



Highfield Priory

Independent Day School

and Nursery

## **HIGHFIELD PRIORY SCHOOL**

### **HEALTH AND SAFETY PROVISION**

#### **HEALTH AND SAFETY MANUAL**

This document is a working document to advise staff about the health and safety provision within the school. The manual and policy document will be reviewed by the Health and Safety committee each year or more frequently if legislation or further guidance is given. The manual and policy document will be reviewed each term by the Health and Safety Committee and any pertinent changes will be made. A copy will be kept in the staffroom and the office and a link can be found to it on the policy documents spreadsheet. Staff are directed to read the Policy Statement (attached) and to sign a receipt to indicate that they have read and understood the school's Health and Safety Policy.

#### **General Statement of Health and Safety Policy**

As governors of Highfield Priory School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Highfield Priory School by appointing a governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head Master. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Governor's meeting.
- These reports (as per point above) are considered by the Governors and their recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the School Business Manager arranges for an independent hygiene and safety audit of food storage,

meal preparation and food serving areas three times a year, together with regular deep cleaning and pest control services, and that the School Business Manager reports on all these aspects to the Finance and General Purposes Committee.

- The school has fire risk assessments, carried out by a competent person which are reviewed every year, and updated every [three] years; more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended.
- The school has a competent person undertake a risk assessment for legionella, every [two] years and a quarterly water sampling and testing regime is in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the School Business Manager and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the School Business Manager.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in this document.

Signed (.....) Chair of Governors, for and on behalf of the Board

Date (.....)

## DESIGNATED PERSONS OF RESPONSIBILITY – HIGHFIELD PRIORY SCHOOL

	Staff name/designation	Date
Competent persons appointed to advise on Health & Safety	Jeremy Duke (Headmaster)/ Andrew Sheppeck (Deputy Head)	April 2017
School Business Manager	Mrs Heywood (Sch. Business Man.)	
Fire	Mrs Heywood	
First Aid	Jeremy Duke	
Medication	Jeremy Duke	
Care & Welfare	Jeremy Duke	
Catering	Mrs Heywood	
Swimming	Michelle Parsons	
Visits/activity holidays	Mr Duke/Mrs Jones	
P.E.	Michelle Parsons	
Science	Mrs Eccles	
Design & Technology	Amanda Jewitt	

EYFS	Alison Halstead
Educational Support Staff	Mrs Heywood
I C T	Lee Turner

## **Highfield Priory School Health and Safety Policy 2018/19**

### **PART I**

#### **1. Introduction**

1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for Highfield Priory School. This is for the benefit of teaching and non-teaching staff and pupils.

1.2 The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises.

1.3 This statement deals with those aspects over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services; it describes how the Head is discharging his responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school.

#### **2. Responsibilities and duties in matters concerned with safety**

##### **2.1 The Headmaster**

The ultimate responsibility for all school safety organisation and activity rests with the Headmaster, who shall:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice;
- (b) co-ordinate the implementation of the approved safety procedures in the school;
- (c) maintain contact with outside agencies able to offer expert advice;
- (d) report all known hazards immediately to the Governors and stop any practices or the use of any plant, tools, equipment, machinery, etc. he considers to be unsafe, until satisfied as to their safety;
- (e) make recommendations to the Governors for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially dangerous;
- (f) make or arrange for an investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations;
- (g) review from time to time:
  - (i) the provision of first aid in the school, and
  - (ii) the emergency regulations, including the regular fire drill, and make recommendations for improving the procedures laid down;

- (h) review regularly the dissemination of safety information concerning the school;
- (i) recommend necessary changes and improvements in welfare facilities;
- (j) inform the Governors from time to time of the safety procedures of the school

## 2.2 Obligations of all Employees

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of any other person who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- (b) to observe standards of dress consistent with safety and hygiene;
- (c) to exercise good standards of housekeeping and cleanliness;
- (d) to know and apply the emergency procedures in respect of fire and first aid;
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his (her) own safety and/or the safety of others;
- (f) to co-operate with other employees in promoting and improving safety measures in the school;
- (g) to co-operate with the appointed safety representatives (The Headmaster and the School Secretary).

## 2.3 Teaching and Non-teaching Staff with special responsibility relating to safety

These staff:

- (a) have a general responsibility for the application of the School's safety policy to their own department or area of work and are directly responsible to the Headmaster for the application of existing safety measures and procedures within that department or area of work. Advice or instructions given by the Governors and the Headmaster, including the relevant parts of this statement shall be observed;
- (b) shall, where necessary, maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines);

- (c) shall resolve any health and safety problem any member of the staff may refer to them and refer to the Headmaster any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headmaster;
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- f) shall, where appropriate, seek advice and guidance;
- (g) shall suggest to the Headmaster requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## **2.4 Special Obligations of Class Teachers**

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility, he (she) should discuss the matter with the Headmaster before allowing practical work to take place. Class teachers are expected:-

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alerts and first aid, and to carry them out;
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- (c) to give clear instructions and warning as often as necessary;
- (d) to follow safe working procedures personally;
- (e) to call for protective clothing, guards, special safe working procedures, etc. where necessary;
- (f) to make recommendations to their Subject Co-ordinator or Line Manager e.g. on safety equipment and on additions or improvements to plant, tools, equipment which are dangerous or potentially so.

## **2.5 The Pupil**

The pupils are expected:

- (a) to exercise personal responsibility for the safety of self and class-mates;
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## **3. Visitors**

Regular visitors and other users of the premises, (e.g. delivery men from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in

school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

## **ARRANGEMENTS**

### **SAFETY ARRANGEMENTS**

#### **INDUCTION AND TRAINING**

Reference to the induction of new employees on Health and Safety issues is given in the policy document.

The school will provide staff with appropriate training as and when the need arises. This training will include:

- First Aid at the Workplace
- Use of Mini Bus
- Manual Handling
- Lone Working
- Use of Ladders
- Operating fire equipment
- Fire evacuation procedures

This list is not exhaustive and the school will make training available in areas subsequently recognised as being a requirement.

#### **Accessibility**

See School accessibility plan

#### **1. Accident Reporting and Investigation (including under RIDDOR)**

1 A First Aider will assess the nature of the accident and the reporting requirements. Reference should be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf))

2 If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

3 The School Secretary/Head's PA is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the accident book when they attend the office for any occurrence requiring first aid.

4 The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records are kept in a locked filing cabinet in the office to ensure compliance with the Data Protection Act.

5 Accident reports will be considered at every meeting of the School Health and Safety Committee.

6 All accidents reportable by the school under RIDDOR will be investigated. This may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the SMT and the Health and Safety Committee.

7 For serious incidents the School Business Manager should consider obtaining legal advice at the outset of any investigation (by contacting ISBA).

8 The School Business Manager will contact the school insurer where any incident is felt likely to result in a claim.

9 A responsible adult escort pupils to hospital and for ensuring that appropriate Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

## **2. Administering Medicines**

See school First Aid Policy and EYFS Medicines Policy

## **3. Anti-bullying**

See school Anti-Bullying Policy

## **4. Asbestos**

The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").

It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any of the School buildings, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The School Business Manager will arrange for this to take place.

An asbestos register will be maintained for each property where the School is the duty holder showing the location, type and condition of the asbestos. The School Business Manager will be responsible for the up keep of the register.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed. An asbestos management plan will be formulated [by an external competent person], in conjunction with the School Business Manager to either:-

- encapsulate any asbestos present and monitor its condition: or
- have the asbestos removed by a licensed contractor.
- the plan will specify:
  - (i) who is responsible for managing the asbestos
  - (ii) responsibility for the asbestos register
  - (iii) the schedule for monitoring the condition of the materials
  - (iv) the associated channels of communication
  - (v) the Bursar will have responsibility for the management of the plan

Where any work is likely to involve contact with asbestos containing materials, the School Business Manager will appoint an HSE licensed contractor to undertake the works.

Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.

Where an employee / contractor / pupil believe they have discovered asbestos they should contact the School Business Manager immediately so that appropriate action can be taken.

## **5. Child Protection and staff behaviour**

See school Child Protection and Safeguarding Policy

## **6. Competent Advice**

1 The School Business Manager is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision

2 External consultants may be used as follows:

- surveyors to give advice on the fabric of the school
- engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
- food hygiene professional to monitor, audit and take samples of catering facilities and activities
- qualified electricians for all electrical systems work
- Gas Safe registered engineers for work on gas boilers and appliances
- engineers for lightning protection checks
- asbestos consultants for sampling, updating registers and management action plans
- consultant / contractor for risk assessment and sampling of water systems
- consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
- doctor providing medical advice

3 Internal expertise will be used as appropriate and may include:

- Teaching area risk assessments (by teaching staff responsible for those areas)
- Caretaking and Grounds activities (School Business Manager/Head Caretaker)
- First Aid (School Business Manager/School Secretary)

## **7. Control of Access and Security**

See school Security and Access Policy

## **8. Construction Work (CDM)**

1 The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow ([www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf))

2 The School / Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable, make suitable arrangements for managing a project including (checklist as Appendix 1):

- (a) Appoint competent persons to the project team
- (b) Allow adequate time for the design, planning and construction work to be undertaken
- (c) Provide key information to the project team, including that regarding the site and existing structures
- (d) Put in place arrangements for communication, co-operation and general management of the project
- (e) Ensure that contractors have provided adequate welfare facilities for the duration of the project



(f) Liaise with designers so that workplaces are correctly designed

3 Where there is, or likely to be, more than one contractor working on a construction project, the School will appoint in writing a Principal Designer (who will plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project) and a Principal Contractor (who will plan, manage, monitor and co-ordinate health and safety in the construction phase). The Client will need to ensure that the Principal Designer and Principal Contractor are complying with their duties by receiving project updates / holding project review meetings.

In addition, where projects last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or involve more than 500 person days of work the School will notify the project to the Health & Safety Executive.

4 School will keep up to date and make available to anyone who needs it a health & safety file.

5 The School Business Manager will have the responsibility for implementing this policy with support from the Caretaker as appropriate

## **9. Contractor Management**

1 The School Business Manager will be responsible for the implementation of this policy.

2 The School Business Manager will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

- how the contractor manages health & safety, eg policy, conducting risk assessments, access to competent advice
- who has overall responsibility for health & safety
- what training staff have had
- has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
- provision of example risk assessments for the type of work you will be undertaking
- details of any serious accidents in the last 3 years
- references for the type of work from previous clients

3 The Contractor's representative ("contractor rep") will report to the person instructing the work ("school rep") and provide details of:

- general description and scope of work
- timescale for the work
- areas affected
- work methods, safe systems of work / risk assessment as applicable
- any foreseeable hazardous operations
- any hazardous materials or dangerous work practices

4 The School Rep will advise the Contractor Rep on:

- premises emergency procedures including evacuation / assembly points
- facilities available to the contractor
- relevant operational rules and procedures, eg no-go areas, times of working
- access arrangements
- school activities which may affect the contractors work
- documentation required by the school

5 Outside normal school hours work may be allowed by prior agreement with the School Rep.

6 The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors)

7 The contractor will be required to:

- ensure that work areas are safe
- ensure that work areas are tidy
- remove rubbish and redundant materials

8 Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School Rep, this includes:

- hot work
- excavations
- scaffolding
- overhead work
- use of flammable liquids
- work involving electricity
- work at height and involving lifting equipment
- any construction work

9 Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed

10 The Contractor Rep will report any accidents to the School Rep.

11 The Contractor is responsible for the provision of their own first aid arrangements

12 Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

## **10. Control of Substances Harmful to Health (COSHH)**

The Caretaker will be responsible for the management of hazardous substances within school.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, eg pesticides

Typical areas which will need to be considered are:

- Chemical usage in the science room and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control

The Caretaker will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented. An example template is given at appendix 11
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place

- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

## **11. Display Screen Equipment**

1 The School Business Manager is responsible for ensuring that DSE assessments are completed, remedial action implemented and the assessments reviewed as appropriate.

2 Members of staff who regularly use DSE should have their work station assessed.

3 The School Business Manager will ensure that a self-assessment has been completed for each member of staff and that any remedial action identified is implemented. Completed assessments will be kept by the Bursar. The self-assessments should be reviewed on an annual basis or when there has been a significant change in their work environment.

4 Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:

- specialist seating
- footrests
- anti-glare screens
- wrist support
- window blinds
- specialist desk

5 Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the School Business Manager. Occupational health assessments may be required to be undertaken by users.

6 Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a reasonable figure). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work.

7 Eye tests should be undertaken every 2 years.

8 Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. It is recommended that HSE guidance INDG36 is issued to all users as part of their information, instruction and training;

9 Caretaker will be responsible for ensuring appropriate cable management where DSE is in use

### **Guidance for Pupils**

10 Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study.

11 Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.

12 Designated workstations for pupils will be of a similar standard to those provided for staff.

## **12. Drugs and Alcohol:**

We are committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work. This policy, which applies to all employees, aims to:

- ❖ Promote the health and well-being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.

- ❖ Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- ❖ Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.
- ❖ The consumption of alcohol is prohibited for all staff, visitors, contractors and others within the site boundary, except where permitted by management.

### **13. Educational Visits (EYFS and Non-EYFS)**

See school and EYFS Outings Policy and Procedure

### **14. Electrical Safety**

1 The School will appoint a person [Caretaker] to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations. The School Business Manager will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

2 The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training.

3 An electrical inspection checklist is at Appendix 3 to this guidance

4 All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

5 Where simple maintenance tasks, such as lamp changing, are to be carried out by school staff, that those employees have received adequate training in that task.

6 The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).

7 All portable electrical appliances issued for use by the School will be regularly [annually] inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by Hawksworth Appliance Testing.

8 The current test date will be displayed on each portable appliance.

9 Records of any fixed system and portable appliance work will be kept by the Bursar. This will include repairs, servicing, maintenance or withdrawal from use.

10 Users of electrical equipment should visually check for defects before use.

11 Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school

12 Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

### **15. Emergency Situations**

See school Crisis Management Policy

### **16. E-Safety**

See school E-Safety Policy

### **17. First Aid**

See school First Aid Policy

## **18. Fire Safety, procedures and risk assessment**

See school Fire Safety and Procedures and risk assessment Policy AND Fire Risk Assessment document

## **19. Gas Safety (including LPG)**

- 1 The minimum number of mains and bottled gas appliances are used and stored on the School premises.
- 2 All gases are stored in locked container and only competent, authorised personnel are allowed to enter.
- 3 Flammable gases and oxygen are not stored together.
- 4 Only Gas Safe registered individuals are to work on installations on the Schools premises.
- 5 All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.
- 6 Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.
- 7 Records of all work undertaken on gas systems / appliances will be kept by the School Business Manager
- 8 In the event of a leak or suspected leak:-
  - turn off the gas supply;
  - if the supply cannot be turned off, or a leak is suspected then evacuate the area;
  - notify the gas supplier;
  - do not operate electrical equipment in the area;
  - cease all activities that may expose a spark or naked flame;
  - do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

## **20. General Workplace Safety**

1 The School Business Manager/Caretaker will be responsible for the implementation of this policy.

### 2 Welfare

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

### 3 Workplace Safety

- Each area of the School premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and work station
  - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including for the disabled
- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, eg no access
  - warning signs, eg danger electricity
  - mandatory signs, eg eye protection must be worn

- emergency or first aid
- The school noticeboard will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders and fire marshals

#### 4 Public Safety

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

### **21. Hot Works**

1 The School will appoint a person [Caretaker] to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.

2 Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

3 Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress

4 When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks/hot particles are generated.

5 Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.

6 If bitumen boilers or similar equipment are used on a roof, a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable firefighting and emergency spillage equipment provided.

7 Where hot materials are taken to roof level extreme care must be taken during the transporting of them.

8 The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

9 A permit will be completed for all hot works; an example is given at Appendix 4.

### **22. Human Flu Pandemic**

1 The Bursar and Head Teacher will be responsible for the implementation of this policy.

2 The symptoms of pandemic flu are similar to those of seasonal flu, but are likely to be more severe, these being:

- fever, cough / shortness of breath
- aching muscles, sore throat, headache, loss of appetite, malaise, chills sneezing

3 The incubation period is 1-4 days, the infectious period up to 7 days

4 The school recognises that children are efficient "spreaders" of respiratory infections and that plans are required for both school closure and the school remaining open.

5 The Head Teacher will decide on whether to close a school after taking advice from the HPA. The Government may decide to close schools through the Civil Contingencies Committee and would communicate with the school where necessary

6 Children with symptoms of severe flu will be isolated from other children (making use of the office) until a parent arrives to take them home (unless otherwise advised). Where children or members of staff exhibit symptoms of severe flu at home they should not come into school. Staff and children should not return to school until they are clear of all symptoms.

7 If a pandemic is declared by the HPA, where applicable, the school will normally expect parents to collect their children as normal at the end of the school day. Where possible parents would be contacted during

the course of the day, otherwise they will be given information when they collect their children at the end of the day or children will be given letters to take home.

8 Where a school stays open during a pandemic, the school will:

- follow good hygiene practice and isolate staff / children experiencing flu like symptoms
- provide an emergency supplies box and parental contact list solely for use during the pandemic

9 To reduce the risk of spread, hygiene measures will include:

- staff training in this guidance and in infection control
- regular hand washing; during a pandemic special hand cleanser will be available in every classroom and at the main school entrance, with staff ensuring regular use.
- additional tissues will be provided within all school areas and children encouraged to use and dispose of them carefully.
- the cleaning contractor will be asked to provide additional cleaning of hard surfaces
- the sharing of pencils, crayons and pens will be discouraged. Communal soft toys will be removed.
- musical instruments will be carefully cleaned, with no sharing of wind / brass instruments
- avoiding bringing children together in large crowds in enclosed spaces
- pupils will eat lunches in classrooms
- curriculum and assembly time will include education to children regarding personal hygiene
- posters on hand washing, etc will be displayed prominently within the school
- after school clubs, lettings to external organisations, school trips and pre-school facility usage will be cancelled.
- the office will be used as an isolation room

10 Reopening the school:

- following a closure of the school, update information will be shared with parents, eg school website, noticeboard, local radio etc
- prior to reopening the school will take advice from the HPA regarding the level of cleaning required throughout the school
- once reopen, staff will keep a close check on pupils and report any concerns to the Head Teacher who will liaise with the HPA.

11 Information to be communicated will include:

- Staff / Governors
  - infection control guidance
  - use of personal protective equipment when supervising an ill child
  - familiarisation with any school Flu Planning document and recommendations
  - display of Department of Health posters on hand washing and coughs & sneezes
- Pupils
  - guidance on personal hygiene
  - guidance on display of Department of Health posters
- Parents
  - global email message
  - telephone call co-ordinated by Year Group
  - school website
  - local radio stations
  - template letters regarding closure and reopening

## **23. Letting and Hiring**

1 All letting / hiring should be arranged through the School Business Manager.

2 The School Business Manager will establish what the needs of the hirer are and any specific licensing / regulatory requirements, which may include:

- Public Entertainment Licence
  - this is required for the staging of a dance, disco, concert or similar type of entertainment if the event is open to the public.

- a licence is not required if the event is only by members of the organisation arranging it, (eg PTA or school) and their guests
- the School Business Manager should contact the local authority to establish whether a licence is required
- Theatre Licence
  - this is required for the production of dramatic performances (play, ballet or similar) where the public can attend (for the purposes of a Theatre Licence parents are deemed to be members of the public)

3 The hirer should be briefed on the security policy of the school, specific areas to clarify are:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school

4 The hirer must be briefed on the emergency procedures, including

- knowledge of the evacuation route
- location of escape routes
- access to telephones
- access to first aid provision

5 The School business Manager should ensure, in conjunction with the Caretaker that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers

6 The School Business Manager should request details of insurance arrangements from the hirer and whether the school policy is appropriate

## **24. Lightning Protection**

1 The School Business Manager will be responsible for the implementation of this policy.

2 Lightning protection is required (in accordance with BS6651) where:

- large numbers of people congregate
- essential public services are concerned
- the area is one where lightning is prevalent
- there are very tall or isolated structures
- there are structures of historic or cultural importance
- there are structures with explosive or flammable content

3 The School Business Manager will arrange for a specialist contractor to undertake a risk assessment. A checklist for risk assessment is shown in appendix 5. A summary of the factors to be taken into consideration is:

- the number of flashes to ground per square kilometre per year (lightning flash density)
- the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building).
- use of the structure
- type of construction
- contents and consequential effects
- degree of isolation
- type of country

4 Where the risk assessment indicates that lightning protection is required:

- appropriate protection should be installed
- a regime for maintenance of the protection should be implemented



5 Any new buildings which are constructed should have the need for lightning protection assessed.

## **25. Machinery & Work Equipment:**

We will take all reasonable steps to ensure the health and safety of our employees who work on or near machinery.

In particular we will ensure that:

- ❖ Any new machinery is specified, designed and supplied to us in accordance with appropriate standards.
- ❖ Before any new machinery is commissioned appropriate training will be given to all operators
- ❖ New and existing machinery will be maintained to reduce the risks to our employees and others.

## **26. Manual Handling**

Statistics show that poor manual handling is one of the most common causes of injury at the workplace; these injuries often have long term effects. This policy is written with reference to the Manual Handling Operations Regulations 1992.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

In order to reduce the risk of manual handling injuries as far as is reasonably practicable we will provide appropriate training to our employees.

In particular we will:

- ❖ Carry out a Risk Assessment of manual handling and lifting tasks.
- ❖ Ensure that operations involving manual handling are eliminated, so far as is reasonably practicable. Where this is not practicable, appropriate lifting aids will be provided.
- ❖ Give thought to the design and layout of the workplace and make changes where appropriate.
- ❖ All staff will be given the opportunity to carry out manual handling training.

Prior to any manual handling the member of staff must consider:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## **27. Minibus Use**

The School Business Manager is the Premises Officer and will be responsible for the co-ordination of the use of the minibus. They will maintain a list of those eligible to drive the minibus. The driver of the minibus must have an appropriate and valid driving licence. Points to consider:

- an individual with a pre-1997 driving license is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70)
- an individual with a post 1997 license must hold a D1 license
- for any non-staff "voluntary" drivers (eg governors), parents checks should be made with the insurance company for specific requirements

Suitable insurance must be in place. The vehicle must be in a satisfactory condition. Consideration should be given to planning the journey, including:

- route (and availability of map)
- length of journey and travelling time
- driving time and driver rest breaks
- weather conditions
- more than one driver required?

Supervision needs must be assessed and the rules for any passengers, eg wearing of seatbelts, driver not to be distracted. An emergency plan should be in place to include:

- means of communication
- dealing with road accidents
- dealing with illness of a passenger / driver
- arrangements for dealing with mechanical incidents, eg breakdowns & punctures

The driver of the vehicle must complete the log book and report any defects on completion of the journey.

See Minibus Teacher Driving Risk Assessment.

## **28. New and Expectant Mothers**

- 1 The Deputy Head will undertake/arrange for a specific Risk Assessment for the employee.
- 2 The Risk Assessment will be carried out using the standard forms. It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.
- 3 Once the Risk Assessment has been completed a copy must be retained and treated as confidential.
- 4 The individual assessed will be informed of any significant risks to them/their child. Any required actions or recommendations will be discussed with the Head Master as appropriate.
- 5 The Risk Assessment should be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Headmaster.

6 The individual assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Deputy Head informed of any concerns or difficulties they may have

7 The individual will be given a copy of the HSE leaflet "A guide for new and expectant mothers who work" ([www.hse.gov.uk/pubns/indg373.pdf](http://www.hse.gov.uk/pubns/indg373.pdf))

## **29. Noise**

1 It is the School Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the School Business Manager.

2 Any noise survey that is undertaken will:-

- identify which areas are affected;
- who is affected;
- the frequency of the noise;
- the engineering controls that could be implemented to reduce the noise levels;
- establish ear protection zones (EPZ).

3 Areas which will be considered for noise surveys will include:

- Physical education
- Design & Technology workshops
- Computer rooms
- Construction activities
- Music rooms
- Maintenance work
- Refurbishment activities
- Special events (eg school discos, karaoke, firework displays)
- General guidance
  - do your employees need to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
  - is noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
  - do your employees use noisy powered tools or machinery for more than half an hour each day?
  - are there noises due to impacts (hammering, drop forging, pneumatic impact?)

4 Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Maintenance Engineer / Heads of Department in conjunction with the Bursar.

5 Where noise levels cannot be reduced below the 2nd action level, EPZ's will be defined and marked by Maintenance Managers in conjunction with Head of Department.

6 All personnel entering an EPZ will be required to wear suitable ear protection.

7 Details of assessments will be held by the School Business Manager. Details will also be supplied to employees and their representatives as appropriate.

8 As part of our procurement process, the school will request information on noise emissions from suppliers of plant and machinery.

9 If staff are suspected of suffering from hearing impairment due to work activities then the School Business Manager will arrange for an occupational health evaluation

## **30. Occupational Health**

1 The School Business Manager will be responsible for the implementation of this policy. SMT and line managers will be responsible for assisting with the identification of requirements within their areas of control.

2 The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- Where the health risk can be identified at an early stage; and
- Where the identification of the condition will allow successful treatment

3 Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation

4 Health surveillance may take the form of:

- Periodic health questionnaires
  - Where pre-employment question are asked, employers can only ask them to help:
    - Establish whether any reasonable adjustments need to be made for applicants during the selection process
    - Decide whether an applicant can carry out a function essential to the job
    - Monitor diversity among job applicants
    - Take positive action to assist disabled people
- Pre-employment and return to work (after long-term illness / injury) medical examinations; and / or
- Prescribed health surveillance required under specific legislation, which may include
  - Skin inspections
  - Audiometry
  - Lung function tests

5 All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken. Reference should also be made to sections of the Staff Handbook relating to alcohol, drugs and substance abuse; display screen equipment and stress management

6 The School business Manager will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement, eg under the Control of Substances Hazardous to Health Regulations). Information kept should include:

- Surname
- Forename
- Gender
- Date of birth
- Permanent address including post code
- National insurance number
- The date the check was carried out and by whom
- The outcome of the test / check
- Factual details of any decision taken by the occupational health professional in relation to the individuals work

7 The results of any health surveillance will remain confidential. Any medical records associated with health surveillance will be subject to the provisions of the Data Protection Act.

### **31. Outdoor and Peripatetic Workers**

Where employees are required to work outdoors or at locations away from their usual place of work, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.

In particular we will ensure that they:

- ❖ Are reminded of the need to look after their own health & safety and that of others who may be affected by their activities
- ❖ Are provided with general purpose PPE (safety footwear, hard hat, high visibility jacket) and instructed to use it as circumstances dictate
- ❖ Are instructed to make themselves aware and comply with the safety procedures laid down at the locations visited. In the absence of any such instructions they should act as appropriate in the circumstances.

### **32. Personal Protective Equipment (PPE)**

We will provide personal protective equipment when the risk represented by a work activity cannot be adequately controlled by other means. In doing so we acknowledge that health & safety hazards have been identified. It is our policy to ensure, through the proper use of PPE, that the hazards are reduced to the lowest practical level.

In particular we will ensure that:

- ❖ Any PPE supplied provides the necessary protection for the particular hazard.
- ❖ Employers are given information and instruction to enable them to understand the importance of using PPE where required.
- ❖ Where appropriate, training is given to our employees to enable them to use and maintain items of PPE correctly.
- ❖ Suitable provision shall be provided for the safe storage and maintenance of PPE.
- ❖ Employees shall report any defects to their immediate superior.

### **33. Pupil supervision**

See school Supervision Policy

### **34. Risk Assessment**

See school Risk Assessment Policy

### **35. Safety Training (including induction)**

1 All new employees will be given a safety induction training by the Bursar to include:-

- fire precautions and safety procedures;
- first aid and accident reporting arrangements;
- general information on health and safety;
- known hazards in the workplace and the control measures in place;
- the schools policy and procedures;
- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments

2 Specialist job related training will be conducted/organised as follows:

- Minibus – School Business Manager
- Science related - Head of Science
- Design and Technology related - Head of D&T
- Catering and Cleaning - Catering Manager
- First Aid – School Secretary/School Business Manager
- Any individual requirements for subject /activity specifics - Line Manager

3 Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

4 Records of training will be kept by the School Business Manager

### **36 Security, workplace safety and lone working**

See school Security and Access Policy

### **37. Smoking**

- 1 The Head Teacher will be responsible for the implementation of this policy.
- 2 Smoking is prohibited on school premises as specified in the Smoke-free (Premises and Enforcement) Regulations.
- 3 The School shall be a smoke free site.
- 4 The prohibition of smoking will apply during school related activities which are undertaken outside school premises.
- 5 The School will provide information and support for smokers to quit.

### **38. Special Education Needs (SEN) and Learning Difficulties**

See school special educational Needs Policy

### **39. Stress**

- 1 The School Business manager or Head Teacher will be responsible for the implementation of this policy as appropriate.
- 2 The Head Teacher and SMT will consider the HSE management standards when looking at workplace management, these are:
  - Demands, including workload, work patterns and the work environment
  - Control, regarding how much say the individual has in the way they do their work
  - Support, including encouragement and resources provided by the organisation
  - Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
  - Role, so that people understand their place and purpose within the school
  - Change, and the way in which communication is undertaken
- 3 In practical terms, the Head Teacher and SMT will:
  - Give constructive feedback to people
  - Consult with staff during periods of change
  - Ensure staff have trained to enable them to do their job
  - Monitor workloads and working hours
- 4 Where issues of stress are identified, the school will:
  - Raise awareness of support mechanisms available
  - Put an action plan in place to address any issues identified
  - For return to work instances, monitor any phased return and allow the individual to provide feedback
  - Records relating to any identified stress issues will be retained by the School Business Manager and treated as confidential.
- 5 Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

### **40. Sun Protection**

- 1 Cancer Research UK runs the SunSmart campaign, the key messages to be adopted by Schools are:

- stay in the shade during the hottest part of the day where and when possible
- make sure you never burn
- always cover up - eg wear a t-shirt and hat
- remember children burn more easily
- use factor 15+ sunscreen

2 Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, eg outdoor swimming, PE lessons, and school excursions. As part of your policy the school should consider:

- sending letters home to ask for parental permission for teachers to supervise application of sunscreen
- only factor 15+ sunscreen is used in school
- sunscreen is reapplied regularly, particularly at midday
- each pupil has their own labelled bottle of sunscreen
- there is a school stock of sunscreen for pupils who forget / cannot afford their own
- the school provides sunscreen free of charge for all pupils

#### **41. Vehicles and on-site movement**

Signage is in place to designate speed limits, access areas, prohibited areas and parking facilities. The School Business Manager will be responsible for liaison with the police, highways authority, insurers / security advisers etc with regard to the School Travel Plan. Parking arrangements will be specified for:

- staff
- visitors
- parents
- major events
- contractors

Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager. All use of the school minibus must be arranged via the bursar. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements. Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate. Cyclists should dismount once they arrive on site and use pedestrian walkways.

#### **42. Violence to staff or pupils**

All staff members and pupils have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will take place on their behalf if they feel they are subject to violence, threatening behaviour and abuse by parents and other adults on school premises.

Wherever violence, threatening behaviour and abuse occur towards school staff or pupils, all reasonable and appropriate action will be taken in support of those staff or pupils.

The school will not tolerate unacceptably abusive language and any interchanges involving abusive language towards school staff or pupils.

Action may need to be taken against adults who repeatedly use abusive language; this might include a formal letter or barring the person from the school site.

Anyone whom the school feels is causing a nuisance or disturbance on the school site can be removed under Section 547 of the Education Act 1996.

The school's site security and the safety of the staff and pupils is constantly under review and is discussed during SMT and staff meetings when appropriate.

#### **43. Water Quality (including Legionella)**

1 Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Caretaker. Appropriate records of testing and certification are maintained.

2 The school has appointed a competent consultant / contractor to conduct a risk assessment and draft a manual which specifies control regimes. An example of the areas to be contained within a manual is included at Appendix 7.

3 In Premises where the School is deemed to be responsible, it will:-

- (i) undertake a water quality risk assessment on all relevant water systems;
- (ii) the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
- (b) the details of any risks will be made available to those persons who may be affected;
- (c) copies of the risk assessment will be available for inspection by persons entitled to do so;
- (d) if the risk assessment shows that there is a reasonably foreseeable risk, the Bursar/Caretaker will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;

4 A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:-

- (a) the risk assessment findings;
- (b) the written scheme detailing control measures;
- (c) the results of monitoring, inspections, tests or checks completed and the dates;
- (d) details of the water system not in use and control measures taken;

5 Where school employees (eg maintenance staff) have responsibility for implementing practical control measures, an example list of duties is included at Appendix 8 to this guidance

6 Where a contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 9 to this guidance.

7 The records will be kept for the period for which they remain current and at least 5 years following that period.

8 In the event of a positive water sample, the Water Contractor/Consultant will notify the School Business Manager immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head Master will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

#### **44. Working at Heights**

1 The Caretaker will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- A flowchart is included at Appendix 2 for controlling work at height.

2 The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.



- 3 When equipment is selected for work at height it will be:
  - The most suitable equipment for the task
  - Give collective protection measures priority over personal protection measures
  - Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- 4 Inspection of equipment used for work at height will be undertaken by the Caretaker for his own use as appropriate. Individual users will make a visual inspection prior to use.
- 5 Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders
- 6 Any contractors used by the school will be expected to follow the principles of this guidance.

#### **45. Young Persons**

It is our policy to carry out Risk Assessments before we employ young people, to ensure any risks are identified and addressed.

In particular we will take into account:

- ❖ The inexperience and immaturity of the young person.
- ❖ Their lack of awareness of risk to their health & safety.
- ❖ The nature, degree and duration of any exposure to biological, chemical or physical agents.
- ❖ The form, range, use and handling of work equipment.
- ❖ We are aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these instructions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.
- ❖ We will take all reasonable steps to secure the health & safety of young persons who may be placed with us on work experience programmes. There will be thorough preparations before pupils/students arrive, enabling a Risk Assessment to be undertaken of any hazards to which they may be exposed
- ❖ In accordance with the Regulations, we will advise the parents or guardians of any young person working for us, of the hazards associated with the job, prior to commencement of their employment with us.

The Health and Safety Committee is responsible for this policy.

Date last reviewed: July 2018

Next Review Date: Aug. 2019

#### Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Finance and General Purposes, Health and Safety, Education, Safeguarding and Marketing.

## **Appendices**

### Appendix 1

#### Pre-construction client checklist

		Tick	Person Responsible	Date
1.	Are you clear about your responsibilities?			
2.	Have you made your formal appointments?			
3.	Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?			
4.	Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?			
5.	Have you checked that the project team is adequately resourced?			

		Tick	Person Responsible	Date
6.	Has a project or client brief been issued to the project team?			
7.	Has the project team been provided with information about the existing site or structure (pre-construction information)?			
8.	Has project-specific health and safety advice been sought?			
9.	Are suitable arrangements in place to manage health and safety throughout the project?			
10.	Has a schedule of the key activities for the project been produced?			
11.	Has sufficient time been allowed to complete the key activities?			
12.	Where required, has an online F10 notification form been adequately developed before work starts on site?			
13.	Have you checked that a construction phase plan has been adequately developed before work starts on site?			
14.	Are you satisfied that suitable welfare facilities have been provided before work starts on site?			
15.	Have you agreed the format and content of the health and safety file?			

## Appendix 2: Display Screen Equipment Self-Assessment Form

Part 1 - Initial assessment of DSE work	
Person being assessed:	
Location:	
Issue	Y / N
<p>Does the person:</p> <ul style="list-style-type: none"> <li>• Depend on DSE to do their job; there is no alternative?</li> <li>• Need particular skills and training in the use of DSE to do the job?</li> <li>• Normally use DSE for spells of more than one hour?</li> <li>• Does the person normally use DSE daily?</li> <li>• Need fast transfer of information between themselves and the screen?</li> <li>• Require high levels of concentration, ie errors may be critical?</li> </ul>	

<p>If most of the answers are yes, then the person will be considered to be a user, and a detailed assessment will now be completed using part 2 of this form. If most answers are no, then the person would not be classified as a user.</p>		

Part 2 - Detailed assessment of DSE work		
The Display Screen		Y / N
1.	Are screen characters well-defined and of adequate size and spacing?	
2.	Are screen images flicker-free and stable?	
3.	Can screen brightness and contrast be adjusted?	
4.	Is the screen free from glare and reflection?	
5.	Is the screen positioned correctly to enable comfortable use?	
6.	Is a screen cleaning kit provided?	
The Keyboard		
7.	Can the keyboard be tilted?	
8.	Is the keyboard separate from the terminal?	
9.	Does the keyboard have a non-reflective surface?	
10.	Are the keyboard characters clearly defined?	
11.	Are the keys comfortable to use?	
The work desk		
12.	Is the work desk large enough for all the equipment?	
13.	Are the surfaces non-reflective?	
14.	Is there a document holder available, if required by the user	
15.	Is there space in front of the keyboard to allow users to rest hands/wrists?	
The work chair		
16.	Is the work chair stable?	
17.	Can the chair be height-adjusted?	
18.	Can the backrest be adjusted for height and tilt, independently of seat height?	

19.	Can both feet be placed on the floor when in a comfortable working position?	
20.	Is a footrest available if required by the user?	

Part 2 - Detailed assessment of DSE work		
Environment		
21.	Is there sufficient space for comfortable handling of documents, telephone etc. ?	
22.	Is the lighting adequate at the workstation?	
23.	Will lighting prevent excess contrast when the user looks away from the screen?	
24.	Is the temperature at the workstation comfortable?	
25.	Are heat levels emitted by the equipment under control?	
26.	Are noise levels at the workstation comfortable?	
27.	Is ventilation of the area adequate and comfortable?	
28.	Is the relative humidity comfortable? (no complaints of dry facial skin, sore eyes)	
Health		
29.	Is the identified user free of eyesight problems?	
30.	Has the identified user requested or been offered an eyesight test?	
31.	Does the user wear eye correction provided as a result of an eyesight test?	
32.	Are copies of the optometrist's eyesight reports and prescriptions held on file?	
33.	Is the user free of pains, pins and needles etc in neck, shoulder or upper limbs?	
34.	Is the user free of restricted joint movement, impaired grip or other disability?	
35.	Is the user free of fatigue or stress?	
Training, information and planning		
36.	Has the user received training in the use and set up of DSE?	
38.	Is there a written record of the identified users training and is it up to date?	
39.	Is work planned to include breaks to avoid excessive exposure to DSE work?	

Part 3 - Corrective action (The following action should be taken to correct the problems identified above.)	
Comments and corrective action	Date Completed

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**Assessors details**

Name of assessor:	
Issued to:	
Date of next review:	

**Appendix 3: Electrical Inspection Checklist**

- Plug sockets are not over-loaded by multi-way adaptors
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets
- Cups, plants and other items are not kept routinely where they can spill onto electrical equipment
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Plug covers are in place
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket.
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

**APPENDIX 4**

Number	
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**HOT WORK PERMIT**

Applicable to all operations involving production of excessive heat, flames or sparks likely to cause combustion.

Includes: Welding and brazing.

PART 1	To be completed by authorised responsible person at start of work. Complete ALL sections.	
Permission is granted to:		

Manning names:												
Task:												
Location:												
Date:					From					To		
Authorised by:					Position							
SPOT CHECKS												
I have examined the area and all combustible materials (including liquids or gas sources) in the vicinity of the operation have been removed or protected against heat or sparks.							Time of Inspection					
									Yes/No/NA			
Alarm systems have been isolated where necessary.												
A second person is on hand with a fire extinguisher while the operation is in progress.												
Those concerned have had fire alarm/telephone point pointed out to them and have been told what to do in the event of a fire.												
The fire exit routes are clear of obstructions.												
Signature of person issuing permit					Position					Date		

PART 2		To be completed by operator carrying out hot work									



Work has been completed and all sources of ignition removed. The work area and all adjacent areas have been inspected after completion of hot works for signs of smouldering fires.	Time work completed		
	Time of inspection		
Signature of operator carrying out hot work		PRINT	

PART 3	To be completed by the responsible person after completion of hot works		
The work area and all adjacent areas have been inspected one hour after completion of hot works for signs of smouldering fires.		Time work completed	
Alarm systems have been de-isolated where necessary.		The hot work permit is cancelled.	
Signed			

[Appendix 5 Lightning Protection Risk Consideration Points](#)

RISK ASSESSMENT DATA COLLECTION

School Name

Building reference

Building height (average) m

Overall Building Length m

Overall Building Width m

Weighting Factors (Please tick appropriate selection)

Use of Structure

- Houses or comparable
- Houses with outside aerial
- Workshops
- Offices

- Places of assembly
- General School building

Type of Construction

- Steel framed, not metal roof
- RC frame, not metal roof
- Steel or RC frame, metal roof
- Brick or concrete, not metal roof
- Timber frame, not metal roof
- Brick, concrete, timber, metal roof
- Any building with thatched roof

Contents or Consequential Effects

- Domestic or office buildings
- Industrial buildings, susceptible contents
- Power generation, telephone, radio exchange
- Key industrial plants and historical buildings
- Schools general

Degree of Isolation

- Same as surrounding
- Few other buildings of same height
- Isolated structure

Type of Country

- Flat country
- Hill country
- Mountain country (300m - 900m)
- Mountain country (> 900m)

**APPENDIX 6: New & Expectant Mothers - Risk Assessment**

Name:	Dept:
Job Title:	Location:

Does your work involve:	Yes	No	Comments
Manual handling			
Working at height			
Standing for long periods			

Does your work involve:	Yes	No	Comments
Extremes of temperature			
Slippery surfaces			
Uneven floors			
Variations in level			
Working with DSE			
Night work / shifts			
Lone working			
Food preparation / smells			
Wearing a uniform			
Excessive movement			

Are you exposed to:	Yes	No	Comments
Noise			
Radiation			
Biological agents			
Chemical agents			
Other (please specify)			

A second risk assessment will be carried out on the mothers return to work

Initial Review Date:		
Assessor	Print:	Sign:
Person assessed	Print:	Sign:

Second Review Date:		
Assessor	Print:	Sign:

Person assessed	Print:	Sign:
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#### Appendix 7: WATER SAFETY MANUAL CONTENTS

The school has employed Brodex, a firm of water safety specialists to prepare a water safety manual for all the school buildings, [boarding houses and residential accommodation].

The manual includes schematic drawings of:

- All the hot and cold water systems, water tanks, calorifers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings
- The fire suppression systems

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses

- Condition of the water throughout the premises
- The use of thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

### PHYSICAL PREVENTATIVE MEASURES

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that either have been taken or are planned in order to control the risk of legionella at the school:

- All metal cold water tanks have been [replaced by covered plastic tanks]/ [covered] to ensure that they are free from debris.
- "Point of use" water heaters have been introduced in]. [We plan to introduce them in [ ] over the next summer holiday].
- Redundant pipe work has been removed from the [Science Building and the Catering Department] and will progressively be removed elsewhere [as "point of use" water heaters are introduced].
- All hot pipes and calorifers/hot water tanks have been insulated.
- Water is heated and stored in the calorifers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

The manual is reviewed and updated annually, or each time that a new measure is introduced.

### Appendix 8: Internal Control Measures

All Operatives in our Maintenance Department have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

#### Taps

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used

- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

### Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled monthly

### Toilets

- Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.

### Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

### Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
- The calorifiers/hot water tanks are inspected annually.

### Fire Hose Reels

- Fire hose reels are inspected and tested annually. Staff are instructed to operate the valve slowly to avoid creating aerosols.

### Drains

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

### Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.
- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

## Appendix 9: EXTERNAL CONTROL SERVICES

We employ external contractors to help us to manage water safety in the following areas:

### Heating plant, Air Conditioning and Condensers

- Our air conditioning equipment and our evaporative condensers are serviced annually.
- Our boilers and heating plant are serviced annually and the system is drained.
- The calorifiers/hot water tanks are checked and descaled.
- The heating system is serviced, sludge removed
- Inhibitor chemicals are topped up

### Water Sampling

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly: Drinking water is sampled and tested once a month

Plumbed water coolers and water fountains are tested.

Six-Monthly: Waste water and effluent are sampled and tested

Annually: Water samples from the calorifers are tested

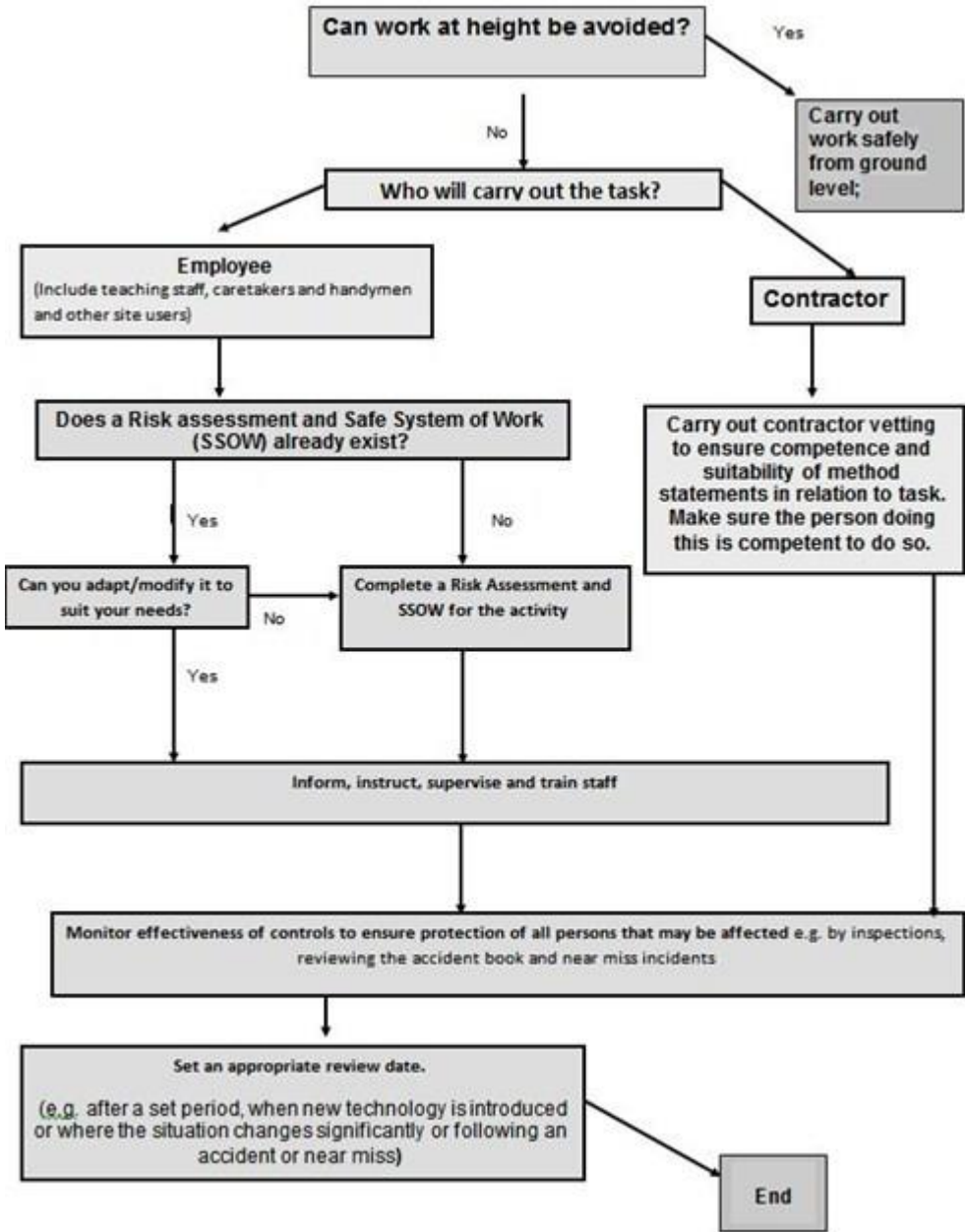
The thermostats on taps are checked and repaired/replaced.

Point of use water heaters are checked and serviced


Cold water tanks and pumps are inspected

Drains

External drains are inspected and jetted annually.





Substance:	
Manufacturer/Supplier	
Hazardous Ingredient(s)	
How is the substance Hazardous?	
Where is the substance stored?	
How is the substance stored?	
Where is the substance used?	
What precautions should be taken?	
Emergency Procedures/First Aid 	
Telephone number of School Nurse:	

To be completed by all staff who use this product:

I have been trained in the safe use of this product. I understand that I can obtain further information from [        ].

NAME	SIGNATURE	DATE