ordinator (supported by COMPLIANCE)
Monitoring of Health and Safety in the workplace	School H&S Management Team (supported by COMPLIANCE)
Audits	School H&S Management Team (supported by COMPLIANCE)

HEADQUARTER

The PSA Academy is member of the PSA International Group™.

The PSA International is officially registered centre in the Hungary, United Kingdom, United States and in Asia, Malaysia, and in Africa, Nigeria also and there are has a local regional offices and representations around the globe.

If you have any question, please call or write an email to our headquarters and contact team.

SECURITY SERVICE:

PSA-INTERNATIONAL - IBSS

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-internationalco.com

Recruitment: recruitment@psa-internationalco.com

Web: www.psa-internationalco.com

TRAINING SERVICE:

PSA-ACADEMY INTERNATIONAL

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-academy.org

Web: www.psa-academy.org

Regional Representative or Contact Person details.



A.2.



Health and Safety Relevant acts, and regulations

Contents

To Know the relevant regulations, acts of — health & safety is your and our responsibility.

These relevant laws, regulations, and guides what must know that

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Message from the President of PSA

Welcome to International Protective & Security Academy (PSA)

Irrespective of whether you are a student or a member of staff working here, we want to ensure that you come into PSA and return home at the end of each day without any accidents or any harm to your health.

In essence we want to look after you at your place of work.

Here at PSA we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for us. We must treat it with the same respect as academic rigour and financial propriety.

Our responsibilities for safety do not stop at the gates of Hungary or Europe. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

We hope you enjoy working and studying at PSA.

Regards

Founder President
Professor Dr. Norbert Csikany PhD.
PSA Academy





HSE

**Health & Safety
Executive**

Management of Health and Safety at Work

**Regulations 1999 and
amended 2006**

**Approved Code of Practice &
guidance**

**CLICK HERE: [DOWNLOAD 1](#)
[DOWNLOAD 2](#)**

INTERNET CONNECTION REQUIRED!!!!!!!





HSE
Health & Safety
Executive

Workplace Health, Safety & Welfare)

Regulations 1992

**Approved Code of Practice &
guidance**

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HSE

Health & Safety
Executive

Personal protective equipment at work

Regulations 1992

**Approved Code of Practice &
guidance**

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[DOWNLOAD 2](#)

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HSE

Health & Safety
Executive

Work at Height

Regulations 2005 and amended 2007

Approved Code of Practice &
guidance

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[DOWNLOAD 2](#)

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HSE

Health & Safety
Executive

Provision and Use of Work Equipment

Regulations 1998

Approved Code of Practice &
guidance

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HSE

Health & Safety
Executive

Working with display screen equipment (DSE)

Regulations 1992

**Approved Code of Practice &
guidance**

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HSE

Health & Safety
Executive

Manual Handling Operations

Regulations 1992

Approved Code of Practice &
guidance

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HSE

Health & Safety
Executive

Lifting Operations and Lifting Equipment (L.O.L.E.R.)

Regulations 1998

**Approved Code of Practice &
guidance**

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HSE

Health & Safety
Executive

Control of Substances Hazardous to Health

Regulations 2002

**Approved Code of Practice &
guidance**

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HSE

Health & Safety
Executive

Dangerous Substances and Explosive Atmospheres

Regulations 2002

Approved Code of Practice &
guidance

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INTERNET CONNECTION REQUIRED!!!!!!!





HSE

Health & Safety
Executive

Regulatory Reform (Fire Safety) Order

Regulations 2005

Approved Code of Practice &
guidance

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Support documents: [1](#) : [2](#) : [3](#)

INTERNET CONNECTION REQUIRED!!!!!!!





HSE

Health & Safety
Executive

Electricity at Work Regulations 1989

Approved Code of Practice &
guidance

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Support documents: [1](#)

INTERNET CONNECTION REQUIRED!!!!!!!





HSE

Health & Safety
Executive

First Aid at Work Regulations 1981

Approved Code of Practice &
guidance

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Support documents: [1](#) : [2](#)

INTERNET CONNECTION REQUIRED!!!!!!!





HSE

Health & Safety
Executive

Consultation with Employees

Regulations 1996

Approved Code of Practice &
guidance

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INTERNET CONNECTION REQUIRED!!!!!!!





HSE

**Health & Safety
Executive**

Reporting accidents and incidents at work

Regulations 2013

**Approved Code of Practice &
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Managing health and safety in swimming pools

**Guide for lifeguard, water rescue
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HEADQUARTER

The PSA Academy is member of the PSA International Group™.

The PSA International is officially registered centre in the Hungary, United Kingdom, United States and in Asia, Malaysia, and in Africa, Nigeria also and there are has a local regional offices and representations around the globe.

If you have any question, please call or write an email to our headquarters and contact team.

SECURITY SERVICE:

PSA-INTERNATIONAL - IBSS

Phone: +44 (0) 798 551 0784 UK
+36 70 410 9955 HU

E-mail: Info@psa-internationalco.com
Recruitment: recruitment@psa-internationalco.com
Web: www.psa-internationalco.com

TRAINING SERVICE:

PSA-ACADEMY INTERNATIONAL

Phone: +44 (0) 798 551 0784 UK
+36 70 410 9955 HU

E-mail: Info@psa-academy.org
Web: www.psa-academy.org

Regional Representative or Contact Person details.



A.3.



Health and Safety for Shooting Range

Standard Operating Procedure - SOP

Contents

Get involved

—
health & safety
is your
responsibility

We all need to play a part in
ensuring the safety of ourselves
and others who may be affected
by our activities

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Message from the President of PSA

Welcome to International Protective & Security Academy (PSA)

Irrespective of whether you are a student or a member of staff working here, we want to ensure that you come into PSA and return home at the end of each day without any accidents or any harm to your health.

In essence we want to look after you at your place of work.

Here at PSA we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for us. We must treat it with the same respect as academic rigour and financial propriety.

Our responsibilities for safety do not stop at the gates of Hungary or Europe. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

We hope you enjoy working and studying at PSA.

Regards

Founder President
Professor Dr. Norbert Csikany PhD.
PSA Academy



General-Definitions

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the PSA Shooting facility.

While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports. Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range Officer on duty or the Local Police Station for further action.

Definitions

Approved Firing: deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

Firing Line: that part of the range where shooting benches are placed designated as a Live Fire Activities area.

Rapid Firing: firing more than two shots in a one second period.

Definitions

Live Fire Activities: an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range Officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

Range Officer: an employee or designee of PSA Shooters that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

Uncontrolled Firing: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

Cease Fire: shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

Hot Range: no Cease Fire is in effect; guns may be handled and fired.

Cease Fire Range: Cease Fire is in effect, stay away from shooting benches and NO HANDLING FIREARMS.

Range Use Requirements

The use of the PSA Shooting Range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the PSA Shooting Range.

Restrictions

The following are strictly prohibited on PSA property:

- 1) **ALL CELL PHONES SILENT.** To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
- 2) No shooting cross-range.
- 3) Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range Officer will deny range access to anyone that is or appears to be in violation.
- 4) **FULLY AUTOMATIC FIREARMS ARE PROHIBITED** by the National Authority as part of the zoning ordinance that is in effect.
- 5) **SLIDE-FIRE STOCKS OR ANY OTHER DEVICE THAT MIMICS AUTOMATIC FIRE IS PROHIBITED** by the National Authority as part of the zoning ordinance that is in effect.
- 6) **50 BMG CALIBER FIREARMS ARE PROHIBITED** by the National Authority as part of the zoning ordinance that is in effect.
- 7) **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
- 8) **ANYONE SHOOTING A 338 LAPUA MUST DO SO BY FIRST OBTAINING PERMISSION AND A SCHEDULED TIME.** Anyone shooting a 338 Lapua must have a designated Range Officer oversight during live fire of the gun.
- 9) No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a PSA approved impact area.
- 10) No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.

(Continue on next side)

Range Use Requirements

The use of the PSA Shooting Range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the PSA Shooting Range.

Restrictions

The following are strictly prohibited on PSA property:

- 11) No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
- 12) No loaded firearms are allowed on the PSA property other than on the Firing Line under a Hot Range condition
 - a.) Exceptions to this are for PSA employees, PSA members and customers who are properly licensed Carry Licensed individuals, and Law Enforcement personnel.
- 13) Handguns are not permitted on the rifle range unless the gun is fitted with optics for hunting purposes. The rifle range is reserved for long guns only.

Allowable Firearms

- ⇒ Handguns up to 45 Long Colt can be used on the pistol range and do not need to be checked in with the Range Officer on duty.
- ⇒ Handguns with a caliber of 460 and larger along with AK and AR style pistols must be checked in with the Range Officer on duty for any special designated range areas available for these large calibers.
- ⇒ Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
- ⇒ Muzzle loaders - all types. Those individuals shooting muzzle loaders must check in with the RSO for bench assignments so as to not interfere with other shooters with the smoke discharge when firing.
- ⇒ Shotguns - all types.

Range Use Requirements

The use of the PSA Shooting Range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the PSA Shooting Range.

Range Safety Officers

All RSO on duty are required to have taken the NRA Range Officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. Everyone using the PSA range must first watch the safety video and receive a validated video card to be used as a challenge system by the RSO before anyone can start a live fire scenario. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- ⇒ Ensuring that all PSA members, guests, and customers adhere to the rules and SOPs in this document.
- ⇒ Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.

The RSO on duty is tasked with:

- ⇒ Escorting anyone (to include members) off the range if the person(s) are deemed a safety risk to others on the range.
- ⇒ Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- ⇒ Reporting to PSA management any incidents on the range to include:
 - Accidental discharges
 - Personal injuries such as slide bites, forehead scope hits, and etc that draw blood
 - Trespassers - to include wildlife, pets, and unauthorized people
 - Any other incidents deemed reportable

Range Use Requirements

The use of the PSA Shooting Range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the PSA Shooting Range.

Authorized Matches

It is the intention of the PSA owners to attract and host organized shoots and competitive matches. These are shoots and matches such as Three-Gun, IDPA, USPSA, Steel Challenge, Gun Cup of Law Enforcement Agencies and more. It is also the intention to work with organizations such as the National Rifle Association, National Shooting Sports Foundation, local Law Enforcement Agency and Military force and many more who have an interest in the shooting sports or the tactical shooting and firearms trainings.

The PSA management will designate an Event Chairman to oversee a given shoot/match. The Event Chairman may be an employee of PSA or a designated person from a 3rd party having a vested interest in the shoot/match. If the Event Chairman is a designated person from a 3rd party, a PSA employee will be designated as a liaison to the 3rd party in support of the shoot/match.

All events must be scheduled and planned out with the PSA management to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoot/matches take precedence over any individual or personal activity.

The Event Chairman is tasked with:

- ⇒ Conducting competitive shoot/matches within the planned schedule approved by PSA management.
- ⇒ Ensuring all necessary resources such as RSO and any other needed safety personnel are in attendance while the shoot/match is taking place.
- ⇒ Conducting the shoot/matches with the primary goals of safe shooting for the participants and the prevention of projectiles leaving the range.
- ⇒ Designating a Match Director, who required by PSA to be a certified RSO.

Range Rules

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

Liability Waiver and Age Restrictions

All users of the PSA range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- ⇒ See the "Children On The Range" section below for children under the age of 18.
- ⇒ Individuals ages 18 - 20 will be permitted to use the rifle range for rifles and pistol range for shotguns only if not accompanied by an adult 21 or older.
- ⇒ PSA rules on age and gun possession are in line with national/federal and state laws.
- ⇒ Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

Range Training Requirements

All potential users of the PSA range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, and formal classroom training. The amount of training will be determined by the PSA management and/or RSO on duty.

Each potential user of the PSA range will be given a card indicating that they have seen the required safety video which is endorsement for use of the range. Members will only be issued their membership card upon completion of watching the required safety video.

NOTE: The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

Range Rules

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Rules

General Range Rules

- ⇒ Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
- ⇒ All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS.**
- ⇒ All vehicles shall be parked in the designated parking area, unless authorized by the PSA management.
- ⇒ Range is to be used as posted, or as directed by the RSO on duty.
- ⇒ PSA members must sign in at the store prior to using the range and must have their membership card in their possession to allow the RSO on duty to identify them as a member while on the range and get an assigned bench. Signing in at the store prior to using the range also allows for any updates on special activities that may need to be made known to the member.
- ⇒ Non-members must sign in at the store, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range as a receipt is necessary to show the RSO on duty in order to get an assigned bench.
- ⇒ Targets may be purchased in the store. Personal targets may be used if they meet the requirements of PSA. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the PSA management and then only in a closed range or shoot/match scenario. **Each shooter on the range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.**
- ⇒ Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
- ⇒ All shooting can only be done from the firing line.
- ⇒ No shooting of center fire rifles on the pistol range.
- ⇒ Offhand, sitting, and prone shooting of center fire rifles is only allowed on the rifle range in allocated bench positions assigned by the RSO.
- ⇒ If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**

Range Rules

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Range Rules

General Range Rules

- ⇒ Police up your brass and spent caps when finished shooting. All targets are to be removed from down range when finished shooting - but only during an RSO called "Cease Fire".
- ⇒ All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for rent in the clubhouse.
- ⇒ As part of the range safety procedures, all safety rules will be followed.
- ⇒ Live-fire times have been designated by Local National Authority to be Monday - Saturday 10:00am until 7:00pm or dark, whichever occurs first. Sunday 1:00pm until 7:00pm or dark, whichever occurs first.
- ⇒ **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
- ⇒ Inexperienced shooters are to advise the RSO if assistance is needed.
- ⇒ When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
- ⇒ **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
- ⇒ Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and will be reported via radio to the store staff for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the RSO to determine fines/fees to be assessed.
- ⇒ **NO open carry of a loaded firearm on your person is allowed.** The RSO and PSA staff along with Law Enforcement personnel are the exception.

Range Rules

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Rules

General Range Rules

- ⇒ RSO commands and range rules must be accepted at this range. Challenge to any rule or RSO command may be made in writing or in person to the PSA management.
- ⇒ All children under 18 must be under adult supervision at all times while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
- ⇒ The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
- ⇒ The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSO and the store.
- ⇒ **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK**. If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP**.

Children On The Range

- ⇒ Children under the age of 18 will not be allowed on the firing range without adult supervision from an adult member, parent, or guardian.
- ⇒ Children ages 5 and below will not be allowed on the range, or to be left unsupervised by a parent or guardian while in the clubhouse or left in a car. PSA is not a babysitter.
- ⇒ Children ages 14 and under must be accompanied one-on-one with an adult parent or guardian with 100 percent eyes-on supervision. Adult in charge of watching each child will not be allowed to shoot.
- ⇒ Children will not be left unsupervised on the range or in the clubhouse at any time. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of the children and others using the facility.
- ⇒ All children must be fitted with eye and ear protection while visiting the range. Ear muffs, ear plugs and safety eyewear are available in the clubhouse.

Range Rules

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Commands

To indicate emergency or hazardous conditions:

"CEASE FIRE"

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.

"MISSFIRE"

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

To prepare the range for live fire:

"MOVE FORWARD"

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

"PROTECTIVE GEAR ON"

To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

"YOU MAY PICK UP YOUR FIREARM"

To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

"LOAD"

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.

"IS THE LINE READY?"

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.

"READY ON THE RIGHT?"

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Commands

"READY ON THE LEFT?"

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

"READY ON THE FIRING LINE?"

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.

"COMMENCE FIRING" or "HOT RANGE"

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

To **STOP FIRING** and declare the range **SAFE**:

"SHOOTERS, YOU HAVE x MINUTES REMAINING"

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

"CEASE FIRE"

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and wait for further instructions.

"COLD RANGE"

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

"ON THE FIRING LINE"

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and shooters leave the firing line with the actions of their firearms open.

"GO FORWARD, SCORE TARGETS AND PASTE"

Authorizes shooters to move downrange to score, change, remove or repair target faces.

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Commands

"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"

Shooters may approach the firing line and handle their firearms since no personnel are down range.

"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"

Authorizes shooters to remove their gear.

"POLICE YOUR ASSIGNED FIRING POINT"

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

"AS YOU WERE"

Means to disregard the previous command just given.

"CARRY ON"

Means to proceed with whatever was being done before the interruption occurred.

"REMOVE PROTECTIVE GEAR"

Shooters may remove protective gear.

"MOVE BACK BEHIND THE READY LINE"

Means to move behind the ready line and wait for further instructions from the RSO.

"YOU MAY GO CHECK YOUR TARGETS"

Firearms Carry & Handling

⇒ Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.

⇒ Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, clubhouse, and range.

⇒ **Hot Range Procedure:** proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.

⇒ **Cease Fire Procedure:** Remain behind the firing line and do not uncase any firearms until the cease fire has been completed and the range is back to a hot range status. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Cease Fire Procedure

- ⇒ When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazines.
- ⇒ Fix actions open and insert empty chamber flag
- ⇒ Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
- ⇒ Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
- ⇒ Fly Cease Fire Flag (white flag)
- ⇒ Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
- ⇒ Brass forward of the firing line may be picked up during a cease fire, but the person must then return behind the firing line without stopping at the shooting bench.
- ⇒ Chronographs may be set up only when everyone has returned from downrange while the range is "Cold". The chronographer should be the only person in front of the firing line. The chronographer may handle the firearm to line it up with the chronograph but may not load the firearm until a Hot Range is in effect.
- ⇒ Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO.
- ⇒ **AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:**
 - Always keep the gun pointed in a safe direction
 - Always keep your finger off the trigger until ready to shoot
 - Always keep the gun unloaded until ready to use

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Firing Line Rules

- ⇒ **Eye protection** is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
- ⇒ **Ear protection** is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
- ⇒ **Each firing position** is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
- ⇒ **Rifle Range:** while firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky).
- ⇒ **Pistol Range:** bullets may not leave the impact area. Baffles will not be installed on the pistol range. Anyone caught firing over the berm will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given.
- ⇒ During a cease fire, all firearms are to be unloaded and empty chamber flags inserted into the chamber.
- ⇒ No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
- ⇒ Once on the firing line, a firearm's muzzle must be pointed down range at all times.
- ⇒ Loaded firearms must be pointed down range with barrel horizontal at all times.
- ⇒ Only one firearm and matching ammunition is allowed on the bench at one time.
- ⇒ Only shooting from the bench is allowed, unless approved by the RSO.
- ⇒ Shoot only at designated targets.
- ⇒ If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Firing Line Rules

- ⇒ After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hangfire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin.
- ⇒ Only one shooter's target is allowed per frame, unless approved by the RSO.
- ⇒ Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the clubhouse.

The normal procedure for handling misfires or hangfires is to:

1. Keep the gun pointed downrange (safe direction).
2. Wait at least 30 seconds in case it is a hangfire. With muzzleloaders, wait at least two minutes.
3. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel.

The normal procedure for handling a squib load is:

- Stop firing immediately
- Keep the gun pointed downrange
- Unload the gun - make sure the chamber is empty
- Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

- ⇒ IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

Range Rules Specific to Black Powder Firearms

- ⇒ No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.
- ⇒ No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
- ⇒ Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
- ⇒ Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
- ⇒ Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
- ⇒ Clearing a misfire :
 - Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire.
 - Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
 - If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
 - Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
 - Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

Range Safety

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NRA Hygiene Guidelines

- ⇒ Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- ⇒ Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking.
- ⇒ Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

Emergencies and Incident Reporting

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is located in the RSO duty pack.

Emergencies and Incident Reporting

In the event of an Emergency please follow these procedures:

- Use RSO radio to notify manager on duty to call for help. Manager on duty will call 112 or 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the Member Lounge of the main building.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

Range Safety

This guide is intended to provide general information regarding Shooting ranges to assist in recognizing, evaluating and controlling safety and health hazards. The contents are drawn from local National and International regulations, PSA instructions, and other technical documents.

First Aid Procedures

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings. Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Personal Protective Equipment

Eye protection

Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.

Ear protection

Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings
4. Resuscitation mouthpieces for CPR

Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn

(Continue on next side)

Range Safety

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Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

- 2) The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
- 3) The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1 part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
- 4) For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e. paper towels, personal protective equipment, saturated dressing):

All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal.

Facility Operating Procedure

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Store/Building - Opening Procedure

Designated manager/person will:

- 1) Unlock the door and turn off the alarm in the bathroom hallway.
- 2) Turn on lights in bathroom, member and retail areas.
- 3) Ensure air conditioning/heat is set and turned on as appropriate.
- 4) Make bank run for prior day/weekend business deposits as well as change orders.
- 5) Put rental guns out.
- 6) Clean rental guns according to weekly rental gun cleaning schedule.
- 7) Put retail for sale guns out.
- 8) Stock ammunition and any other necessary retail items from back-stock.
- 9) Wipe-down/clean retail areas, counters, floors, and bathrooms as needed.
- 10) Check out radio for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.

11) Verify and make ready range rental/retail items:

- ⇒ Lead sleds
- ⇒ Shooting bags
- ⇒ Spotting scopes
- ⇒ Binoculars
- ⇒ Bullseye Target Camera
- ⇒ Eye protection
- ⇒ Ear protection
- ⇒ Targets
- ⇒ Ammunition

Store/Building - Closing Procedure

- 1) Verify that all range rental items have been checked in, accounted for, and cleaned for the next business day.
 - ⇒ Lead sleds
 - ⇒ Shooting bags
 - ⇒ Spotting scopes
 - ⇒ Binoculars
 - ⇒ Bullseye Target Camera
 - ⇒ Eye protection
 - ⇒ Ear protection
 - ⇒ Targets
 - ⇒ Ammunition

(Continue on next side)

Facility Operating Procedure

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Store/Building - Closing Procedure

- 2) Check in radio used for communications with RSOs. Verify all radios checked out have been checked-in and are hooked up to be charged for the next business day use.
- 3) Empty garbage cans taking all trash to the dumpster.
- 4) Put retail guns away in vault.
- 5) Put rental guns away in vault.
- 6) Close out cash drawer using the system's end of day closing process and prepare bank deposit to be deposited the next business day.
- 7) Put cash drawer and bank deposit away in vault.
- 8) Turn off computer(s).
- 9) Ensure air conditioning/heat is set and turned to appropriate temperatures for closed building.
- 10) Ensure all outside doors are locked from the outside.
- 11) Turn off lights in bathroom, member and retail areas.
- 12) Turn on outside lights.
- 13) Turn off outside deck fans.
- 14) Turn on the alarm in the bathroom hallway and lock the door.

Range - Opening Procedure

All RSOs reporting for duty will:

- 1) Check out RSO duty pack
- 2) Ensure all items are in RSO duty pack:
 - ⇒ Copy of this SOP
 - ⇒ Incident Reports
 - ⇒ FULL first aid kit
 - ⇒ Tourniquet
 - ⇒ Pens/Pencils
 - ⇒ Sharpie Marker
 - ⇒ Note Pad
 - ⇒ Witness statement sheets
 - ⇒ Rubber Gloves
 - ⇒ Trauma Kit
 - ⇒ Range inspection sheets
- 3) Check out Radio and test with Store/Building staff on duty,
- 4) Check out RSO vest
- 5) Fill assigned range/bay water cooler(s) with sufficient bottled water and ice and place in designated area(s)
- 6) If a match or private event scheduled for designated Rifle or Pistol range:
 - a. Review "Event Checklist" and perform the appropriate tasks:
 - Post appropriate "Event" signage on the range(s) announcing a closed pistol bay/rifle range event

(Continue on next side)

Facility Operating Procedure

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Range - Opening Procedure

All RSOs reporting for duty will:

- 6) If a match or private event scheduled for designated Rifle or Pistol range:
 - a. Review "Event Checklist" and perform the appropriate tasks:
 - Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
 - Ensure appropriate shooting line/stations are identified and made ready
 - Ensure appropriate supplies - garbage cans, brass buckets,
 - Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff
 - Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!
- 7) Verify and make ready rental/retail items (all ammunition only available in store):
 - ⇒ Lead sleds
 - ⇒ Shooting bags
 - ⇒ Spotting scopes
 - ⇒ Binoculars
 - ⇒ Bullseye Target Camera
 - ⇒ Eye protection
 - ⇒ Ear protection
 - ⇒ Targets

Range - Operating Procedure

1) Range inspection:

- a. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
- b. Correct any problems before opening the range.
- c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the store manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.

2) Supplies:

Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO for a fee.

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Facility Operating Procedure

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Range - Operating Procedure

- 3) Make sure all target frames are in good working condition. Replace backer boards as needed.
- 4) For each shooter using the range:
 - a) Shooter(s) must present a current day receipt for range use or member card to the RSO on duty.
 - b) Shooter(s) must present a range safety video card in order to use any of the ranges and be assigned a bench by the RSO. Members will have seen the range safety video as part of the membership application process.
 - c) Friends of employees are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
 - d) Family of employees are defined as a spouse, and single sons and daughters of the employee and/or spouse under the age of twenty-one (21). Any single sons and daughters of the employee and/or spouse that is a full-time student under the age of twenty-five (25) shall be construed to be "family." Family of employees may shoot for no fees, but only if there are operating range benches available. Paying customers have priority.

Range - Operating Procedure

- e) Upon successful current day receipt and safety video card - or member card - presentation, RSO assigns a bench to shoot from.
- f) Any rental items such as a lead sled, shooting bag, spotting scope, or other item, a receipt must be presented and surrendered to RSO prior to RSO issuing rental item. Members have car-te' blanch for available rental items with the exception of rental firearms.
- g) When a shooter(s) have completed their shooting session and rental items are returned to RSO, brass policed and bench area cleaned up, the RSO will return surrendered receipt so that shooter(s) can then present receipt to the store staff for retrieval of a held ID/ credit card.
- 5) In the event of an incident:
 - a) **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.

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Facility Operating Procedure

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Range - Operating Procedure

5) In the event of an incident:

- b) **ANY Catastrophic or serious/fatal injury** - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio all RSOs and store manager on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed:
- c) **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

Making The Line Hot

- 1) After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to insure that no one is down range.
- 2) After confirming that the range is clear and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. "
- 3) After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
- 4) Fly Hot Range Flag (red flag)
- 5) An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shutdown until he is free to continue his duty.

Facility Operating Procedure

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Making The Line Safe

- 1) A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
- 2) Once you have determined that adequate time has elapsed, (couple of minutes for shooters to fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."
- 3) **Go down the firing line and inspect all firearms. Confirm that:**
 - a) All firearms are unloaded with detachable magazines removed.
 - b) Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
 - c) If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
- 3) **Go down the firing line and inspect all firearms. Confirm that:**
 - d) Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
 - e) Everyone is standing back behind the firing line, away from teh benches.
 - f) No one is touching a firearm.
 - g) Once you are satisfied that it is safe to go down range, fly the cease fire flag (white flag)
- 4) and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. **Remind shooters to:**
 - a) Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO gives the command to approach the benches.

(Continue on next side)

Facility Operating Procedure

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Making The Line Safe

5. Remind shooters to:

- b) Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
- c) Keep their safety glasses on down range at all times.
- d) That now is also a good time to pick up any brass that has fallen forward of the benches and cement pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
- e) Bring their target frames back if they are done shooting.

Range - Closing Procedure

All RSOs closing the range will:

- 1) Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
- 2) Maintain observation of the line until all shooters have removed their firearms from the range.

Range - Closing Procedure

All RSOs closing the range will:

- 3) Put any equipment such as sandbags and rests in their storage location.
- 4) Pick up all trash and dispose of properly. Sweep off shooting area if required.
- 5) Place stools on top of shooting benches.
- 6) Make sure all baffle doors are UP and secured.
- 7) After all shooters have left the range, turn off all lights and electrical equipment.
- 8) Return spotting scopes and other items to the store to be put away.
- 9) Close and lock all doors of supply cabinets and other secured storage.
- 10) Insure that everyone has left the range.
- 11) Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
 - a) Copy of this SOP
 - b) Incident Reports
 - c) FULL first aid kit
 - d) Tourniquet
 - e) Pens/Pencils
 - f) Sharpie Marker
 - g) Note Pad
 - h) Witness statement sheets
 - i) Rubber Gloves
 - j) Trauma Kit
 - k) Range inspection sheets

(Continue on next side)

Facility Operating Procedure

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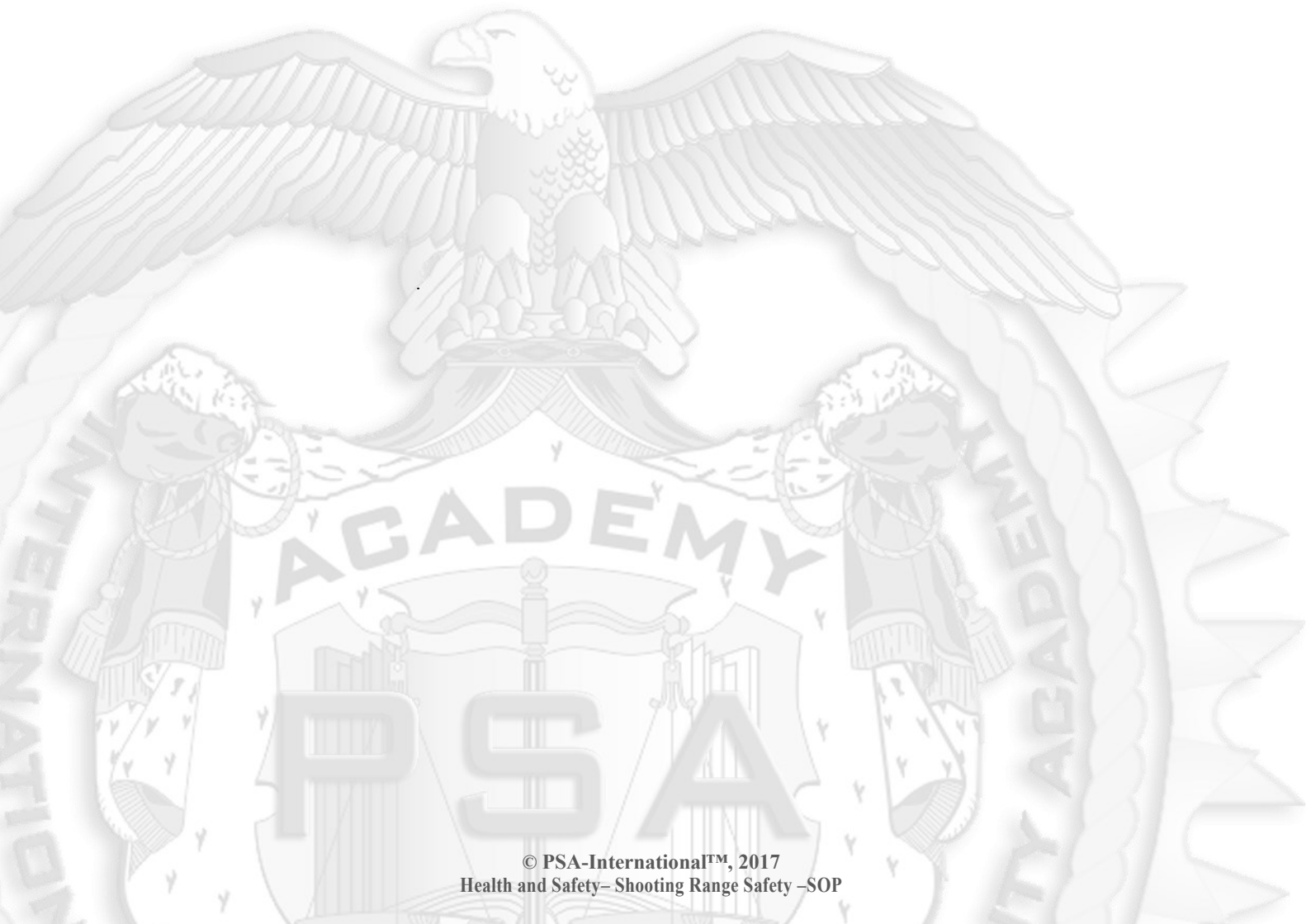
Range - Closing Procedure

All RSOs closing the range will:

- | | |
|--|--|
| <p>12) Check in RSO duty pack.</p> <p>13) Check in Radio and ensure that it is plugged in to recharge the batteries.</p> <p>14) Check in RSO vest</p> <p>15) Drain and put away assigned range/bay water cooler(s).</p> <p>16) <u>If a match or private event was held for designated Rifle or Pistol range:</u></p> <p>a) <u>Perform the appropriate tasks:</u></p> <ul style="list-style-type: none"> I. Remove "Event" signage on the range(s) announcing a closed pistol bay/rifle range event II. iRemove event targets and put them away. III. Ensure shooting line/stations are cleaned up. IV. Ensure garbage cans and any other debris are emptied into the dumpster V. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area. | <p>17) <u>Verify and secure rental/retail items (all ammunition only available in store):</u></p> <ul style="list-style-type: none"> ⇒ Lead sleds ⇒ Shooting bags ⇒ Spotting scopes ⇒ Binoculars ⇒ Bullseye Target Camera ⇒ Eye protection ⇒ Ear protection ⇒ Targets |
|--|--|

Appendix

Safety Incident Report	S-1
Eye Witness Form	S-2
Replacement and Repair Costs	S-3



Safety Incident Report

Documented by: _____ Date: _____

Name of person(s) involved: _____

Indicate type of incident: ☐ Accidental Discharge ☐ Personal Injury ☐ Other
☐ Near Miss ☐ Property Damage

Put a check (✓) under the appropriate response	YES	NO
Was the person(s) involved a member of Shooters Ranges?		
Was the accident the result of firearm/equipment malfunction?		
Did the accident seem to be the result of improper / disregard for / lack of training / lack of firearm and safety education?		
Was First Aid administered?		
Was 911 or other emergency personnel called to the scene?		
Was CPR or use of the defibrillator required?		
Were bodily fluids/biohazardous materials properly cleaned up?		
First-Aid kit need refilled?		
Biohazard Kit need refilled?		

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to the Shooters Ranges management for investigation.

Comments: _____

(Add additional blank pages if necessary)

Eye Witness Form

What did you see? _____

What did you hear? _____

What did you do? _____

Signed: _____ Date : ____/____/____

Replacement and Repair Costs

The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees:

Note: *under the PSA Firearms trainings the the students shooting (and not the trained individual shooters on the Range) - just under supervision and with official PSA Firearms Instructors , so for student is no have a plus cost if they cause damage -*

Except *in those cases when the caused damage therefore generated because the student(s) do not keep up the comply wirt the obligatory safety rules and regulations or / as well as instructor directions. In this case the Academy to take the necessary steps and procedures.*

The fines/fees is depend on the locations of PSA Regional training Centre - Shooting/Firing, so the following chart just included the general costs.

What	Fine/Fee
Baffle Strike	€/ \$ 10
Target Stand Damage	€/ \$ 50 + Replacement Cost
Spotting Scope Damage	€/ \$ 50 + Replacement Cost
Binocular Damage	€/ \$ 50 + Replacement Cost
Chrono Damage	€/ \$ 50 + Replacement Cost
Bullseye Camera Damage	€/ \$ 50 + Replacement Cost
Facility Structures	€/ \$ 200 + Actual Repair Costs
All other equipment not listed above	€/ \$ 50 + Replacement Cost

The currency:

The amount is always to **be paid** in the currency of the given region. So **in** Europe in **€/Euro** and/
or in America in **\$/US Dollar**.

HEADQUARTER

The PSA Academy is member of the PSA International Group™.

The PSA International is officially registered centre in the Hungary, United Kingdom, United States and in Asia, Malaysia, and in Africa, Nigeria also and there are has a local regional offices and representations around the globe.

If you have any question, please call or write an email to our headquarters and contact team.

SECURITY SERVICE:

PSA-INTERNATIONAL - IBSS

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-internationalco.com

Recruitment: recruitment@psa-internationalco.com

Web: www.psa-internationalco.com

TRAINING SERVICE:

PSA-ACADEMY INTERNATIONAL

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-academy.org

Web: www.psa-academy.org

Regional Representative or Contact Person details.



A.4.



IN CASE OF FIRE

RACE

Rescue

Alarm

Contain Fire

Extinguish / Evacuate

REMAIN CALM

www.safetymedia.com SI04RA

Health and Safety Fire Safety Log book

Contents

Get involved

—

Fire Safety

is your

responsibility

We all need to play a part in

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Message from the President of PSA

Welcome to International Protective & Security Academy (PSA)

Irrespective of whether you are a student or a member of staff working here, we want to ensure that you come into PSA and return home at the end of each day without any accidents or any harm to your health.

In essence we want to look after you at your place of work.

Here at PSA we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for us. We must treat it with the same respect as academic rigour and financial propriety.

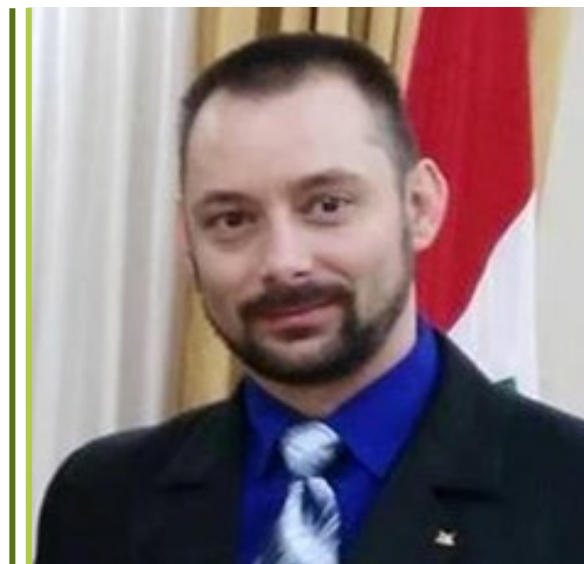
Our responsibilities for safety do not stop at the gates of Hungary or Europe. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

We hope you enjoy working and studying at PSA.

Regards


Founder President
Professor Dr. Norbert Csikany PhD.
PSA Academy



Introduction

This appendix is not operate as an a independent Fire Safety handbook but also just a Extended Fire safety log book what beside at the necessary fire safety documentations is including basic informations and knowladges as well as also discusses the main instruction in a posible fire situation.

Therefore the PSA International and members companies as an PSA Academy take into consideration and use the following guidances and the regulations like these:

Fire safety in the workplace - <https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>

and

and the HM Government guidance of the "**Fire Safety Risk Assesment for the Educational Premises**"

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

Therefore the PSA International and members companies as an PSA Academy take into consideration and use the following guidances and the regulations like these:

These guidance avalible and download with the help of the above links, furthermore from these guidlanes there you can be learn deeper in the Fire Safety and Fire risk assessment fields.

General Informations

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

What? Fire risk assessments and more legislation?

In 2006 the Regulatory Reform Fire (Safety Order) 2005 ("RRO") came into effect. While the RRO does not apply to fields, woods or other land forming part of an agricultural undertaking, owners and occupiers of premises such as barns and other buildings that are used for the shoot will need to consider the RRO and its requirements.

Why do I need to know this?

The premises where keepers and under-keepers work and carry out maintenance etc. And where your beaters meet in the morning or stop to take their lunch or use the WC facilities (if you are lucky enough to have them) fall under the remit of the RRO.

Who exactly needs to give consideration to the RRO and its requirements?

The RRO identifies those who need to consider the RRO who are known as the Responsibly

Who is the responsible person?

This will largely depend on the set up of the shoot, for small DIY syndicate shoot where the guns are also the beaters and share all the work with no payment for beaters or picker uppers there will be limited effect of the RRO.

Where syndicate shoots use barns to meet in, have lunch etc. and sell days and pay for beaters, picker uppers etc. the responsible person role may fall to the shoot Captain.

For larger commercial shoots that uses the barn or building for the shooting season, the responsibility will fall to the owner of the shoot or the person who has day to day control of the premises, that will be responsible.

What do I need to know to stay on the right side of the law?

You must carry out a fire risk assessment and act on any findings is the simple answer.

The risk assessment should;

1. identify the fire safety hazards,
2. identify how you can remove or reduce the risk posed by the hazards and;
3. identify what fire precautions you need to take to manage the risks that remain in order that people can safely escape if a fire does occur

Who do I need to include in the fire risk assessment?

You need to consider everyone that will frequent the premises where you meet up to attend the shoot, e.g. the guns, the keepers, the beaters, the picker uppers and of course others such as the wives and husbands of the guns and the helpers that are not paid to be there.

General Informations

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

Some questions to consider in your fire risk assessment?

1. Consider all ignition sources, is smoking banned inside the barn that you all meet in that just happens to have several tonnes of fertiliser stored in the same place?
2. Do you have untested electrical supplies to the premises or gas appliances for hot water, heating etc.?
3. If so, has your electrical and gas installations been checked by a suitably qualified engineer?
4. Include consideration of any flammable substance likely to be on the premises, typical examples will be full petrol cans for the quad bike or chain saws or fertilisers that are oxidising agents and can rapidly become involved in a fire. Does the petrol etc. need to be stored in the same premises used by your shoot?
5. Can you remove the fire risks?
6. Do you have unguarded heating sources in the premises?
7. Identify who will be at risk should a fire develop, who will have difficulty in escaping quickly, have you considered children on site, those in remote parts perhaps in a toilet facility or people with a disability?
8. Ask yourself if you can all easily get out should a fire occur?
9. This will not be a problem where you are in a large open barn with plenty of ways out however; where there is only one entrance into the barn and the keeper has conveniently parked his vehicle in the entrance which subsequently catches fire; can you all still make your escape?
10. Consider the layout of your premises carefully. If your premises have a complicated layout such as a barn with a ground and first floor, how will you know that there is a rapidly developing fire downstairs while you are all upstairs?
11. Do you need to consider installing smoke detectors?

If you do not feel that you understand the risks fully you can appoint a 'competent person' to help, who may be a professional risk assessor.

Your local fire and rescue authority can give you some advice and guidance, but they cannot come out and do the risk assessment for you as the responsibility rests with responsible persons.

Further guidance

Most shoots are likely to fall within the "Fire Safety Risk Assessment - *Small and medium places of assembly*". The guide can be downloaded from

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>

Fire Risk Assessment

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

MANAGING FIRE SAFETY

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.

The risk assessment that you must carry out will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention. Further information on managing fire safety is available online

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

in Book Part 2 on page 41.

WHAT IS A FIRE RISK ASSESSMENT?

A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The term 'where necessary' (see Glossary) is used in the Order,¹ therefore when deciding what fire precautions and management arrangements are necessary you will need to take account of this definition.

The terms 'hazard' and 'risk' are used throughout this guide and it is important that you have a clear understanding of how these should be used.

- ⇒ **Hazard:** anything that has the potential to cause harm.
- ⇒ **Risk:** the chance of that harm occurring.

If your organisation employs five or more people, or your premises are licensed or an alterations notice requiring it is in force, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded. You will probably find it helpful to keep a record of the significant findings of your fire risk assessment even if you are not required to do so.

Fire Risk Assessment

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

HOW DO YOU CARRY OUT A FIRE RISK ASSESSMENT?

A fire risk assessment will help you determine the chances of a fire starting and the dangers from fire that your premises present for the people who use them and any person in the immediate vicinity. The assessment method suggested in this guide shares the same approach as that used in general health and safety legislation and can be carried out either as part of a more general risk assessment or as a separate exercise. As you move through the steps there are checklists to help you.

Before you start your fire risk assessment, take time to prepare, and read through the rest of Part 1 of the recommended online guide.

Much of the information for your fire risk assessment will come from the knowledge your employees, colleagues and representatives have of the premises, as well as information given to you by people who have responsibility for other parts of the building. A tour of your premises will probably be needed to confirm, amend or add detail to your initial views.

It is important that you carry out your fire risk assessment in a practical and systematic way and that you allocate enough time to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. If your premises are small you may be able to assess them as a whole. In some premises, you may find it helpful to divide them into a series of assessment areas using natural boundaries, e.g. areas such as refectories, assembly spaces, classrooms, lecture theatres, offices, laboratories, stores, as well as corridors, stairways and external routes.

If your premises are in a multi-use complex then the information on hazard and risk reduction will still be applicable to you. However, any alterations to the use or structure of your individual unit will need to take account of the overall fire safety arrangements in the building.

Your premises may be simple, with few people present or with a limited degree of activity, but if it forms part of a building with different occupancies, then the measures provided by other occupiers may have a direct effect on the adequacy of the fire safety measures in your premises.

Under health and safety law (enforced by the HSE or the local authority) you are required to carry out a risk assessment in respect of any work processes in your workplace and to take or observe appropriate special, technical or organisational measures. If your health and safety risk assessment identifies that these processes are likely to involve the risk of fire or the spread of fire then you will need to take this into account during your fire risk assessment under the Order,¹ and prioritise actions based on the level of risk.

You need to appoint one or more competent persons (this could be you) to carry out any of the preventive and protective measures need to comply with the Order.¹ This person could be you, or an appropriately trained employee or, where appropriate, a third party.

Fire Risk Assessment - 5 steps method

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people. Figure 1 shows the five steps you need to take to carry out a fire risk assessment. More and deeper informations available in

FIRE SAFETY RISK ASSESSMENT

► Follow the 5 key steps ► Fill in the checklist ► Assess your fire risk and plan fire safety

1 Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).
You need to keep sources of ignition and fuel apart.

How could a fire start?
Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?
Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

☐ Have you found anything that could start a fire?
Make a note of it.

☐ Have you found anything that could burn?
Make a note of it.

2 People at risk

People at risk
Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

Have you identified?
☐ Who could be at risk?
☐ Who could be especially at risk?
Make a note of what you have found.

3 Evaluate, and act

Evaluate
First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

Remove and reduce risk
How can you avoid accidental fires?
Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

Protect
Take action to protect your premises and people from fire.

☐ Have you assessed the risks of fire in your workplace?
☐ Have you assessed the risk to staff and visitors?

☐ Have you kept any source of fuel and heat/sparks apart?
If someone wanted to start a fire deliberately, is there anything around they could use?
☐ Have you removed or secured any fuel an arsonist could use?
☐ Have you protected your premises from accidental fire or arson?

How can you make sure everyone is safe in case of fire?
☐ Will you know there is a fire?
☐ Do you have a plan to warn others?
☐ Who will make sure everyone gets out?
☐ Who will call the fire service?
☐ Could you put out a small fire quickly and stop it spreading?

How will everyone escape?
☐ Have you planned escape routes?
☐ Have you made sure people will be able to safely find their way out, even at night if necessary?
☐ Does all your safety equipment work?
☐ Will people know what to do and how to use equipment?
Make a note of what you have found.

4 Record, plan and train

Record
Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan
You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train
You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

☐ Have you made a record of what you have found, and action you have taken?

☐ Have you planned what everyone will do if there is a fire?
☐ Have you discussed the plan with all staff?

Have you?
☐ Informed and trained people (practised a fire drill and recorded how it went)?
☐ Nominated staff to put in place your fire prevention measures, and trained them?
☐ Made sure everyone can fulfil their role?
☐ Informed temporary staff?
☐ Consulted others who share a building with you, and included them in your plan?

5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

Have you?
☐ Made any changes to the building inside or out?
☐ Had a fire or near miss?
☐ Changed work practices?
☐ Begun to store chemicals or dangerous substances?
☐ Significantly changed your stock, or stock levels?
☐ Have you planned your next fire drill?

Completed the checklist?

Do you need more information?

The checklist above can help you with the Fire Risk Assessment but you may need additional information especially if you have large or complex premises.

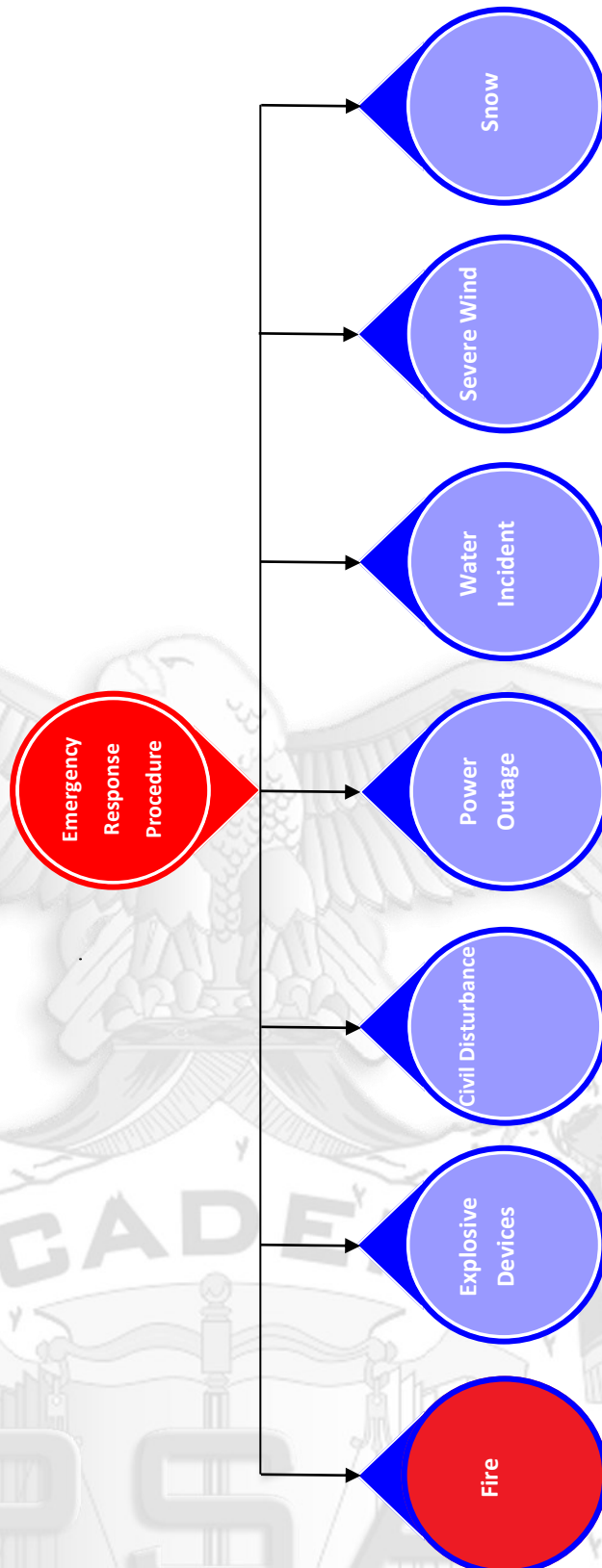
We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at www.communities.gov.uk/fire

Product code 06LGF03855.P

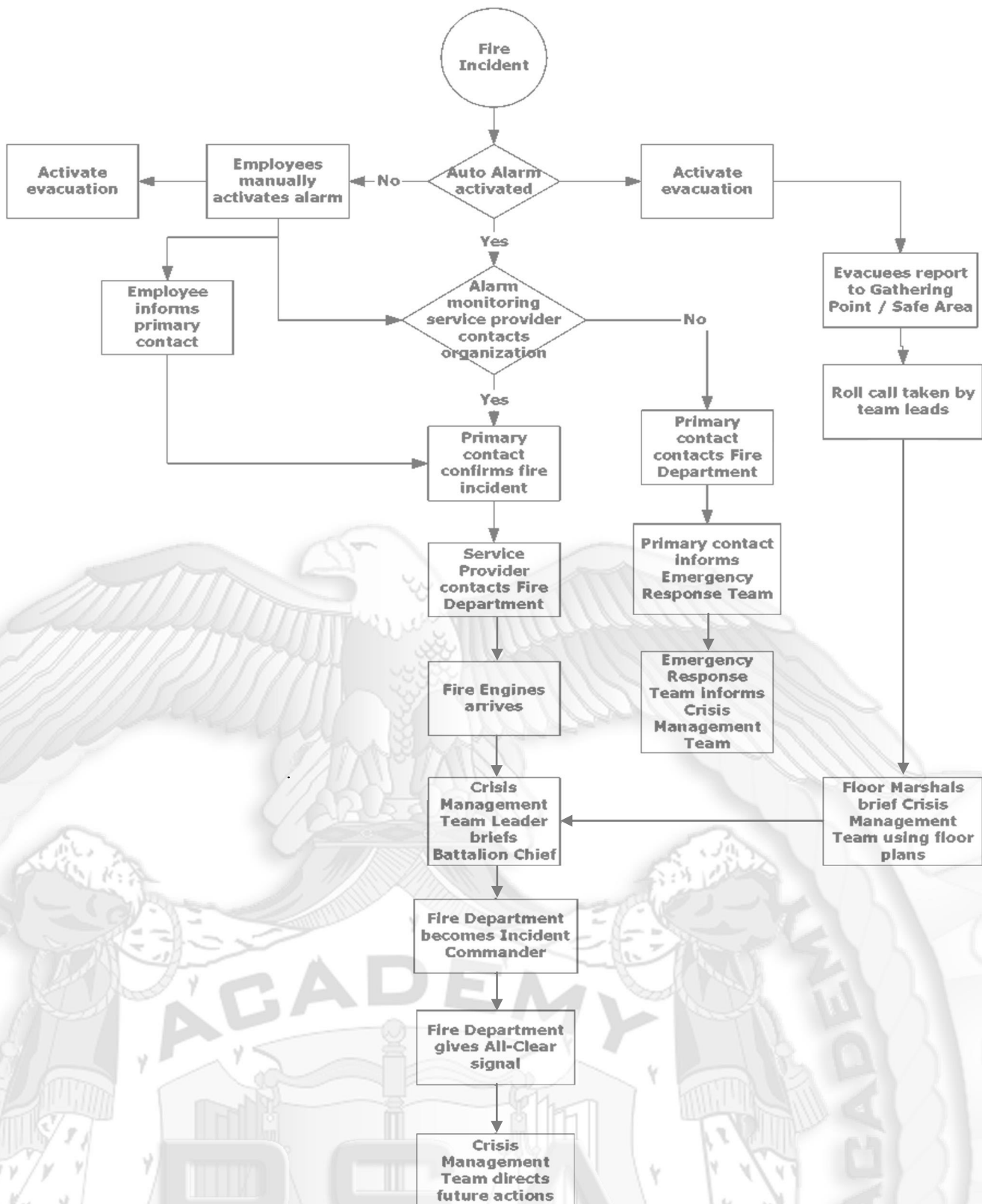
Figure 1: The five steps of a fire risk assessment

Emergency response procedure - Fire

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.



FIRE EMERGENCY PROCEDURE - FLOWCHART



FIRE SAFETY CHECKLIST FOR THE WORKPLACE



1 Does your property have clear and accessible escape routes?



2 Is fire fighting equipment available throughout the entire property?



3 Do you have a fully working, regularly tested fire alarm?



4 Do you have a set of fire precautions advertised for your employees?



5 Are your staff regularly trained in fire safety matters?



6 Are all of your staff taken into consideration in your evacuation plans?



7 Do you have a sectioned area for smokers on your premises?



8 Are your fire extinguishers serviced and replaced on a regular basis?



9 Are all of your electrical systems and appliances maintained and checked regularly?

Fire Extinguisher Code

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

 KNOW YOUR FIRE EXTINGUISHER CODE 				
CO ₂	DRY POWDER	AFFF FOAM	WATER	VAPOURISING LIQUIDS
				
 FOR USE ON: Flammable Liquids	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles	 FOR USE ON: Wood, Paper and Textiles
 FOR USE ON: Live Electrical Equipment	 FOR USE ON: Flammable Liquids	 FOR USE ON: Flammable Liquids	 DO NOT USE ON: Live Electrical Equipment	 FOR USE ON: Flammable Liquids
 DO NOT USE ON: Wood, Paper and Textiles	 FOR USE ON: Gaseous Fires	 DO NOT USE ON: Live Electrical Equipment	 DO NOT USE ON: Flammable Liquids	 FOR USE ON: Gaseous Fires
 DO NOT Use in a confined space	 FOR USE ON: Live Electrical Equipment	 DO NOT USE ON: Flammable Metal Fires	 DO NOT USE ON: Flammable Metal Fires	 FOR USE ON: Live Electrical Equipment



First Aid for Burns (basic procedure)

First Aid for Burns

1. INTRODUCTION

The information contained within this poster will assist you in identifying the cause, severity and percentage of a burn. Do not wait until a colleague sustains a burn to read it. If a burn is sustained within the work place it will have resulted from an accident or poor safety practice. Do not attempt to treat a burn until you are certain any potential hazards have been neutralised.

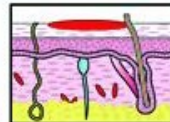
CAUSE	EXAMPLE	COMMENTS
Thermal (dry)	Hot iron or naked flame	Normally short exposure to source
Thermal (wet)	Hot Water	Normally longer exposure to source
Cryogenic (cold)	Dry Ice	Often results in an object being stuck to the skin
Radiation	Sun	Early capable of causing superficial partial thickness burns during the summer months
Chemical	Acid	A burn caused by a chemical will require medical attention
Friction	Rope Burn	Rare in the work place
Electroly	High Voltage Power Lines	Electrical burns are dangerous and potentially involve additional damage to internal organs



2. CLASSIFICATION OF BURNS

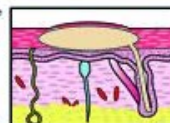
SUPERFICIAL

1. Reddening and discolouration of the skin.
2. Some swelling.
3. Pain.



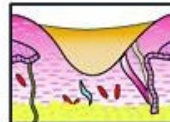
PARTIAL THICKNESS

1. A combination of discolouration, swelling and blistering of the skin.
2. If any blisters have burst a clear watery fluid may leak from the site (Serum).
3. May involve one or more blisters being formed.
4. Pain.



FULL THICKNESS

1. Pitted/charred appearance.
2. Surrounding skin around burn site may appear wax-like and false.
3. Clear watery fluid may leak directly from the burn site.
4. Blisters may form around the site of the main charred area but not on it.
5. If the skin is badly charred, the casualty may not experience pain as the nerve endings may be destroyed.



3. TREATMENT OF BURNS

1. Ensure that the cause of the burn does not endanger your life or that of the casualty.
2. Assess that the casualty is still conscious (if they are not, carry out the ABC of resuscitation).
3. Establish the cause of the burn - if a chemical is suspected go to section 4.
4. Immediately begin to cool the burn as shown. Continue cooling under water for 10 minutes. NB - DO NOT over cool, you may lower the body temperature too much.
5. If the burn has affected a limb e.g. arm, remove any constrictive items such as watches, rings etc., in anticipation of any swelling. NB - Do not remove if directly in contact with the burn.
6. Initially cool under running water for 10 minutes or until burning sensation has stopped and then apply a non adhesive sterile dressing.

DO NOT

- Burst any blisters.
- Apply adhesive dressings.
- Remove damaged skin.
- Apply creams/ointments.
- Cover with 'fluffy' dressings.
- Affix dressing too tightly.
- Apply butter/fats/margarine.
- Remove damaged clothing.
- Apply ice.



4. CHEMICAL BURNS

1. If a chemical burn is suspected, the burn must be irrigated with copious amounts of water after the casualty's Airway, Breathing and Circulation have been checked.
2. The contaminated skin must be washed under running water for at least 20 minutes.
3. Ensure that the chemical is washed off the skin and not on to unaffected areas.
4. Any contaminated clothing must be removed (assuming it is not adhered to the skin) to allow the water to irrigate the skin correctly.
5. Attempt to establish the cause of the burn. Use the C.O.S.H.H. Data Sheet and information given on relevant containers to confirm the chemical involved.
6. As the majority of chemical burns occur some time after contact it is advisable to refer all casualties to Medical Aid.



Take care not to inhale any fumes.
Always wear your Personal Protective Equipment (PPE)

5. DRESSING A BURN

1. When a burn has been cooled sufficiently a sterile non-fluffy dressing should be applied.
2. Gently remove any rings, watches, belts, shoes or smouldering clothes from the injured area before it begins to swell. NB - If clothing is burnt onto the wound DO NOT pull off.
3. A water based gel soaked sterile dressing is ideal as it helps prevent burn-progression and infection.
4. If a suitable dressing is not available, you may improvise using a sterile triangular bandage or clingfilm.

DO NOT apply any dressings that may cause a tourniquet effect.



6. CLOTHING ON FIRE

If a casualty's clothing is on fire the greatest danger will be to their airway. Due to a combination of panic and pain they may be on their feet and moving flames will naturally rise and endanger the airway of the casualty.

ACTION TO TAKE

1. Initiate the fire alarm.
2. Attempt to get the casualty flat on the floor - you may have to physically push them over using a broom or fire blanket etc., to ensure you do not get exposed to the flames.
3. Once the casualty is flat on the floor try to smother the flames. Ideally use a fire blanket or improvise with a woollen or cotton blanket.
4. Ensure the casualty's Airway, Breathing and Circulation are present.
5. Cool the burn(s).

NB - DO NOT over cool, you may lower the body temperature too much.

DO NOT roll the casualty. Extinguish from the head down.



7. COMPLICATED BURNS

AIRWAY

All burns involving the airway are potentially life threatening. Attempt to treat any external burns and dial 999/112 for help.

BURNS TO THE RESPIRATORY SYSTEM

As well as sustaining a damaged airway, the lungs and associated tissue may be damaged by hot fumes and smoke. This may cause blistering to the tissue and requires urgent medical attention.

CIRCULATION

Normally resulting from chemical contamination, a circle burn involves damage to the skin that encircles any part of the body such as the arm. As it swells it constricts circulation of other body systems. Treat as in section 3 and dial 999/112 for help.



8. BURN SEVERITY

The severity of burns depends on the area of the body affected and the extent i.e. Partial thickness or Full thickness.

1% OF THE BODY'S SURFACE IS ROUGHLY EQUIVALENT TO THE PALM OF THE CASUALTY'S HAND.

CASUALTIES SHOULD BE REFERRED TO HOSPITAL IN THE FOLLOWING INSTANCES:

- Any Superficial burn covering more than 5% of the body's surface.
- Any Partial thickness burn covering more than 1% of the body's surface.
- Any Full thickness burns. Any burns involving children.
- All burns involving feet, hands, face or genital areas.
- All burns that extend around a limb.
- Any burns with a mixed pattern of depth.
- If unsure of depth or severity of burn.

Accident & Emergency
Department





Fire Safety Log Book

Premises Name:

Premises Address:

Date From:

Date To:

Location of Log Book:

What to do in the case of a fire

**Join Us
To Kill
Fire.**



- ⇒ On the sounding of the fire alarm the building must be evacuated following your emergency plan.
- ⇒ Where possible try to contain the fire by shutting doors and windows; this will help to reduce draughts that may fan and spread the fire.
- ⇒ Contact the fire service immediately ensuring the name and address of the premises is given clearly.
- ⇒ Try not to position yourself too close to fire bells/sirens if possible when making the emergency call. It can become very difficult for all parties to hear vital information.
- ⇒ When the fire service arrives ensure the responsible person meets them to collate information.
- ⇒ Do not re-enter the building for any reason.

Fire Safety Log Book

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

FIRE SAFETY LOG BOOK

The fire safety records included in this logbook, a suitable and sufficient fire risk assessment and well thought out emergency plans will lead to a good fire safety culture and a quality safety management structure.

Record keeping will provide valuable resources to assist you in two areas:

- ⇒ Effectively managing the fire strategy for your PSA Educational premises; and
- ⇒ Providing evidence to enforcing authorities or the courts that you have done everything that could be reasonably expected to ensure safety within the business premises and to comply with the law.

This Fire Safety Log Book should include records of routine checks of:

- Fire Detection Systems
- Fire Extinguisher Systems
- Fire Hose Reels
- Sprinkler System
- Emergency Escape Lighting
- Miscellaneous Equipment
- Staff Fire Instruction and Training
- Staff Fire Drills incl. Evacuation
- External Fire Safety Inspection Visits

Fire Safety Log Book

Records must be kept up to date, ensuring that all service visits are recorded in the log book as well as events and emergency call outs that may be required.

FIRE DETECTION SYSTEM/TEST

The fire alarm system is required to be monitored and tested by a nominated responsible person.

The responsible person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Regular tests are vital to ensure that there has not been any major failure of the entire or a significant part of the system.

It is essential that if the alarm is linked to an alarm signal receiving centre, it is contacted immediately before, and immediately after, any tests to ensure that unnecessary attendance of the fire and rescue service is avoided and that an assessment of whether fire alarm signals are correctly received at the alarm receiving centre.

Fire Safety Log Book

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

FIRE DETECTION SYSTEM/TEST

- ⇒ Inspect the alarm panel daily for normal operation of the system (this does not have to be recorded). If any defects are found then record in the log book and report it to a responsible person. It should be ensured that any faults recorded have received appropriate attention.
- ⇒ Every week a different manual call point should be operated (same time each week) during normal working hours. In premises where employees work out of these hours, an additional test should be carried out at least once a month to ensure familiarity with the sound of the fire alarm. There is no maximum limit for the period of time it takes to test the system in rotation.
- ⇒ Automatic door releases that are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test, checking that all doors are being released and close fully onto the door rebates.

SMOKE DETECTORS

Daily: Carry out a visual inspection of the smoke detectors to check position.

Weekly: Ensure that the smoke detectors are checked and tested each week.

Annually: If domestic batteries are utilised, all batteries must be changed on a common date each.

EMERGENCY LIGHTING SYSTEM

Daily: Carry out a visual inspection to ensure that red illumination lamps are lit inside each fitting. All faults must be recorded.

Escape Lighting

- Are luminaires and exit signs in good condition and undamaged?
- Is emergency lighting and sign lighting working correctly?

Quarterly: Ensure that an engineer services the system and that they record all service visits.

The emergency escape lighting system is required to be monitored and tested by a nominated competent person. This person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system. Due to the possibility of a failure of the normal lighting shortly after a period of testing of the emergency lighting system or during the subsequent recharge period, all tests should be undertaken at times of minimum risk.

- ⇒ Inspect the system daily and ensure that every indicator lamp in a maintained unit is lit. If any defects are found then record in the log book and report it to a responsible person. It should be ensured that any previous faults recorded have received urgent attention.

Fire Safety Log Book

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

EMERGENCY LIGHTING SYSTEM

- ⇒ Monthly test of all self-contained luminaires by simulating normal lighting failure. The period of simulated failure should not exceed one quarter the rated duration of the luminaire or sign and all luminaires/signs should be visually examined to ensure correct function.
- ⇒ Six-monthly test of self-contained luminaires, internally illuminated signs and central battery systems by a power failure simulation of 1 hour for 3 hour duration units and 15 minutes for 1 hour units. During the test check all luminaires for proper function.
- ⇒ Three yearly test for full duration of self-contained and central battery systems. During the test check all luminaires and at the end when the supply is restored ensure that any indicator lamp or device is showing normal supply.
- ⇒ Subsequent annual tests should be undertaken following the same practice as the three yearly test or at the discretion of the enforcing authority.



FIRE EXTINGUISHERS

Weekly: Ensure that all fire extinguishers are in their allocated position, unobstructed and available for use. Any faults identified should be recorded and rectified.

Fire fighting Equipment

- ⇒ *Are all fire extinguishers in place?*
- ⇒ *Are fire extinguishers clearly visible?*
- ⇒ *Are any vehicles blocking fire hydrants?*

Annually: Ensure that engineers service the extinguishers and that they record all service visits.

Inspection checks should include:

- Are extinguishers located in the designated place?
- Are extinguishers visible and unobstructed?
- Are operating instructions legible and do they face outwards?
- That extinguishers have not been used and have no obvious damage.
- That pressure gauges/indicators are reading within operational and safety limits.
- That the seals and tamper indicators are not broken or missing.

Fire Safety Log Book

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

FIRE HOSE REELS

These should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition, that all couplings are water tight and the nozzle is easy to operate. A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended).

SPRINKLER SYSTEMS (AUTOMATIC)

Arrange for inspections and tests of the sprinkler system to be carried out by a competent person, for any defects found to be logged and ensure any necessary action is taken. Ensure that certificates of satisfactory testing are received.

MEANS OF ESCAPE

Weekly: Carry out inspections throughout the premises to ensure that: all means of escape routes are free from obstruction.

- Can all fire exits be opened immediately and easily?
- Are fire escape doors clear of obstruction?
- Are escape routes clear?

Check:

- ⇒ All self-closing devices fitted to doors are operational.
- ⇒ If automatic door release units are installed, test for correct operation.
- ⇒ All fire doors close fully against the door rebates and are undamaged.
- ⇒ You should ensure that on a daily basis the escape routes are:
- ⇒ Free from obstruction, slip or trip hazards (stored or temporary items).
- ⇒ Clearly indicated to ensure relevant people can use them easily and Immediately.
- ⇒ Equipped with fire doors, that are not wedged open or have self-closing devices removed, to prevent the spread of fire, heat and smoke.
- ⇒ Final exit doors can be opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key.
- ⇒ Areas outside the final exit doors are kept clear from obstruction.
- ⇒ Available for access by the emergency services

Fire Safety Log Book

This section write the rules and fire safety which Fire Safety regulation must be followed in order to ensure.

FIRE EVACUATION DRILLS

Six-monthly: Ensure that an evacuation drill is carried out. Results of the drill, including the time taken to evacuate the premises are to be recorded.

TRAINING

Six-monthly: Ensure that a competent person carries out training for all staff and that the training is recorded. Training should cover:

- ⇒ Prevention of fire.
- ⇒ Being prepared for a fire.
- ⇒ Action upon hearing the alarm.
- ⇒ Action upon discovery of a fire.

(Note: training for night staff should be quarterly)

Are all relevant people aware of their responsibilities in the event of an emergency? Ensure that they know:

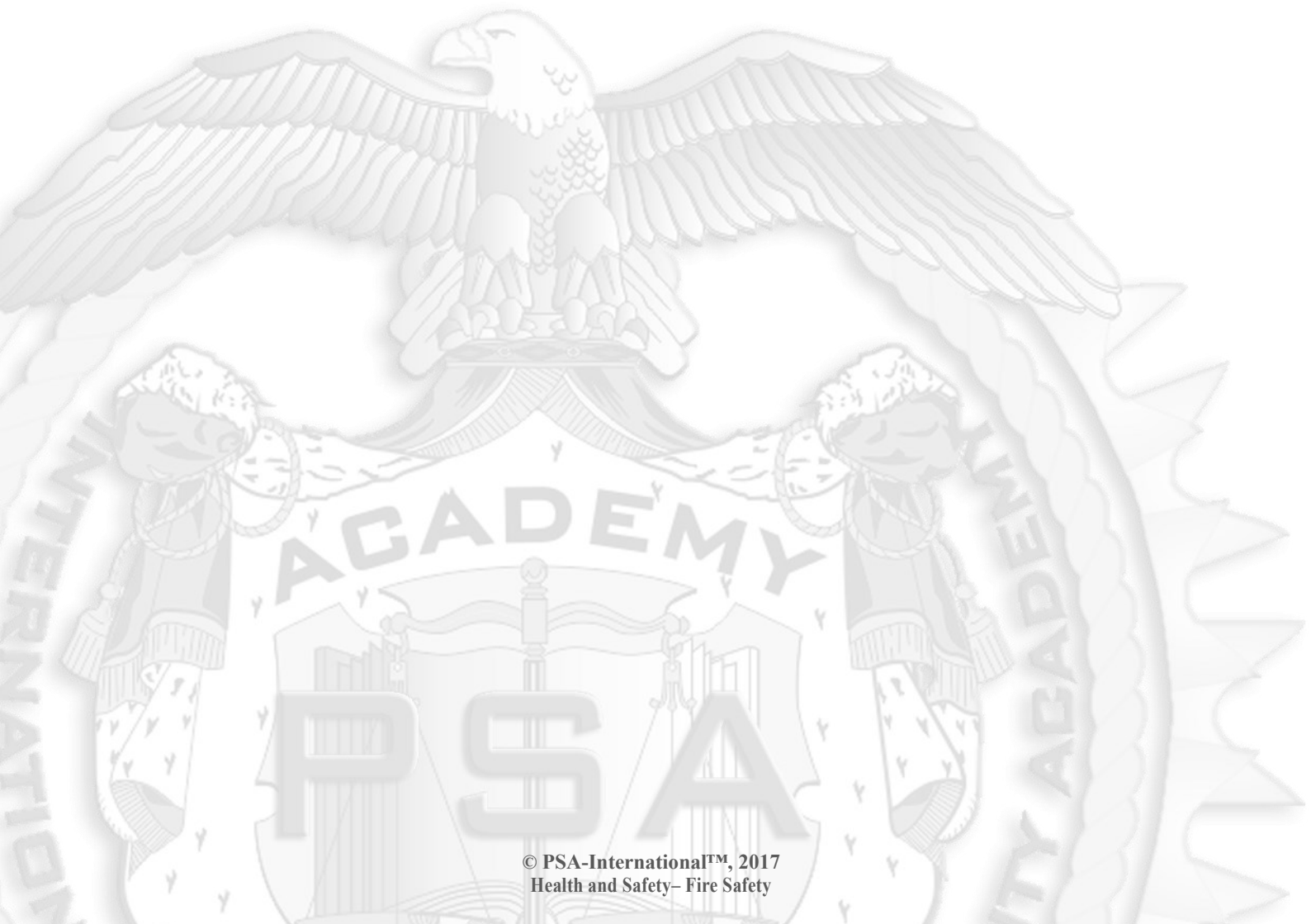
- What action to take on discovering a fire and on hearing the fire alarm.
- How to raise the alarm.
- How to contact the Fire Service.
- Correct evacuation procedures and location of the assembly points.
- Only tackle a fire if it is safe to do so (when fire is small and correct extinguisher is available).
- Aware of the contents of the Fire Risk Assessment.

TRAINING

Employees should receive training during working hours when they start employment, following any changes to the emergency plan or to the workplace and if there are changes to work practices and processes.

Appendix - FORMS/RECORDS

FIRE DETECTION TEST RECORD (Weekly)	FS-1
FIRE EXTINGUISHER TEST RECORD (Monthly, Annually)	FS-2
FIRE HOSE REAL TEST RECORD	FS-3
SPINKLER SYSTEM TEST RECORD (Weekly)	FS-4
EMERGENCY ESCAPE LIGHTING TEST RECORD (Monthly, Six Monthly, Annually)	FS-5
MISCELLANEOUS EQUIPMENT TEST RECORD	FS-6
FIRE INSTRUCTION AND TRAINING RECORD	FS-7
FIRE / EVACUATION DRILL RECORD	FS-8
FIRE SAFETY INSPECTION VISITS	FS-9



[illegible]

FIRE EXTINGUISHER TEST RECORD (Monthly, Annually)

[illegible]

[illegible]

[illegible]

(Monthly, Six Monthly, Annually)

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Health and Safety– Fire Safety Log Book

[illegible]

FIRE INSTRUCTION AND TRAINING RECORD

[illegible]

[illegible]

FIRE SAFETY INSPECTION VISITS

Date	Inspecting Authority/ Officer	Inspecting Authority/ Officer Signature	Comments

HEADQUARTER

The PSA Academy is member of the PSA International Group™.

The PSA International is officially registered centre in the Hungary, United Kingdom, United States and in Asia, Malaysia, and in Africa, Nigeria also and there are has a local regional offices and representations around the globe.

If you have any question, please call or write an email to our headquarters and contact team.

SECURITY SERVICE:

PSA-INTERNATIONAL - IBSS

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

E-mail: Info@psa-internationalco.com

Recruitment: recruitment@psa-internationalco.com

Web: www.psa-internationalco.com

TRAINING SERVICE:

PSA-ACADEMY INTERNATIONAL

Phone: +44 (0) 798 551 0784 UK

+36 70 410 9955 HU

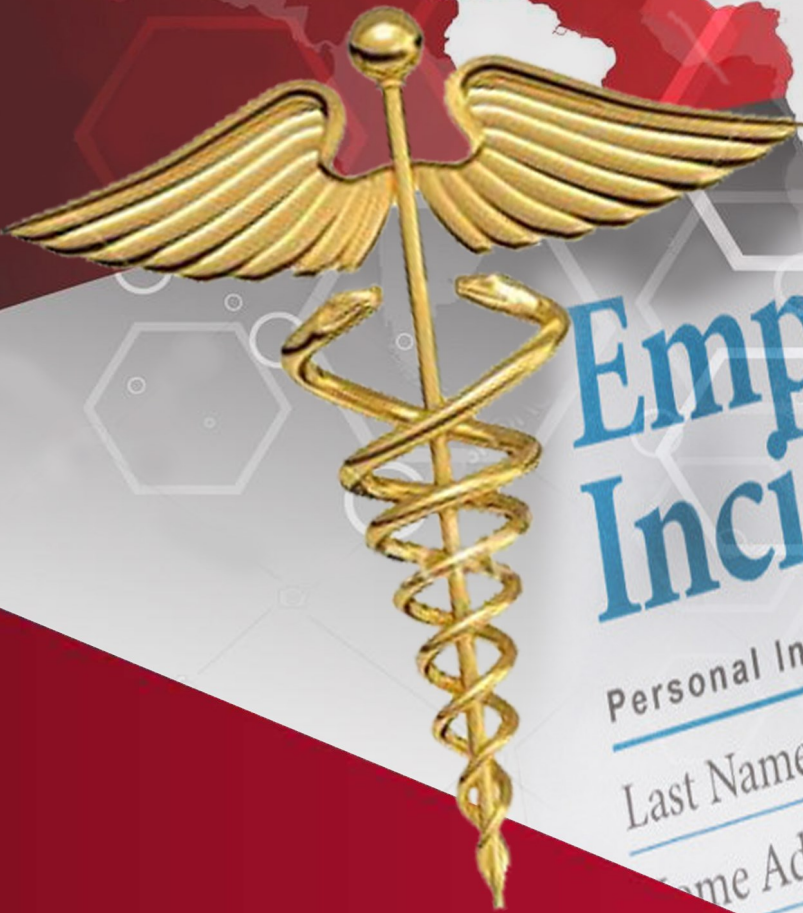
E-mail: Info@psa-academy.org

Web: www.psa-academy.org

Regional Representative or Contact Person details.



A.5.



Employee Accident Incident Report

Personal Information

Last Name:

First Name:

Home Address:

Date of Birth:

Security Number:

Other Telephone

No:

Health and Safety Accident Reporting Handbook

Contents

Get involved

—

health & safety
is your
responsibility

We all need to play a part in

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First Aid - Accident & Incident
Report Form AR.2

Student - Accident & Incident
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Accident Investigation Form AR.4

Message from the President of PSA

Welcome to International Protective & Security Academy (PSA)

Irrespective of whether you are a student or a member of staff working here, we want to ensure that you come into PSA and return home at the end of each day without any accidents or any harm to your health.

In essence we want to look after you at your place of work.

Here at PSA we work with a number of hazards that are not normally encountered in most workplaces and our aim is to ensure that these are controlled to prevent harm to our staff and students.

Health and Safety is therefore a top priority for us. We must treat it with the same respect as academic rigour and financial propriety.

Our responsibilities for safety do not stop at the gates of Hungary or Europe. We are an organisation with a global reach and this means we need to keep you safe whether you are on-site, off-site or overseas.

The ultimate responsibility for your safety rests with me as the Head of School but I cannot achieve this without your involvement and support. If you have responsibilities for people then I need your support and if you are an employee or student then I expect you to follow the rules set out in this handbook and elsewhere in the organisation.

We hope you enjoy working and studying at PSA.

Regards

Founder President
Professor Dr. Norbert Csikany PhD.
PSA Academy



General Instructions

This handbook write the rules and procedures which must be following in order to ensure in case of accidents or Incidents, furthermore this handbook also included the all necessary forms as well, - which should be used in these cases.

Introduction

The revised Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) came into operation on 1 April 1996. These regulations replace a number of previous regulations. The Regulations are designed to generate reports from employers to the Health and Safety Executive (HSE), Local Authorities and Environmental Health Departments which will provide information to help them perform their accident prevention and enforcement activities effectively.

The purpose of this guidance is to advise Heads of Department, Managers and Supervisors of the system by which the School carries out its duties under the regulations.

No changes to the existing procedures are being made by this guidance, but it is expected that accident and incident reporting procedures generally will be improved.

Procedures

Accident report forms should always be completed to record non-injury incidents, injuries or ill health. Completed accident report forms should be sent without delay to building reception or designated e-mail address stated in the form. The accident reporting procedure should normally be followed.

All Accident report forms should be followed-up by a departmental accident/incident investigation and report. These should be filed in the department for action, review and future reference. These may be required by external agencies such as HSE and the School Insurers.

Definitions

This handbook write the rules and procedures which must be following in order to ensure in case of accidents or Incidents, furthermore this handbook also included the all neccessary forms as well, - which should be used in these cases.

INCIDENT

Incidents include accidents resulting in injury, cases of occupational disease, work-related ill health, fires, damage to property or the environment, near misses, and physical or verbal assault at work. Road traffic accidents that occur on campus or during work-related travel off campus, are also included.

ROAD TRAFFIC ACCIDENTS

Road traffic accidents that occur on campus or during work-related travel off campus and between campuses are also included (home-to-work commuter journeys are not included).

NEAR MISS

A near miss is an event which had the potential to cause injury, property or environmental damage, but actual harm or damage did not occur.

DANGEROUS OCCURRENCES

Dangerous occurrences are events which did not result in an injury but which caused significant damage to property or the environment.

SUMMARY OF REPORTABLE DANGEROUS OCCURRENCES

- ⇒ Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- ⇒ Explosion, collapse or bursting of any closed vessel or associated pipework;
- ⇒ Failure of any freight container in any of its load bearing parts;
- ⇒ Plant or equipment coming into contact with overhead power lines;
- ⇒ Electrical short circuit or overload causing fire or explosion;
- ⇒ Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- ⇒ Accidental release of a biological agent likely to cause severe human illness;
- ⇒ Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- ⇒ Malfunction of breathing apparatus while in use or during testing immediately before use;

(Continue on next side)

Definitions

This handbook write the rules and procedures which must be following in order to ensure in case of accidents or Incidents, furthermore this handbook also included the all neccessary forms as well, - which should be used in these cases.

SUMMARY OF REPORTABLE DANGEROUS OCCURRENCES

- ⇒ Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- ⇒ Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- ⇒ Unintended collision of a train with any vehicle;
- ⇒ Dangerous occurrence at a well (other than a water well);
- ⇒ Dangerous occurrence at a pipeline;
- ⇒ Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- ⇒ A road tanker carrying a dangerous substance overturns, suffers serious damage, and catches fire or the substance is released;
- ⇒ A dangerous substance being conveyed by road is involved in a fire or released;
- ⇒ Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- ⇒ Explosion or fire causing suspension of normal work for over 24 hours;
- ⇒ Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air;
- ⇒ Accidental release of any substance which may damage health.

MAJOR INJURIES

The major injusies mean the following case cases:

- ⇒ any fracture, other than to the fingers, thumbs or toes;
- ⇒ any amputation;
- ⇒ dislocation of the shoulder, hip, knee or spine;
- ⇒ loss of sight (whether temporary or permanent);
- ⇒ a chemical or hot metal burn to the eye or any penetrating injury to the eye;

(Continue on next side)

Definitions

This handbook write the rules and procedures which must be following in order to ensure in case of accidents or Incidents, furthermore this handbook also included the all necessary forms as well, - which should be used in these cases.

MAJOR INJURIES

The major injusies mean the following case cases:

- ⇒ any injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- ⇒ any other injury: leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- ⇒ loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- ⇒ acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- ⇒ acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

ACCIDENT REPORT BOOK

All accidents must be reported immediately to School Officials including: Lecturers, Administration Department, Campus Manager, Reception / Security, H&S Personnel, where it will be recorded in the Accident Report Book. This is the responsibility of the injured person and must be carried through to be recorded as evidence. Failure to do so may affect future claims

ACCIDENT REPORT FORM

An accident report form is to be followed up after reporting your accident. This is to record all information of the accident. All documents pertaining to the accident must also be collated and returned.

FIRST AIDER ACCIDENT FORM

In the event of First Aid being applied, the first aider must also complete an accident report form and must be signed by the injured person.

LECTURERS DUTY

In the event of the accident occurrence being in the presence of a lecturer, the lecturer must complete an accident report form – a copy is to be retained in the department.

(Continue on next side)

Reporting an Accident or Incident

In these circumstances the regulations require that employers notify the Health and Safety Executive as a matter of urgency. These circumstances and the manner in which they should be reported to the Health and Safety Advisors are described below.

What should be reported?

All incidents should be reported (excluding everyday trivial events that would normally never result in a more significant injury).

Reportable (to H&SS) incidents include:

- ⇒ Lost time injuries - all accidents that result in injury that involves loss of working or studying time
- ⇒ Incidents of work-related ill health e.g. occupational asthma, dermatitis, musculoskeletal disorders, repetitive strain injuries or work-related stress (these may be cumulative problems or relate to a specific incident)
- ⇒ Minor (but not trivial) injuries that do not result in lost time e.g. sprains, strains, cuts. These may involve incidents where local first aid is applied or preventative action is taken e.g. using an eyewash bottle after an eye splash
- ⇒ Cases of illness (not work related) where a first aider or an ambulance is called (e.g. fainting, epilepsy, diabetes, cardiac arrest etc)
- ⇒ Sporting injuries that occur in Academy sporting facilities (Sportspark and associated sports pitches).
- ⇒ Fires at work or on Academy property
- ⇒ Significant near misses - incidents that could have caused serious harm, either to people, property or the environment. This would include e.g. spillages of hazardous materials such as toxic chemicals, biological agents, radioactive materials, solvents etc, even if contained within a laboratory
- ⇒ Dangerous Occurrences i.e. incidents that result in significant damage to property or the environment
- ⇒ Incidents of physical or serious verbal assault at work involving staff, students or on campus
- ⇒ Road traffic accidents that occur on campus or during work-related travel off-campus (not including home-to-work journeys).
- ⇒ **IF IN DOUBT, REPORT IT.**

Reporting an Accident or Incident

In these circumstances the regulations require that employers notify the Health and Safety Executive as a matter of urgency. These circumstances and the manner in which they should be reported to the Health and Safety Advisors are described below.

Reporting Major Injury

If there is an accident connected with work and the regulations require that employers notify the Health and Safety Executive as a matter of urgency. These circumstances and the manner in which they should be reported to the Health and Safety advisors.

- a) a Academy employee, students or a self employed person working or studying on academy premises suffers a fatal injury, or major injury (including as a result of physical violence); or
- b) any person not at work (e.g. visitor, or member of the public) is killed or taken to hospital;

The appropriate University Health and Safety Advisor should be notified immediately (e.g. by telephone). An accident report form should be completed as soon as possible.

Reporting Over Three Days Absence Injury

If there is an accident connected with work or study (including an act of non-consensual physical violence) and a school employee, a self-employed person or student working on school premises suffers an over three day absence injury (this includes an employee who although not absent from work/study is unable to attend normal practices), the appropriate department should be notified as soon as possible after the third day of absence.

NB. Three consecutive days excludes the day of the accident but includes any days which would not have been working days, such as week-ends

Reporting a Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, and may reoccur, then it may be a dangerous occurrence which should be notified to the Health and Safety Office immediately via campus reception or e-mail (healthandsafety@psa-academy.org). An accident report form giving details should be completed.

Reporting an Accident or Incident

In these circumstances the regulations require that employers notify the Health and Safety Executive as a matter of urgency. These circumstances and the manner in which they should be reported to the Health and Safety Advisors are described below.

REPORTABLE DISEASES

Conditions due to physical agents and the physical demands of work

- | | |
|---|---|
| 1) Inflammation, ulceration or malignant disease of the skin due to ionising radiation | 11) Bursitis or subcutaneous cellulitis arising at or about the elbow due to severe or prolonged external friction or pressure at or about the elbow (beat elbow) |
| 2) Malignant disease of the bones due to ionising radiation | 12) Traumatic inflammation of the tendons of the hand or forearm or of the associated tendon sheaths |
| 3) Blood dyscrasia due to ionising radiation | 13) Carpal tunnel syndrome |
| 4) Cataract due to electromagnetic radiation | 14) Hand-arm vibration syndrome |
| 5) Decompression illness | Infections due to biological agents |
| 6) Barotrauma resulting in lung or other organ damage | 15) Anthrax |
| 7) Dysbaric osteonecrosis | 16) Brucellosis |
| 8) Cramp of the hand or forearm due to repetitive movements | 17) a.) Avian Chlamydiosis
b.) Ovine Chlamydiosis |
| 9) Subcutaneous cellulites of the hand (beat hand) | 18) Hepatitis |
| 10) Bursitis or subcutaneous cellulitis arising at or about the knee due to severe or prolonged external friction or pressure at or about the knee (beat knee). | 19) Legionellosis |
| | 20) Leptospirosis |
| | 21) Lyme disease |
| | 22) Q fever |
| | 23) Rabies |
| | 24) Streptococcus suis |
| | 25) Tetanus |
| | 26) Tuberculosis |

(Continue on next side)

Reporting an Accident or Incident

In these circumstances the regulations require that employers notify the Health and Safety Executive as a matter of urgency. These circumstances and the manner in which they should be reported to the Health and Safety Advisors are described below.

REPORTABLE DISEASES

Conditions due to physical agents and the physical demands of work

- 27) Any infection reliably attributable to the performance of the work specified below:-

Work with micro-organisms; work with live or dead human beings in the course of providing any treatment or service or in conducting any investigation involving exposure to blood or body fluids; work with animals or any potentially infected material derived from any of the above.

Conditions due to substances

- 28) Poisonings by any of the following:

- a) Acrylamide monomer;
- b) Arsenic or one of its compounds;
- c) Benzene or a homologue of Benzene;
- d) Beryllium or one of its compounds;
- e) Cadmium or one of its compounds;
- f) (Carbon Disulphide;
- g) Diethylene Dioxide (Dioxan);
- h) Ethylene Oxide;
- i) Lead or one of its compounds;

Conditions due to substances

- 28) Poisonings by any of the following:

- j) Manganese or one of its compounds;
- k) Mercury or one of its compounds;
- l) Methyl Bromide;
- m) Nitrochlorobenzene, or a nitro- or amino- or chloro-derivative of Benzene or of a homologue of Benzene;
- n) oxides of Nitrogen;
- o) Phosphorus or one of its compounds.

- 29) Cancer of a bronchus or lung

- 30) Primary carcinoma of the lung where there is accompanying evidence of Silicosis

- 31) Cancer of the urinary tract

- 32) Bladder cancer

Reporting an Accident or Incident

In these circumstances the regulations require that employers notify the Health and Safety Executive as a matter of urgency. These circumstances and the manner in which they should be reported to the Health and Safety Advisors are described below.

REPORTABLE DISEASES

Conditions due to substances

- 33) Angiosarcoma of the liver
- 34) Peripheral neuropathy
- 35) Chrome ulceration of
 - (a) the nose or throat; or
 - (b) the skin of the hands or forearm.
- 36) Folliculitis
- 37) Acne
- 38) Skin cancer
- 39) Pneumoconiosis (excluding asbestosis)
- 40) Byssinosis
- 41) Mesothelioma
- 42) Lung cancer
- 43) Asbestosis
- 44) Cancer of the nasal cavity or associated air sinuses
- 45) Occupational dermatitis
- 46) Extrinsic alveolitis (including farmer's lung)
- 47) Occupational asthma.

Source

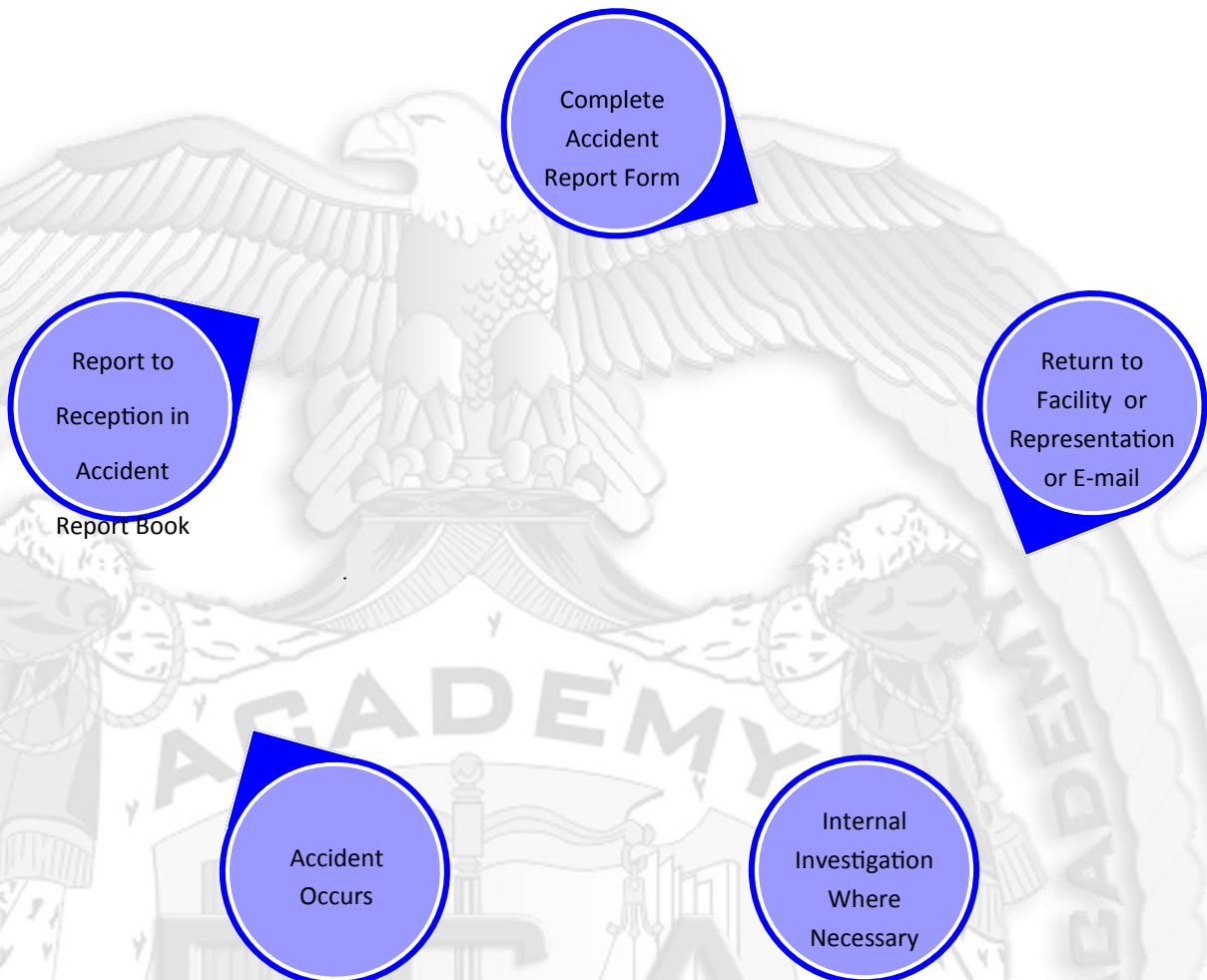
HSE Publications L73
A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations 1995.
ISBN 0 7176 1012 8

Procedures

Effective incident reporting can rely on all the facts being investigated as soon as possible, before potential 'evidence' is lost. The University is also required to report all RIDDOR-reportable incidents to the Health and Safety Executive (HSE) as soon as practicable, and in any event, within 10 days – see section 3 below. Incident reports should therefore be submitted to H&SS as soon as practicable, to enable investigations to start and to ensure that the legal time limits for reporting to HSE under RIDDOR are not exceeded (where relevant).

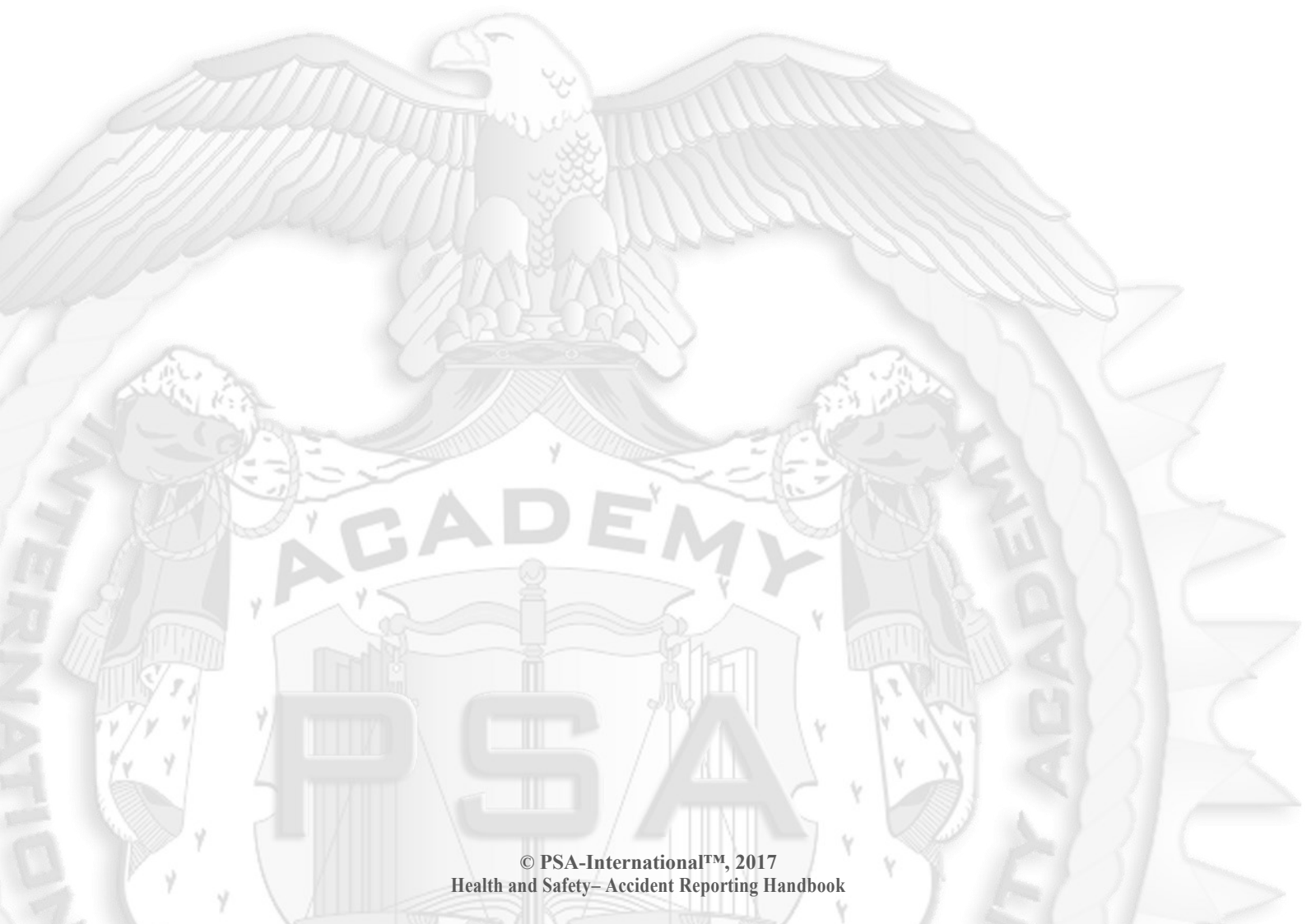
Return the form completed to the building reception.

In case of unforeseen circumstances i.e. Fire, Admission to Hospital as a result of an accident, details of accidents should be entered on the Accident Report form, found by contacting the Administration Team or alternatively by emailing healthandsafety@psa-academy.org



Appendix - FORMS/RECORDS

Employee - Accident & Incident Report Form	AR.1
First Aid - Accident & Incident Report Form	AR.2
Student - Accident & Incident Report Form	AR.3
Accident Investigation Form	AR.4



Employee - Accident & Incident Report Form

This form is to be used by any employee to record an accident, incident, dangerous occurrence or near miss. It must be completed and returned to the building reception before leaving where possible or e-mail within 5 working days of the incident to healthandsafety@psa-academy.org

Employee Name		Employee NI Number:	
----------------------	--	----------------------------	--

Job Title	
------------------	--

Line Manager	
---------------------	--

Has the above Line Manager been informed?	
☐ Yes	
☐ No	

Names of person(s) involved in accident/incident	Address:	Phone number	Email address
		Line: Mobil:	
		Line:	
		Line:	
		Line:	
		Line:	

(If more person(s) involved in accident/incident, Please use other Form as well.)

Date of Incident:	___ / ___ / ___	Time of Incident:	___ : ___
--------------------------	-----------------	--------------------------	-----------

Location of accident/incident, including address and postcode (where known):

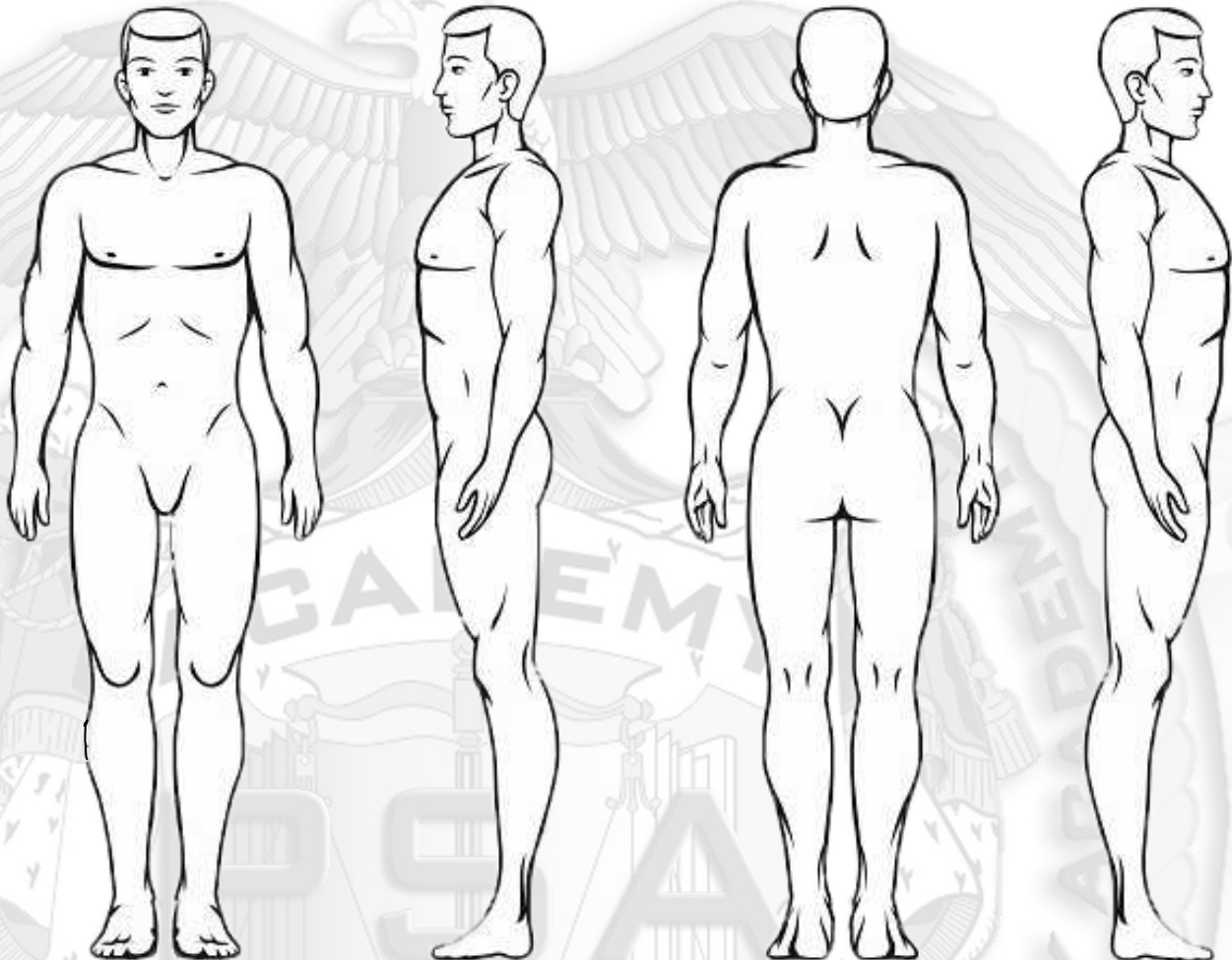
Employee - Accident & Incident Report Form

Nature of accident/incident (tick all that apply)

- | | | |
|--|---|---|
| ☐ Assault | ☐ Fire/explosion | ☐ Manual handling |
| ☐ Road Traffic Collision (RTC) | ☐ Involved multiple casualties | ☐ Person colliding with vehicle |
| ☐ Injury/ill health to student | ☐ Lack of training/experience | ☐ Failure of/failing to wear PPE |
| ☐ Injury/ill health to contractor | ☐ Person/s lost Trip - UK | ☐ Fall from height |
| ☐ Injury/ill health to other person | ☐ Trip - overseas | ☐ Slip, trip or fall |
| ☐ Breach of policy, procedure, guidance | ☐ Violence/aggression | ☐ Confined space |
| ☐ Involved hazardous substances | ☐ Equipment failure | ☐ Other |

Description of accident/incident and extent of injury (please give as much detail as possible)

Illustrate on the diagram position or place of injury, if any:



☐ Accident ☐ Incident ☐ Dangerous occurrence ☐ Near miss

[illegible]

☐ None	☐ Taken to hospital	☐ First aid/medic
☐ Seen by doctor	☐ Seen by physiotherapist	☐ Other

Witness 1:

Name: _____	Home address: _____
	Post Code: _____

Statement: _____

Signature: _____ Date: ____ / ____ / ____

Employee - Accident & Incident Report Form

Witness 2:	
Name: _____	Home address: _____ Post Code: _____
Statement: _____ _____ _____ _____ _____	
Signature: _____	Date: ____ / ____ / ____

Details of person completing the form:	
Name: _____	Relation to Employee _____
Signature: _____	Date: ____ / ____ / ____

Once completed please return to the building reception before leaving where possible

Alternatively, e-mail within 5 working days of the incident to:

healthandsafety@psa-academy.org

OFFICE USE ONLY

Name: _____	Signature: _____	Date: ____ / ____ / ____
Action Taken: _____ _____ _____ _____ _____		

It must be completed and **returned to the building reception before leaving where possible** or e-mail within 5 working days of the incident to healthandsafety@psa-academy.org

Hospital Details	
	

First Aid - Accident & Incident Report Form

Detail of Injured Person	
Name: _____ _____	Home address: _____ _____ Post Code: _____
Statement: _____ _____ _____ _____ _____	
Signature: _____	Date: ____ / ____ / ____

Details of person completing the form:	
Name: _____ _____	Relation of Student: _____
Signature: _____	Date: ____ / ____ / ____

Once completed please return to the building reception before leaving where possible

Alternatively, e-mail within 5 working days of the incident to:

healthandsafety@psa-academy.org

OFFICE USE ONLY

Name: _____	Signature: _____	Date: ____ / ____ / ____
Action Taken: _____ _____ _____ _____ _____		

Student - Accident & Incident Report Form

This form is to be used by any student to record an accident, incident, dangerous occurrence or near miss. It must be completed and returned to the building reception before leaving where possible or e-mail within 5 working days of the incident to healthandsafety@psa-academy.org

Student ID Number	
--------------------------	--

Names of person(s) involved in accident/incident	Address:	Phone number	Email address	Student ID Number
		Line: Mobil:		
		Line: Mobil:		
		Line: Mobil:		
		Line: Mobil:		
		Line: Mobil:		

(If more person(s) involved in accident/incident, Please use other Form as well.)

Date of Incident:	____ / ____ / ____	Time of Incident:	____ : ____
--------------------------	--------------------	--------------------------	-------------

Location of accident/incident, including address and postcode (where known):

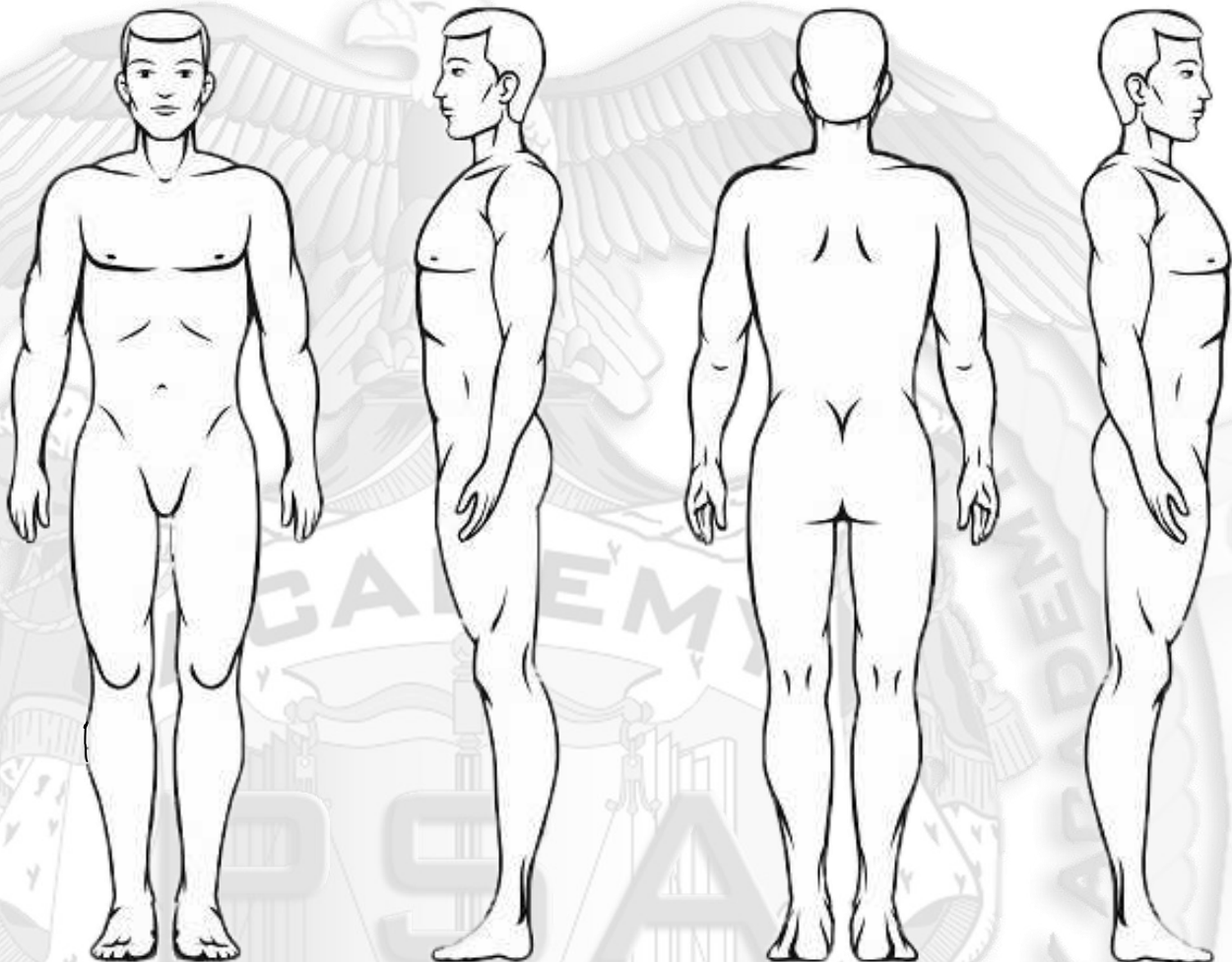
Nature of accident/incident (tick all that apply)		
☐ Assault ☐ Road Traffic Collision (RTC) ☐ Injury/ill health to student ☐ Injury/ill health to contractor ☐ Injury/ill health to other person ☐ Breach of policy, procedure, guidance ☐ Involved hazardous substances	☐ Fire/explosion ☐ Involved multiple casualties ☐ Lack of training/experience ☐ Person/s lost Trip - UK ☐ Trip - overseas ☐ Violence/aggression ☐ Equipment failure	☐ Manual handling ☐ Person colliding with vehicle ☐ Failure of/failing to wear PPE ☐ Fall from height ☐ Slip, trip or fall ☐ Confined space ☐ Other

Student - Accident & Incident Report Form

Description of accident/incident and extent of injury (please give as much detail as possible)

[illegible]

Illustrate on the diagram position or place of injury, if any:



Student - Accident & Incident Report Form

Nature of accident/incident (tick all that apply)			
☐ Accident	☐ Incident	☐ Dangerous occurrence	☐ Near miss

[illegible]

Details of any follow up action taken		
☐ None	☐ Taken to hospital	☐ First aid/medic
☐ Seen by doctor	☐ Seen by physiotherapist	☐ Other

Details of any witness(es) and their statement(s)	
Witness 1:	
Name: _____	Home address: _____ Post Code: _____
Statement: _____ _____ _____ _____	
Signature: _____	Date: ____/____/____

Student - Accident & Incident Report Form

Witness 2:	
Name: _____	Home address: _____ Post Code: _____
Statement: _____ _____ _____ _____ _____	
Signature: _____	Date: ____ / ____ / ____

Details of person completing the form:	
Name: _____	Relation to Student _____
Signature: _____	Date: ____ / ____ / ____

Once completed please return to the building reception before leaving where possible

Alternatively, e-mail within 5 working days of the incident to:

healthandsafety@psa-academy.org

OFFICE USE ONLY

Name: _____	Signature: _____	Date: ____ / ____ / ____
Action Taken: _____ _____ _____ _____ _____		

Accident Investigation Form



Name of organisation:

Branch/department:

1. Particulars of Accident

Date of accident: DD / MM / YEAR

Time:

Location:

Date reported: DD / MM / YEAR

2. The Injured Person

Name:

Address:

Date of birth: DD / MM / YEAR

Phone number:

Length of employment – at plant: on job:

Type of Injury:

- ☐ Bruising ☐ Dislocation ☐ Strain/sprain
☐ Scratch/abrasion ☐ Internal ☐ Fracture
☐ Amputation ☐ Foreign body ☐ Laceration/cut
☐ Burn/scald ☐ Chemical reaction
☐ Other: (specify injured part of body)

Comments:

3. Damaged Property

Property or material damaged:

Nature of damage:

Object/substance causing damage:

4. The Accident

Description:

Describe what happened.

If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

Analysis:

What caused the accident?

How serious could it have been?

☐ Minor ☐ Serious ☐ Very serious

How often is this likely to happen again?

☐ Never ☐ Rarely ☐ Occasionally ☐ Often

Accident Investigation Form

Prevention:

What action has or will be taken to stop another accident like this happening?

Tick items already actioned.

Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN
	☐		
	☐		
	☐		
	☐		
	☐		

5. Treatment and Investigation of Accident

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by:

Date: DD / MM / YEAR

WorkSafe advised: ☐ Yes ☐ No

Date: DD / MM / YEAR

HEADQUARTER

The PSA Academy is member of the PSA International Group™.

The PSA International is officially registered centre in the Hungary, United Kingdom, United States and in Asia, Malaysia, and in Africa, Nigeria also and there are has a local regional offices and representations around the globe.

If you have any question, please call or write an email to our headquarters and contact team.

SECURITY SERVICE:

PSA-INTERNATIONAL - IBSS

Phone: +44 (0) 798 551 0784 UK
+36 70 410 9955 HU

E-mail: Info@psa-internationalco.com
Recruitment: recruitment@psa-internationalco.com
Web: www.psa-internationalco.com

TRAINING SERVICE:

PSA-ACADEMY INTERNATIONAL

Phone: +44 (0) 798 551 0784 UK
+36 70 410 9955 HU

E-mail: Info@psa-academy.org
Web: www.psa-academy.org

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