

SAMHE Air Quality Monitor – Standard Operating Procedure for staff

Accepting the gift of your SAMHE air quality monitor:

By accepting the gift of a SAMHE monitor, your school is accepting responsibility for the monitor, its safe usage within your school, and any liability that arises as a result. For advice on the safe usage of the air quality monitor, including a risk assessment covering the usage of the air quality monitor, please see the documentation on our [safety and data protection page](#).

Important considerations for setting up your monitor.

- The monitor should be placed vertically on a flat surface away from its edges. Some models include two plastic bases, which can be used to stabilise the monitor. Alternatively, you could attach it to a wall. As you will be moving the monitor around the school, you may wish to use a fixing such as Command™ Strips (or strong tape), or if you have several semi-permanent locations in mind, screws and wall plugs have been provided.
- Make sure the cable does not present a trip hazard; for example, ensuring that the cable does not lie in, or hang over, anywhere where people might walk. Only use the provided cable.
- Ideally your monitor will be at least 50cm from the floor and should not be above head height. Only use it indoors. Ideally the monitor should also be out of direct sunlight.
- Ensure that your hands are clean and dry before plugging your SAMHE monitor into a mains power socket using the cable provided and switching it on.

Movement of your monitor:

To get a really good idea of the air quality within your school, you will be asked to move your monitor from place to place on a regular basis. When moving your monitor, make sure you follow these procedures:

- 1) Make sure your hands are clean and dry that the environment is free from hazards; for example, ensure there have been no spillages nearby and that the floor is dry.
- 2) Turn off the plug socket at the wall.
- 3) Remove the plug from the socket.
- 4) Carry the monitor, ensuring the cable is safely wrapped/bundled up, to its new location.
- 5) Place the monitor on a suitable flat surface, or securely fix it to the wall - ideally your monitor will be at least 50cm from the floor and should not be above head height.
- 6) Plug your SAMHE monitor into a mains power socket using the cable provided, switch on the socket and the monitor.
- 7) You're up and running in your new location – login to your account on the SAMHE Web App to tell us all about your monitor's new home!

Interacting with your monitor:

To enjoy the SAMHE Web App to the full, you will want to carry out some of the activities suggested for your school. These activities might include:

Increases, or changes in, your activities levels.

Some of the activities will involve moving around:

- a) for these activities please ensure that you and your pupils check your surroundings to avoid bumping into anyone or anything, and make sure you are all aware of each other's intended movements,
- b) make sure you and your pupils are physically comfortable with your activity and always stop if you are not comfortable.

Changes to your environment.

Some of the activities will involve making changes to your environment, which might include opening or closing windows and doors or considering moving furniture. Make sure your feet are always securely placed on the floor and that no-one is at risk of bumping into windows, doors, or furniture. In the event that you need to move furniture please follow your school's risk assessment.

For all SAMHE activities, please exercise your discretion when deciding whether the activity is suitable for your group of students, taking into account whether there are any students within the group who are not feeling well or are clinically vulnerable.