

Aide Memoire

Health and Safety Consideration	Response
Has a risk assessment been carried out in the areas you have been deployed to taking into consideration the staffing numbers, skills and the circumstances?	Y/N
Is there a safe system of work or agreed operating procedure?	Y/N
Are you in date with C&R training? <i>(Make sure this information is shared. There is no mandatory requirement for operational managers to do the full C&R training)</i>	Y/N
Do you know where the fire extinguishers and fire exits are?	Y/N
Do you know where the evacuation assembly points are?	Y/N
Have you established if there are any PEEPs (Personal Evacuation and Emergency Plan) for prisoners with mobility issues in the area in which you are working?	Y/N
Are you RPE trained/in date? <i>(Make sure this information is shared. There is no mandatory requirement for operational managers to be RPE trained)</i>	Y/N
Do you know where the RPE is kept?	Y/N
Do you a) know where the demister equipment is and b) are you trained to use it?	a) Y/N b) Y/N
Do you know if your area has smoke extraction and how to deploy it?	Y/N
Do you know where the inundation spanners/keys are?	Y/N
Do you know where the anti-barricade tools are?	Y/N
Are you trained to use an extendable baton?	Y/N
Do you know where the general alarm points are?	Y/N
Do you know where all the high risk CSRA prisoners are?	Y/N
Do you know where all the prisoners on ACCTs are located in the area you are working?	Y/N
Have you been issued with a 'Fish knife'?	Y/N
Do you have access to an internal phone directory?	Y/N
Do you need a PIN for an external call and have you got one?	Y/N
Are you a) trained in First Aid and b) do you know how to get a First Aid trained member of staff if necessary?	a) Y/N b) Y/N
Have you read the wing obs book and identified any risks?	Y/N
Do you have any concerns that have not been addressed in regards to H&S? <i>(If yes record in the space below and keep.)</i>	Y/N
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