

# EEC SAFETY SUITE



## GUIDANCE NOTES INDEX

The following links will direct you to step-by-step guidance documents to the following EEC modules.

### Introduction to EEC

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113459&type=full&servicetype=Attachment>

### Adding a new user

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113275&servicetype=Attachment>

### Guidance on Accident reporting

<http://extranet.somerset.gov.uk//EasysiteWeb/getresource.axd?AssetID=111858&servicetype=Attachment>

### Accident Report Data Collection form:

<http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=32117>

### How to complete an accident report on EEC

<http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=110752>

### Risk Assessments

#### How to find a Risk Assessment (includes secure areas)

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113277&servicetype=Attachment>

#### How to complete a Risk Assessment

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113276&servicetype=Attachment>

#### How to complete a Risk Assessment Action Plan

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113278&servicetype=Attachment>

#### Risk Assessment guidance for federated schools and establishments

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113279&servicetype=Attachment>

#### Management reporting - Creating a Management report

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113292&servicetype=Attachment>

#### External Visits Management - How to Plan a New Visit

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113298&servicetype=Attachment>

#### Visit Information Collection Sheet -

<https://slp.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Visit-activity%20Information%20collection%20Sheet.pdf>

**Audit - Accessing your Audit Report, Action Plan and Performing a Self-Audit**

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=130249&service type=Attachment>

**Behaviour Monitoring - recording an incident**

<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113300&service type=Attachment>

If you are unable to locate the guidance that you need to require further assistance, please contact:

Steve Dorrall - Safety Officer

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or

Corporate Health & Safety Unit

Telephone: 01823 355089 Email: [CHSU@somerset.gov.uk](mailto:CHSU@somerset.gov.uk)