



GOSBERTON HOUSE ACADEMY

Health and Safety

Policy

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*This Policy can be E-mailed for ease of reproduction and amendment to particular needs.
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HEALTH AND SAFETY POLICY STATEMENT

The Governing Board is committed to.

- The provision of safe and healthy conditions for pupils, employees and visitors.
- Compliance with all relevant health and safety legislation.
- Eliminating, so far as is reasonably practicable, all accidents.

The co-operation of employees, pupils, parents and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

SignedChair of Governors Date.....

SignedPrincipal Date.....

2.0 Health and Safety Organisation and Responsibilities

2.1 Governing Board

Are responsible for ensuring that.

- A health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and safety standards are monitored.
- Actions are prioritised where resources are required.
- Health and safety is the subject of specific health and safety reviews, or that health and safety is reviewed as an agenda item at Governors' meetings.
- A Governor is given specific responsibility for health and safety.
- The Governor with specific health and safety responsibilities and the Principal receive health and safety management training and are competent to deal with the health and safety aspects of their work.
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out.
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply.
- Producing an annual health and safety report for the school.

2.2 Principal

The Principal is responsible to the Governing Board for ensuring that.

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary.
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The significant findings regarding the above are recorded.
- The arrangements are monitored to ensure they are working.
- Health and safety information is communicated to the appropriate people.
- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Any problems in implementing appropriate health and safety standards are reported to the Governing Board.
- Accident/incident investigations are carried out.

- Specialist help and assistance is obtained where necessary.
- The reports of health and safety monitoring are communicated to the Governing Board along with details of significant injuries to employees, pupils and visitors.
- Co-operation is afforded in providing the necessary facilities for Trades Union Safety Representatives.

2.3 School Health and Safety Co-ordinator

The school Health and Safety Co-ordinator is responsible to the Principal for.

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
 - Acting as the Education Visits Co-ordinator for the school.
 - Acting as Work Experience Co-ordinator for the school.
 - Carrying out risk assessments for shared areas and activities.
 - Initiating and progressing the reviews of risk assessments.
 - Carrying out termly inspections of the shared areas.
 - Monitoring the health and safety standards of the school on a day-to-day basis, and reporting any problems that cannot be rectified to the Principal.
 - Assisting the Principal with their responsibilities, as required.
 - Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.

2.4 Heads of Department

Where Heads of Departments are not identified, the Senior staff member present in each specific work area or specialism is to be allocated these responsibilities (i.e. Site Manager, Catering Manager, Senior Teachers etc).

Heads of Department are responsible to the Principal for ensuring that in their areas.

- Documented risk assessments are carried out to identify the arrangements required to control the significant risks and comply with the relevant health and safety legislation.
- Documented health and safety procedures are drawn up and regularly reviewed.
- The health and safety arrangements are monitored to ensure they are adequate, and remedial actions taken as necessary.
- Subordinate employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.

- Received Health and Safety information is acted upon and passed on to the appropriate people.
- Any problems in implementing appropriate health and safety arrangements are reported to the Headteacher.
- Specialist help and assistance is obtained where necessary.

2.5 All Employees

All employees are responsible to the Principal for.

- Taking reasonable care for their own health and safety and that of other employees, pupils and visitors who may be affected by their activities, and are not to intentionally misuse or abuse anything provided for health, safety or welfare purposes.
- Checking classrooms and work areas are safe prior to use.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this policy.
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

2.6 Pupils

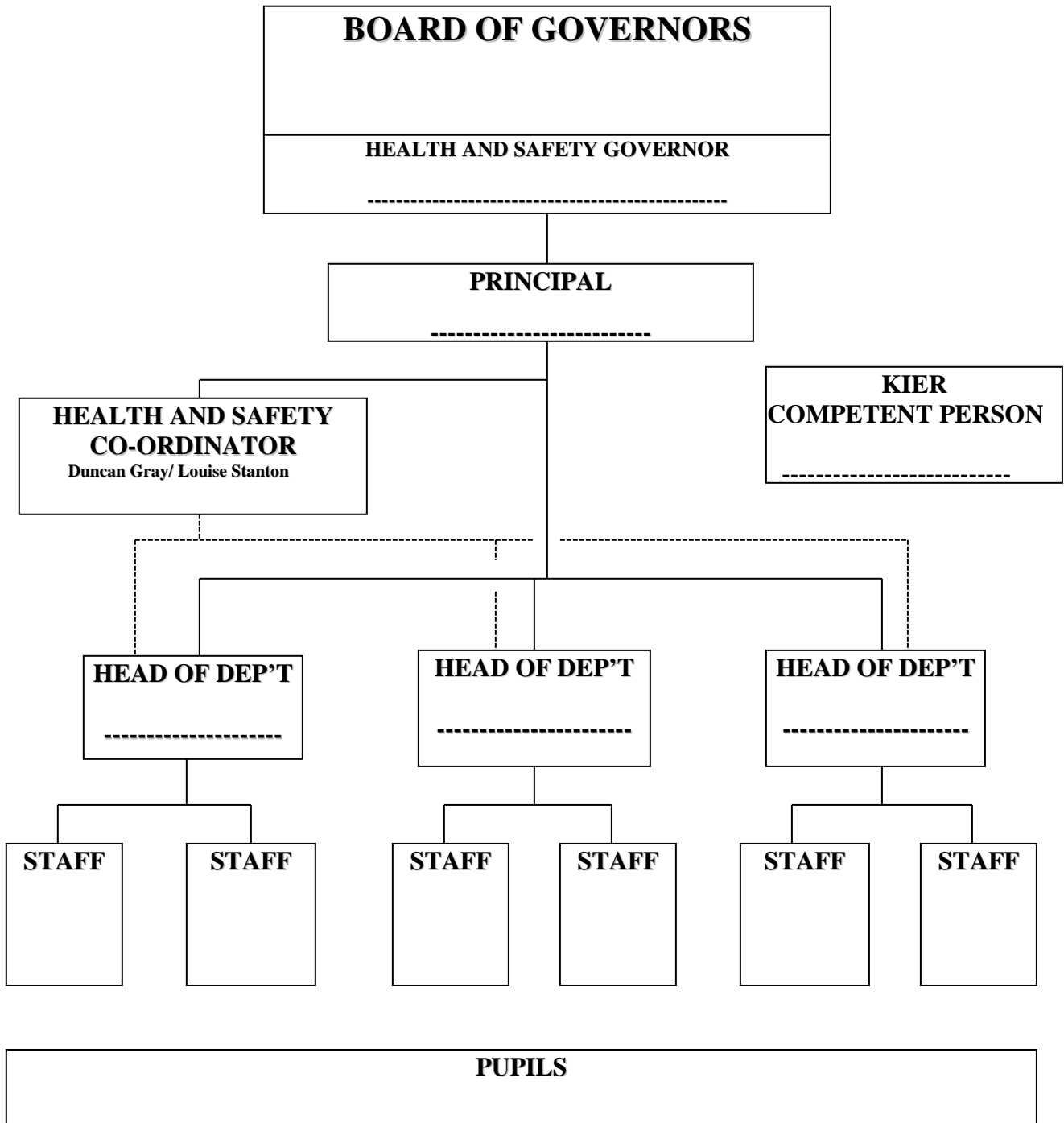
Pupils are expected.

- To exercise personal responsibility for their own health and safety and that of their classmates.
- To comply with standards of dress and behaviour consistent with the health and safety of themselves and others.
- To comply with the rules of the school and in particular the instructions of members of staff.
- To report any health and safety issues immediately to a member of staff.

2.7 Health and Safety Assistance

The Keir Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999, to be responsible for providing health and safety advice and assistance. The Team can be contacted on **07770 537453** or E-Mail keith.rhodes@kier.co.uk

HEALTH AND SAFETY ORGANISATION



Insert Name/Post as appropriate.

Last Updated:.....

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3.1 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that.

- All risks have been comprehensively assessed.
- Those persons affected have been identified.
- All the significant hazards have been identified.
- The controls are adequate and the remaining risk is acceptable.

Hazard - Something with the potential to cause harm. (e.g. fire, electricity, vehicle movements, substance use). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk - The combination of the severity of harm and the likelihood of it happening (This may be used as the basis for prioritising actions).

Carrying Out Risk Assessments

The following steps are to be followed when undertaking Risk Assessments.

- Briefly identify the process being assessed.
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards).
- Identify who might be harmed.
- Identify the controls currently in place to protect those at risk.
- Evaluate the risks and decide if existing controls are adequate.
- An additional 'risk rating' process may also be undertaken.
- Identify additional controls that are required. (in many cases this can be done by finding out what is up-to-date good practice).
- Record the significant findings.

- Communicate the results of the risk assessment to the relevant personnel.
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (e.g. using a less hazardous substance or equipment).

When controlling risks apply the principles below in the following order.

- Combat risks at source by using engineering means (e.g. local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the attached form. Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove/control the risks will be approved by the Principal and implemented through the appropriate channels.

Dynamic Risk Assessment

In some circumstances where the risks are minimal and are not significant to justify documenting a formal risk assessment, but the risks do exist, e.g. when using a step-stool to retrieve a book from a shelf or lifting small loads, those persons are required to carry out a ‘dynamic’ risk assessment for that activity.

A dynamic risk assessment is the continuous assessment of risk in the rapidly changing circumstances of an event, and is not a formally documented risk assessment.

A dynamic risk assessment is the thought process immediately before undertaking such a task, in order to implement the control measures necessary to ensure an acceptable level of safety. This dynamic risk assessment is then an ongoing thought process throughout the activity.

The dynamic risk assessment process is,

- Evaluate the situation,
- Select safe systems of work,
- Assess the chosen systems of work,
- Introduce additional controls (if selected controls are inadequate),
- Reassess systems of work and additional control measures.

A dynamic risk assessment is a continuous on-going process, and the person carrying out the task should never be afraid to terminate the activity, if they consider the risks are becoming too great. The dynamic risk assessment itself is not normally documented, but if the process and control measures identified would be applicable to other circumstances where a significant risk may exist, this information should then be incorporated into an appropriate documented risk assessment

Significant Findings of Risk Assessment

Location:		Assessment Serial No:	
Activity:	Carried out by:	Date:	Review Date:

Hazards	Who might be harmed	Existing controls <small>(Refer to procedures documented elsewhere where appropriate)</small>	Controls Adequate Y / N	Additional Controls Required

Additional Risk Assessment Risk Rating if required

Risk Rating is not a compulsory part of the risk assessment process, however some may find it useful where several risk assessments are compared against each other in prioritising resources for remedial action. A risk rating may therefore be added to the risk assessment process if required. This risk rating comparison does however depend upon similar values being given for the rating calculations of each risk assessment.

An example risk rating process is as follows.

For each hazard identified, allocate a number to the likelihood of that hazard causing an accident etc, using a number between 1 and 5 for the anticipated likelihood (with the identified controls in place). One being the least likely and five being the most likely.

For each hazard identified, allocate a number to the worst case severity of any loss or injury should the hazard lead to an accident etc, using a number between 1 and 5 for the anticipated severity (with the identified controls in place). One being the least significant injury and five being the most significant.

Multiply these two numbers together to give a risk rating against each hazard identified. Then decide from this risk rating how to prioritise any additional control requirements.

Likelihood of occurrence				
1	2	3	4	5
Highly Unlikely	Unlikely	Moderately Likely	Probable	Highly Likely

Severity of Injury /Loss				
1	2	3	4	5
Insignificant Injury	Minor Injury	Medium Injury	Major Injury	Death

Risk Rating

	Severity	1	2	3	4	5
Likelihood						
1		1	2	3	4	5
2		2	4	6	8	10
3		3	6	9	12	15
4		4	8	12	16	20
5		5	10	15	20	25

Possible outcome statements for each calculation.

- Risk Rating 1 – 6 = Controls acceptable, activity may go ahead.
- Risk Rating 8 – 10 = Additional controls required
- Risk Rating 12 – 12 = Additional controls required urgently
- Risk Rating 15 – 25 = Prohibit activity until additional controls bring risk rating below this band.

However, Even after taking this risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure than any remaining risks are kept as low as is reasonably practicab

Risk Assessment - Action Plan

Department	
Risk Assessment Reference	
Date Risk Assessment Carried Out / Reviewed	
Date For Next Review of Risk Assessment	

PRIORITY	DEFINITIONS AND ADVICE	TIMESCALE FOR ACTION
1	Immediate - Major injury/loss potential. Immediate action is required to provide the necessary improvements before any further use of the facility.	Within 1 month of assessment date.
2	Medium – Significant injury/loss potential. Improvements are necessary with a high priority.	Within 2 months of assessment date.
3	Low - Minor injury/loss foreseeable. Improvements are necessary within a reasonable timescale based on the circumstances.	Within 4 months of assessment date.
4	Health and safety management – Management system failure but with no direct risks at the present e.g. lack of proper systems/documentation/notices. Improvements are necessary to help comply with statutory duties etc.	Within 5 months of assessment date.
5	Improvement - Items for consideration only, where improvements have been identified, but are only necessary to meet best practice etc.	Within 6 months of assessment date. <i>Potentially no further action may be taken if justifiable.</i>

RECC N ^o	PRIORITY	ACTION REQUIRED	ACTION BY WHOM	TARGET DATE	COMPLETION	
					NAME	SIGNATURE

ACTION PLAN COMPLETION		
NAME	SIGNATURE	DATE

OR

ACTIONS NOT COMPLETED / CARRIED OVER			
RECC N°	DOCUMENT ACTION CROSS REFERENCED TO	NAME	SIGNATURE

3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Pupils' bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards such as trailing cables, damaged walkways and floor coverings, slippery floors surfaces etc. Employees are expected to rectify these situations where possible or report them to the Site Manager.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Site Manager. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges or protusions which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a handwheel, cap or other protection to prevent penetration injuries.

Hot water temperatures in pupil's areas are set to so as not to cause scalding.

Where Thermostatic Mixer Valves (TMV) are installed in the Nursery and Reception Areas, these are maintained in accordance with the manufacturers' instructions.

Running is not permitted within the school buildings (excepting authorised sporting activities) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Access gates are designed and constructed to minimise finger trapping points etc.

Powered gates are appropriately installed and maintained by specialist contractors, with safety features fitted and routinely tested.

Site Staff have been trained in emergency release procedures for the powered gates.

Emergency procedures are in place for the release of persons trapped by any malfunction of the lift.

Adequate welfare facilities (Toilets, restrooms, drinking water etc) are provided and appropriately maintained for employees, and others where necessary.

Cold water supplies that are suitable for drinking are clearly marked as such, and are in a separate area from toilet facilities.

All windows located above the ground floor, or at a significant height above the outside ground level due to sloping ground, have their openings limited to not more than 100mm to prevent persons falling from these heights.

Building condition surveys are carried out by a specialist contractor *every 5 years* in order to confirm the safety of the School buildings.

Additional Precautions for Primary Schools

- Pencils etc must not be stored on pupils' desks in a vertical position, to prevent penetration injuries.
- Access doors to nursery class areas must be adequately secured to prevent nursery children gaining unauthorised access to the general population of the school or outside.
- Door finger-guards are fitted to both sides of the hinged edge of all doors to which nursery or reception children have access, **and to other doors where a risk assessment justifies this control measure.**
- Heaters with hot surfaces are fitted with guards to prevent injuries.
- Glass drinking vessels, and sharp pointed scissors are not permitted in classrooms.

3.3 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings meet the following minimum requirements.

- Where there is a drop of two or more risers at the side of the stairs a barrier to prevent falls is provided.
- Barriers on stairs and landings are at least 900mm high on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm high on landings, both sufficiently in-filled so that gaps do not exceed 100mm and prevent easy climbing.
- Handrails are provided on all flights of stairs and ramps (These may form the top part of the guard barrier)

3.4 Vulnerable Glazing

The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors & sidepanels up to 1500mm above the floor level, and glazing up to 800mm above the floor level in other areas (Note, wired glass will not necessarily meet the protection requirements of safety glass). In addition the glazing in windows facing the playground and all glazing in the Sports Hall and Gymnasium have been safeguarded. The green house is fenced and access is adequately supervised by employees.

Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to pupils.

3.5 Electrical Safety

Employees shall not attempt repairs or make modifications to electric equipment other than those

normally associated with daily operations. Any defects or malfunctions must be reported.

Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.

The following control measures are adopted as the minimum required for electrical safety within the school.

- The fixed electrical installation is subject to a 5 yearly inspection by a competent engineer, and any maintenance required to prevent danger is carried out.
- Only electrical equipment provided or authorised by the School shall be used.
- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger (Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills etc which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).
- Employees are alerted to the dangers of defective wiring and equipment and are to visually inspect electrical equipment before use and to report any defects immediately.
The pre use check will include inspection of the electrical equipment to identify,
 - The equipment is suitable for it's intended use, and environmental conditions in the area of use.
 - That the equipment has been appropriately PAT Tested.
 - There are no signs of physical damage to the equipment or wiring.
 - There are no signs of overheating.
 - The wiring is appropriately clamped into the equipment and plug.
 - The equipment is clean and appears in a condition that is fit for use.
- It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.
- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.
- Portable Residual Current Devices are additionally functionally tested before each use.
- Electrical maintenance work is only carried out by competent persons.
- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the Site Manager. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors where a serious or fatal electric shock may be received is only carried out after being fully risk assessed, and then using a documented

Permit-To-Work system, by qualified engineers.

- Appropriate maintenance records are maintained.

3.6 Working at Heights

Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone. If an accident occurs there would be no one to call for assistance.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, all work at height should be risk assessed, proper access equipment must be used and the following protocol adhered to.

1. The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed.
 - a. Avoid work at height where possible.
 - b. Where work at height cannot be avoided, use work equipment or other measures to prevent falls.
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
2. The managing of work at height requires that.
 - a. All work at height is properly planned and organized.
 - b. Account is taken of weather conditions that could affect safety.
 - c. Those involved are trained and competent.
 - d. The place where the work is carried out is safe.
 - e. Work / access equipment is appropriately inspected.
 - f. Risks from fragile surfaces are controlled.
 - g. Risks from falling objects are controlled.
3. The planning of work at height requires that.
 - a. No work is done at height if it is safe and reasonable to do it other than at height.
 - b. The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable.

- c. Emergencies and rescue are planned for.
- d. Account is taken of the appropriate risk assessments.

All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.

Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers instructions, by a person who is competent, having received sufficient instruction and training.

Due to their construction, testing and load bearing capabilities Class 3 (Domestic) Standard or BS EN 131 Non-Professional standard ladders and step-ladders are not to be used.

Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety.

Comply with local rules for ladder use.

3.7 Substances Hazardous to Health

Were possible all substances used in the School should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant' etc, or carry the hazard warning symbol. Where a choice exists between substances required to carry out the same task, the substance with the lowest hazardous properties is always used in preference to higher hazard substances, and then in the most diluted form suitable for the task.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturers instructions.

A register of hazardous substances held is kept, and updated as necessary.

Material Safety Data Sheets (MSDS) have been received from the suppliers for all hazardous substances in use in the School.

The processes relating to the use and storage of each hazardous substance are appropriately risk assessed, to ensure the appropriate the risk control measures are devised and implemented, and the risk assessments recorded.

Some hazardous substances are unavoidable, the minimum safety precautions for cleaning substances are given below. The control measures for the hazardous substances used in Science, Technology, Home Economics, Art and Catering are covered in the relevant sections.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.

These substances are necessary, as less hazardous substitutes are considered to be ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances.

- The substances are kept secure at all times when not in use to prevent unauthorised access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers instructions and Risk Assessment.
- Substances shall not be mixed together. This is particularly important with bleach. Toxic fumes can be generated if this is mixed with other substances.
- Adequate arrangements are maintained to ensure the segregation of incompatible substances. Such as colour coded containers, separate banded storage areas, and separate cleaning materials.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Principal and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

3.8 Fire Safety

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Site Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained.

All staff are familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements and procedures of the school.

A log book is available to record maintenance, false alarms etc of the fire detection and warning system.

Fire extinguishers are not to be tampered with or removed without authorization, and are not to be obstructed.

Emergency exits, fire action notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

Practice fire drills are carried out termly, and are monitored by the Health and Safety Coordinator, who compiles a report on each for the Principal.

Routine inspections are carried out by the Site Manager to ensure that the fire safety arrangements of the school are not compromised, and remain effective.

A pack-up is prepared for the fire and rescue service, which includes a site plan, and the locations of significant hazards and emergency isolators and exit routes in the school.

All fire safety equipment and facilities are appropriately maintained in accordance with the appropriate standards.

Where any person is known to be accessing the school buildings who requires assistance to leave the building in an emergency a Personal Emergency Evacuation Plan (PEEP) has been documented to identify the safe evacuation procedure and assistance that will be provided for them.

It is the responsibility of the relevant Department Head, or visitor escort to identify the need for and document this PEEP.

Where any Hot Working (welding, hot bitumen, soldering etc) is carried out by Contractors etc the Site Manager is to ensure that the Contractor etc has a Permit to Work System in place, in addition to the relevant risk assessments, to safely manage this work. These controls will include checking the work area a specified time after completion of the hot work to ensure that no fire risk remains.

Fire Risk Assessment to be complied with.

Fire safety procedures to be complied with.

Electronic Gates

When they are opening and closing, the force of the gates are limited to those in the British/European standards. The gates also reverse if they hit someone or something. The gates have sensors that can stop them if someone has been detected. This is a light beams (photoelectric devices), which stop the gates before they reach an obstacle.

The gates must have an emergency release mechanism in case someone gets trapped.

3.9 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the school's activities and although these have been eliminated wherever possible, it is not reasonably practicable to completely avoid them. Most lifting tasks within the classroom do not generally involve a significant risk of injury and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Safe lifting techniques must be employed at all times. Never bend from the waist or lift with the legs straight, as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.

Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities, they are to seek assistance.

Special care is to be exercised where pupils are involved with the moving of objects, eg moving trampolines or pianos. Employees are required to assess these operations and only allow pupils to be involved where the task is within their capabilities, with regard to age, build, strength and maturity etc; and ensure that adequate precautions are taken to prevent injury. Pupils are not permitted to participate in these activities without wearing suitable footwear.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The HSE have produced manual handling filter tools which are available on their website (www.hse.gov.uk) which may be used to determine the requirement and extent of any manual handling risk assessment.

Those persons anticipated to be involved with significant lifting tasks have been provided with training in safe manual handling techniques.

For those without this training, they are to seek the assistance of appropriately trained persons if as a part of their job the requirement arises to carry out any significant lifting tasks. If an on-going manual handling requirement is then identified, they are to request manual handling training through the Health and Safety Coordinator.

Mechanical aids (trolleys, hoists etc) have been provided to reduce the manual handling effort required where necessary, and this is appropriately maintained.

Below are listed some of the controls that should be employed for lifting different objects, which along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Carrying no more than 3 chairs at a time.
- Using special trolley for moving stacks of chairs.
- Carrying no more than 1 table at a time (single tables), & seek assistance if moving large/heavy tables.
- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- If necessary, and where possible the load is to be broken down into smaller loads requiring less significant manual handling effort.
- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight/size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

3.10 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school, and regularly reviewed. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Occupational Health Advisors. The assessment will identify the moving and handling plans appropriate for each pupil. The hierarchy of measures in these plans shall be as follows.

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves, or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable, e.g. training for employees in using

safe techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, turntables etc.

- The moving and handling plans will be recorded in pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.
- Personal Emergency Evacuation Plans (PEEP's) have been documented to identify the safe evacuation procedures for all disabled persons that can be expected to be on the School Site during an emergency.

3.11 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the school by various members of staff, and current health and safety legislation designates employees who use this equipment as a significant part of their normal work as 'users'. Self employed persons working similarly, with school equipment, are designated as 'operators'. Computer 'Users' and 'Operators' will be identified by the Health and Safety Coordinator, after consultation with relevant employees.

Workstations used by 'users' or 'operators' have been assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to lowest level reasonably practicable. All other workstations meet the minimum requirements for health and safety, appropriate to the workstation equipment and method of use.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Frequent changes of activity occur, therefore no special breaks need be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacle adaptation specifically required for display screen work, at no cost to themselves. Initially 'users' are to request these through the Principal who will provide referral letters to take to an optician of their choice.

A **nominal maximum** School payment for these eye tests and corrective lens will be £xxxx and £xxxx respectively, which is expected to cover all reasonable costs. However, if justified by medical reasons the Principal will authorise additional full payment upon receipt of written confirmation from the optician concerned.

Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

3.12 Smoking at Work

Smoking is not permitted on the school site, in any school vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent

unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire. For the purposes of this policy the use of E-Cigarettes is to be treated the same as standard tobacco cigarettes.

Appropriate signage, prohibiting smoking, is displayed at all entrances to the School site/buildings.

Appropriate signage is displayed in all school vehicles.

3.13 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Headteacher or delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The Headteacher or delegated employee shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

Under the requirements of the Construction Design & Management Regulations 2015, the Client is required to make suitable arrangements for managing a project.

This includes making sure that:

Other duty holders are appointed (e.g. principle designer & principle contractor).

If more than one contractor will be working on your project then, as the client, you must appoint a principal designer and a principal contractor in writing. If you do not do this then you take on these roles and associated legal duties yourself.

Ensuring that these duty holders are competent.

Sufficient time and resources are allocated.

Relevant information is prepared and provided to other duty holders.

The principal designer and principal contractor carry out their duties.

Welfare facilities are provided.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally construction work which takes longer than 30 working days and has more than 20 workers working on the project at any one time, or involves more than 500 person/days is notifiable to the HSE. The Headteacher or delegated employee is responsible for making this notification and if necessary seeking specialist advice regarding what must be done to comply with these Regulations.

Where any Hot Working (welding, hot bitumen, soldering etc) is carried out by Contractors etc the Site Manager is to ensure that the Contractor etc has a Permit to Work System in place, in addition to the relevant risk assessments, to safely manage this work. These controls will include checking the

work area a specified time after completion of the hot work to ensure that no fire risk remains.

Upon completion of each contractor project the Principal will review how effective the safety arrangements were, and how well the project was planned, organised and operated, in order to establish if the both the school and contractor management and control arrangements were effective, and to determine if the contractor should be included on an approved list for future work.

3.14 First Aid Arrangements

A first aid needs assessment has been carried out, and in support of this, XXX employees are certificated first aiders, this is considered to be appropriate for the risks and numbers of persons present. In addition to this, it is the policy of the school to train as many Teachers and Mid-day Meal Supervisors etc as possible in emergency first aid, so as there is always cover for the most likely times that injuries occur, and for absences/school trips etc.

All first aid training is repeated every 3 years to maintain competence. This training and refresher training is coordinated and organised by the Health and Safety Coordinator.

All first aiders and emergency first aiders receive refresher first aid training annually.

First aid boxes stocked with the recommended contents are located at appropriate points and (*Insert Post*) is responsible for checking the contents on a monthly basis and replenishing any deficiencies. All employees should familiarise themselves with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

If required, an ambulance can be summoned by telephone from the Reception Office by dialling XXXX.

First aiders and emergency first aiders are identified on notices throughout the school, and the Health and Safety Co-ordinator is responsible for ensuring that this information remains current.

Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring pupils for further medical attention as set out below, or when in doubt.

Additional Requirement for Primary Schools

First Aider training is supplemented with Paediatric First Aid training where appropriate for coverage of the Early Years Foundation Stage.

Head Injuries

Head injuries can easily be underated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed [on the Government website under, https://www.gov.uk/government/publications/healthprotection-in-schools-and-other-childcare-facilities](https://www.gov.uk/government/publications/healthprotection-in-schools-and-other-childcare-facilities) should be followed to prevent the spread of infection.

3.15 New & Expectant Mothers

Employees who become pregnant shall inform the Principal so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops, and may still be required for new mothers. Additional facilities such as a place to lie down or store expressed milk will be provided as necessary. Advice on pregnancy and work is given [on the websites http://www.hse.gov.uk/mothers/](http://www.hse.gov.uk/mothers/) <https://www.gov.uk/government/publications/healthprotection-in-schools-and-other-childcare-facilities>.

3.16 Young persons working or children on work experience in the School.

If young persons come to the School to work, or on work experience, additional Legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory school age. Where the standard School risk assessments are not adequate to cater for this age group, 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience and lack of awareness.

The Health and Safety Co-ordinator is responsible for organising the work experience etc, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are adequate or carried out and are communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child. Attendance records will also be maintained, and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

Additional guidance is available from the HSE Website which contains pages under the heading of 'Young People / Work Experience', and HSE Document INDG364 'Young People and Work Experience – A brief guide to health and safety for employers' is also available from the HSE.

3.17 Pupils on Work Experience / Placements outside the School Premises

When pupils go externally for work experience the same Legislation as above applies. This requires that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of pupil's immaturity, inexperience and lack of awareness (Unless their current risk assessments already take these young persons into account). Where pupils are under compulsory school age the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for ensuring that employers providing work experience placements are suitable, and have arrangements which ensure that.

- Pupils are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work.
- Pupils are effectively supervised to ensure the appropriate risk control measure are taken. Supervision requirements during non-contact time are subject to risk assessment.
- The findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the pupil.

The Health and Safety Co-ordinator is responsible for authorising and organising the work experience/placement, liaising with the Work Provider and the person with parental responsibility, to ensure that risk assessments are communicated to the person with parental responsibility. There is no substitute for direct knowledge, and the Work Experience Co-ordinator should visit the Work Experience Providers' site to confirm that arrangements are adequate. They are also to obtain from the person with parental responsibility information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the Work Experience Provider, in order that their suitability can be assessed and safety measures adapted accordingly.

Written parental consent is to be obtained for each placement, and effective arrangements are to be in place to ensure student attendance is reported, and that routine visits are made to monitor the progress of the placement.

Additional guidance is available from the HSE Website which contains pages under the heading of 'Young People / Work Experience'.

3.18 School Security

The main reception entrance is monitored at all times to prevent unauthorised access.

Many exit doors are locked to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the Reception Office on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.

Unknown persons on the school site not wearing a visitors badge, are to be asked to identify themselves, their reason for being on school premises and if they require assistance. Appropriate measures are then to be taken to escort them to the Reception Office to book in, or escort them off the

premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach, in these cases assistance is to be sought, and the police called for additional assistance if necessary.

CCTV is in use at pre-determined locations throughout the school, and is maintained under external contract.

When pupils are outside during play time or for sports, adequate supervision is provided to ensure that they do not leave the premises.

The car park is segregated from areas occupied by pupils and pedestrian access is controlled during school time.

The premises are secure, reducing the potential for pupils to stray unsupervised.

Electrically powered gates and doors are fitted with appropriate safeguards to prevent injury, and are routinely checked and maintained in accordance with the manufacturers' recommendations. Appropriate Staff are trained in their operation, and emergency release functions.

All Staff, permanently or temporarily employed by the School have received a satisfactory Disclosure & Barring Service (DBS) check, and any visitor who is unable to produce a valid DBS check certificate will be escorted whilst on the premises by a member of Staff during times when children are on site.

3.19 Violence at Work

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed.

- Employees who have any qualms about parental interviews should arrange for a colleague to be present, and ensure that any loose objects which could be used as weapons are out of the immediate reach of the visitor.
- Employees should not become confrontational even if provoked. They should offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms. Have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Principal. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A secure register is kept of those who have demonstrated violent tendencies in the past.

Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

- Employees who suffer violence at work will be sympathetically treated and support systems are available.
- Where necessary Staff are appropriately trained in identifying and dealing with situations where conflict may arise.

3.20 Educational Visits

Pupils generally face far higher risks on school visits than they do in the school.

The advice and guidance on the outdoor education advisors panel website www.oeapng.info is used to help assess and control the risks.

The Health and Safety Co-ordinator is appointed as the Educational Visits Coordinator (EVC) for the school to help teachers/group leaders assess the risks and implement control measures.

It is the visit leaders responsibility to carry out the risk assessment for the visit, but each risk assessment and visit is to be vetted and authorised by the EVC.

Generic risk assessments have been carried out/recorded and control measures identified for repeated elements of educational visits e.g. travel by minibus or coach and swimming at regular venues etc.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments and teachers/group leaders carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks.

Risk assessment controls are monitored by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision and first aid support are assessed and provided for all visits.

Where the School uses the services of an Adventurous Activity Centre for trekking, water sports, caving or climbing activities, these centres are licensed by the appropriate authority.

An annex of forms such as Visit Procedure Checklist, Role Responsibilities, Parental Permission, Risk Assessment Template, Supervision Ratios, etc may be compiled locally based upon the website guidance.

Minibus

The minibus is fitted with forward facing seats, lap and diagonal seat belts, and the driver is responsible for ensuring these are used by all occupants whilst on the move.

The Site Manager is responsible for ensuring the minibus is serviced in accordance with the manufacturers instructions, and the periodic safety checks (lights, tyres, windscreen washers, oil & coolant levels etc.) are carried out and records kept.

The Headteacher is responsible for restricting the driving of the minibus to those with the appropriate licence, and who are assessed as competent.

Drivers of minibuses shall familiarise themselves with the rules that have been set to avoid driver

fatigue and the actions to be taken in the case of a breakdown or accident.
Appropriate levels of supervision are assessed and provided for all minibus trips.

All travel in the minibus is appropriately authorised.

Vehicle registration documents Mot Certificates and insurances, along with the driving licences of Staff permitted to drive the minibus are checked annually to ensure they remain current.

Staff permitted to drive the minibus are required to notify the school management immediately of any endorsements, accidents, ill health etc that may impact upon their driving licence or driving ability.

As the police are now permitted to carry out drug testing of drivers, it is recommended that if a minibus driver is taking prescription medicines for any reason, a copy of that prescription should be taken during the journey, in order to clarify any anomalies that may arise if tested.

An annex of forms such as Vehicle Use Authorisation, Document Check, Vehicle Maintenance Check, etc may be compiled locally

The Minibus Policy Document to be complied with.

3.21 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they recover, or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out [on the Government website https://www.gov.uk/government/publications/healthprotection-in-schools-and-other-childcare-facilities](https://www.gov.uk/government/publications/healthprotection-in-schools-and-other-childcare-facilities)

The storage and provision arrangements for pupils's medicines are in accordance with manufacturers and medical recommendations.

Generally, only medicines prescribed by a medical practitioner are to be held by and administered by the School Staff. *However where non-prescription medicines are necessary to meet attendance requirements, these may be administered by School Staff upon the adoption of sensible risk based assessments of individual circumstances, and parental consent.*

Parental consent forms and medical instructions are required for the issue of all medicines administered to pupils by the school on behalf of parents. And records of each individual issue are kept on the appropriate form.

A register is maintained of all medicines held by the school, and appropriate security is maintained for the control of these medicines.

Where necessary, appropriate staff have received training in the administering of medicines such as epi-pen use etc.

Where necessary

Effective arrangements are in place for the safe use and disposal of sharp implements (Safety alternatives are used wherever practicable).

Employees using sharp implements have received adequate information and training.

Sharps bins are readily available in the Medical Room, or where needed.

Used needles etc are to be placed directly into the sharps disposal container, rather than being re-capped.

All incidents relating to sharp implements are investigated and appropriate action taken.

Pupils with particular medical needs are supported as necessary by the School and appropriate equipment, training and materials provided and maintained to meet their medical needs whilst within the School, based upon liaison with the pupil, parents and professional medical support team.

An annex of forms such as Stock Sheet, Parental Permission, Issue Log, etc may be compiled locally.

The School Medicines Policy Document to be complied with.

3.22 Accident / Incident Reporting

Minor injuries to employees, visitors and pupils shall be recorded in the accident book by the person administering first aid.

In the event of a "Specified Injury" or "over 7 day" absence injury the Health and Safety Co-ordinator is responsible for reporting the incident to the HSE, either via their website (www.hse.gov.uk), or by telephoning HSE Incident Contact Centre (ICC) 0345 300 9923 for a specified injury or fatality, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

‘Specified’ injuries to pupils and visitors include those which require them being taken directly to hospital for treatment. For Pupils, this only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of supervision. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

Note that the reporting of injuries to persons in School on School training schemes, or children on work experience within the School should be reported as if they were employees of the School.

‘Specified’ injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. A full list of applicable injuries is available within the RIDDOR Regulations. Specified injuries are to be RIDDOR reported without delay, and in any case within 10 days of the accident, and Fatalities are to be reported immediately.

‘Over 7 day’ absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc. These are RIDDOR Reported within 15 days of the injury occurring.

The Health and Safety Co-ordinator is responsible for notifying the schools insurers of all ‘Specified’ and ‘Over 7 day’ injuries.

Some incidents which do not result in injury must be reported to the ICC. These are known as ‘Dangerous Occurrences’ and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

The Health and Safety Advisor ([07770 537453](tel:07770537453)) shall be contacted if in doubt about reporting procedures.

All accidents will be investigated to some degree. The depth and scope of the investigation and the amount of resources devoted to each, will however be commensurate with the severity of the accident reported. Investigation of major/serious incidents are to be co-ordinated by the Health and Safety Co-ordinator, and incidents of a lower severity by Heads of Departments.

3.23 Statutory Notices

The Health and Safety Co-ordinator is responsible for ensuring that the following are displayed where employees can see them.

1. A 'Health and Safety Law' poster. (It is no longer mandatory to complete the local information parts of this poster).
2. A current copy of the employer's liability insurance certificate.
Alternatively, this document may be held electronically as long as all employees have access to it.

3.24 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. (*INSERT NAME*) has been appointed as health and safety representative and will be consulted during the preparation and review of the health and safety policy of the school, to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

Where a recognised Trade Union is not represented, employees are consulted with directly in accordance with The Health and Safety Consultation with Employees Regulations 1996.

Health and safety is a standing item on the agenda of all the regular employee meetings held within the school, during which employees are provided with any relevant health and safety information or news, and their consultation sought on matters affecting them.

3.25 Employee Induction Procedures

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given by the Health and Safety Co-ordinator to ensure that they are aware of the school's health and safety arrangements.

The school induction package is to be completed prior to employees carrying out any other tasks at the school, and includes a thorough understanding of.

1. The Health and Safety Policy.
2. Risk Assessment procedures.
3. Relevant safe working procedures.
4. Relevant health and safety training.
5. Evacuation procedures.
6. First aid and injury reporting arrangements.
7. Any other relevant policies, emergency procedures, etc, including the Critical Incidents Policy.

The Health and Safety Co-ordinator is to guide new employees through the induction process, and organise and document health and safety training as appropriate, including refresher training.

Should the Health and Safety Co-ordinator post be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee lead through the induction package by the Principal.

The following training matrix is used to identify the minimum training requirements for each post, and enable effective tracking of training progress.

HEALTH AND SAFETY TRAINING MATRIX

Establishment XXXXXXXX

Employee Post: XXXXXXXX

Employee Name: XXXXXXXX

TRAINING COURSE	MANDATORY	DESIRABLE	DATE COMPLETED	REFRESHER REQUIRED
Health & Safety Induction	Y			
Managing Safely				
Risk Assessor		Y		
DSE Assessor				
Minibus Driver				
Manual Handling	Y			
Ladder use	Y			
DSE User	Y			
First Aid				
Emergency First Aid		Y		
PAT Testing				
Scaffold tower erection		Y		
Etc	Y			
Etc				
Etc				

Additions to be made as necessary

Copies of individual training certificates are held on individual training files, which are maintained

by the Health and Safety Coordinator.

Where training is received for which no formal certification is available, this training is to be recorded in the following format, and a copy of the training syllabus kept.

TRAINING CERTIFICATION

This is to certify that the undersigned have received and understood training in the discipline identified below.

TRAINING COURSE

ATTENDEES

DEPARTMENT	NAME	SIGNATURE	DATE

TRAINER

ORGANIZATION	NAME	SIGNATURE	DATE

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3.26 Physical Education, Sport and Play Activities

A significant number of injuries to pupils occur during these activities.

Areas where children carry out PE, Sporting and play activities are to be kept as far as possible free from obstacles and hazards which could cause injury to pupils.

The surface of all areas where children carry out PE, Sporting and play activities are as far as possible to be level, and free from slip and trip hazards (i.e. pot-holes, ice, mud, loose gravel accumulations etc).

PE, Sporting and play areas are inspected before use, to ensure their safety.

General rules for play times

Fixed play equipment is installed and maintained in line with the requirements of BS EN 1176.

Impact Absorbent Surfaces are provided around play equipment where necessary for younger children.

A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.

Employees shall watch for and control over-enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas.

Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from off the school premises by climbing fences, or entering private property without specific permission is prohibited.

Employees shall not carry hot drinks or glass drinking vessels whilst on play-time supervision duties.

Fixed play equipment is maintained annually under external contract, and regular routine visual and operational inspections are carried out by the Site Manager in line with the manufacturers'/installers recommendations.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe Practice in Physical Education, School Sport & Physical Activity' published by the Association for Physical Education, and the guidance from the relevant national Governing Board for the activity concerned.

Only suitably qualified employees are to supervise physical education, and particular attention should be paid to the following.

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.

- Employees shall position themselves where they can see and properly supervise all pupils.
- Appropriate clothing should be worn at all times.
- Long hair should be tied back.
- Watches, necklaces, large rings and ring type earrings must be removed.
- Sports areas and pitches should be checked before activities start, to ensure there are no objects liable to create a hazard around the side of the Sports Hall/Gymnasium or on any of the outside areas being used.
- Ensure all equipment is safely set up before using, including the requirement for adequate head-room where appropriate.
- Physical Education equipment is maintained under external contract and is inspected routinely, and before use.
- Limit the number of pupils using any one piece of apparatus.
- Set up apparatus in accordance with the manufacturers' instructions, and with adequate spacing between each item.
- If pupils are involved in moving equipment, make sure this is done using safe techniques, with enough pupils to ensure that they do not have to struggle. Pupils taking part in the movement of PE Equipment are to wear appropriate footwear.
- Apparatus being used should be at least two metres from any wall.
- Pupils shall be supervised at all times.
- All equipment shall be put away safely at the end of the lesson.

3.27 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the School premises.

Adequate vehicle and pedestrian segregation must be maintained at all times. This can be achieved with any combination of physical barriers, time segregation, distance segregation or management controls, and may include arrangements such as warning notices, traffic control persons and signage etc.

Segregation arrangements include.

- Pupils are not allowed on the playing field whilst grass mowing or grounds maintenance vehicles are in use.
- Pedestrians must use the separate entrance provided.

- Teachers' etc cars are not to enter or leave the school premises at school starting, leaving, lunch and break times.
- Members of staff are stationed at vehicle access points at school starting, leaving, lunch and break times to ensure vehicle pedestrian segregation. The responsibilities of these persons are identified in individual Terms of Reference.
- High visibility vests are worn by all members of staff on traffic control duties.
- Delivery and contractor's vehicles must be prevented from entering the premises at school starting, leaving, lunch and break times.
- Parents and older students are not allowed to bring motor vehicles etc onto the premises.
- A one-way system is in place for vehicles on the school site, to avoid unnecessary reversing.
- Reversing of large vehicles, or those where the rear view is restricted, must be guided back by a competent person.
- Bus discharge and pick up arrangements must be planned and controlled to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are present.

The vehicle/pedestrian segregation arrangements have been documented into a Traffic Management Plan (vehicle/pedestrian segregation risk assessment).

Vehicle / Pedestrian segregation risk assessment arrangements to be complied with.

An annex of forms such as Traffic Control Terms of Reference, etc may be compiled locally.

3.28 Science

Each Science Laboratory and Preparation Room is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control.
2. Gas isolation control.
3. Residual Current Device (RCD) protected electrical sockets.
4. Appropriate fire extinguishers.
5. A fire blanket.
6. Emergency eyewash facilities.

Access is available to a first aid kit, and to a telephone nearby to call for assistance if required.

Preparation Rooms and Chemical Stores are kept secure when no members of Staff are present to prevent unauthorised access.

Good practices outlined in the publications listed below should be used for chemical storage, and to develop risk assessments and safe working procedures for work in the science department, science

experiments etc.

A separate Science Department Health and Safety Policy and Laboratory Rules have been developed in line with the CLEAPSS Guidance.

CLEAPSS website www.cleapss.org.uk (Both for Primary & Secondary level education).

ASE, Safeguards in the School Laboratory.

ASE, Safe & Exciting Science

ASE, Be Safe – Health and Safety in School Science and Technology for teachers of 3 to 12 year olds. (4th Edition).

Project work involving hazardous substances, not covered by these publications will be individually risk assessed by the Head of Department, and safe work procedures produced to ensure the risks are adequately controlled.

Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.

Fume cupboards are provided and used as necessary for the control of hazardous substances, and these are appropriately maintained. As a minimum this includes a 14 Monthly examination by a competent person, and weekly visual checks of the equipment by Department Staff. A Local Exhaust Ventilation (LEV) log book is used to record these routine checks and maintenance.

Fume cupboards are fitted with a device to provide a continuous indication of their operation, and the correct functioning of fume cupboards is confirmed prior to use.

Pressure systems such as autoclaves etc are provided with a validated written scheme of examination, and are examined in accordance with that scheme by a formally appointed competent person. A copy of the examination report is received within 28 days and the date the next examination is due is marked on the equipment.

Where more than 5 litres of Industrial Denatured Alcohol (IDA or Methylated Spirit) is held, a Alcohol Licence is held, issued by Her Majesties Revenue & Customs (HMRC).

Radioactive Sources

Only low level radioactive sources within the standard school holdings are held and used in the Science Department.

Registration for the Schools holding of radioactive sources has been made to the HSE via their website after 01 January 2018.

The Head of Science is designated as the Radiation Protection Supervisor (RPS), and is responsible for ensuring the local rules are followed to control the risks.

A competent Radiation Protection Advisor (RPA) has been formally appointed, to oversee and monitor the radiation protection arrangements of the school, and provide specialist advice as necessary (Where the CLEAPSS RPA Service is taken a separate Radiation Protection Officer RPO is appointed).

To ensure the control of radioactive sources in accordance with CLEAPSS Guide L93, the following documents are kept.

A list of Staff authorised to use or handle radioactive sources.

Standard Operating Procedures for the use of radioactive sources.
Contingency Plans (For spills etc).
RPS Monthly and Annual store checks.
RPS Annual Store and Contamination Checks.
A list of sources held.
A Source History for each source.
A Use Log.
Records of disposal of any source.
A Risk Assessment for the use of each source

The Model Risk Assessments in CLEAPSS Guide L93 are used as the basis for all work with radioactive sources.

Radioactive sources are securely stored in a properly labelled fireproof metal container. Highly flammable or corrosive substances are not stored in the same room as the radioactive sources, and the radioactive sources are not stored within 2m of where anyone person works habitually.

3.29 Technology

In Secondary Schools, the following requirements apply.

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work etc in Secondary Schools.

- BS 4163 Health and safety for design and technology in educational and similar establishments – Code of practice.
- CLEAPSS website www.cleapss.org.uk

The following minimum control measures have been implemented.

Guarding of dangerous parts of machinery in accordance with BS4163.

Storage of hazardous substances in accordance with BS4163.

Restricting the use of machinery to appropriately trained and competent employees and pupils.

The provision and use of suitable Personal Protective Equipment (PPE) where the risks cannot be adequately controlled at source ie. eye protection, face shields, gloves and aprons etc.

Machinery producing hazardous noise levels has been identified and information and suitable hearing protection has been provided.

The diameter of the smallest saw blade to be used is marked on all circular sawing machines.

Emergency stops are fitted to all fixed machine tools (foot operated on pedestal drills as specified by BS4163).

Central isolation points have been provided for the electricity supplies to all fixed machine

tools in accordance with BS4163.

Local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes from hot processes, and these are appropriately maintained.

As a minimum this includes a 14 Monthly examination by a competent person (And at least 6 monthly where non-ferrous metal casting is involved), and weekly visual checks of the equipment by Department Staff. . A Local Exhaust Ventilation (LEV) log book is used to record routine checks and maintenance.

Dust and fume extraction equipment is fitted with a device to provide a continuous indication of its' operation, and the correct functioning of the extraction equipment is confirmed prior to use.

For all soldering operations lead-free solder and rosin-free flux are used, and adequate ventilation maintained.

Health and safety information and instructions are incorporated into the lesson plans and into the teaching process.

Close supervision is exercised over pupils' behaviour.

Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals.

Routine maintenance and inspection of all hand and power tools is carried out.

RCD protection is provided for all electrical wall sockets.

The staff workshop area is kept secure when no members of staff are present, to prevent access to dangerous machinery.

The issue and use of sharp hand tools is strictly controlled, and all are positively accounted for after each use.

Sharp hand tools are secured when not in use, and no member of staff is present.

Where wood dust is considered to be a significant issue, health surveillance (in the form of start work and routine health questionnaires) is undertaken for those employees.

Where a 3D Printer is used, only a PLA (Polylactic Acid) plastic is used for printing, and only manual finishing of the printed product is permitted.

The Head of Technology is responsible for reviewing the risk assessments annually or when circumstances change, and ensuring the following.

- Checking of the presence and condition of machinery guards before use.
- Isolation of all fixed machine tools when not in use.
- Functionally checking of the operation of all equipment emergency stop controls, on a half termly basis.
- Functionally checking of the operation of the emergency electrical isolation

controls, on a half termly basis.

- Functionally checking of the operation of RCD sockets on a monthly basis, and routine testing of emergency facilities (such as emergency isolation controls).
- Keeping of appropriate records.

As Students become competent in the safe use of each type of equipment, training records are kept to record these competencies.

In Primary Schools, the following requirements apply.

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work etc in Primary Schools.

- Design and Technology Association (DATA) website resources (available from www.data.org.uk).
- ASE Publication; Be Safe – Health and Safety in School Science and Technology for teachers of 3 to 12 year olds. (4th Edition).

The following minimum control measures have been implemented.

Only round ended scissors are available to pupils.

Sharp hand tools, craft knives, kitchen knives and sharp ended scissors are stored securely, and only used by older children under close supervision. These items are strictly controlled, and all are positively accounted for after each use.

Pupils shall be shown how to use the simple hand tools provided for them safely. Teachers should not assume they have been taught this before even they have previously used such items.

If the material or tools pupils are using are likely to eject parts, chips or splinters etc, then eye protection must be worn.

Hot wire polystyrene cutters must only be used in well ventilated rooms.

Pupils shall not use spray glue, and only low temperature glue guns are to be used by pupils.

In cookery lessons the quantities of hot liquids are to be kept to a minimum, and pans positioned so as to prevent them being knocked over. Pans are to be positioned on cookers so that handles do not protrude.

3.30 Home Economics

Hazard Analysis & Critical Control Point (HACCP) principles are adopted to ensure adequate control of food safety issues.

Each Home Economics Classroom is provided with the following facilities, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control.
2. Gas isolation control.
3. Residual Current Device (RCD) protected electrical sockets.
4. Appropriate fire extinguishers.
5. Fire blankets.

In addition, the following minimum control measures are taken to control the risks,

- Unsupervised access to the Home Economic areas is prevented.
- Secure storage and supervised use of kitchen knives. The issue and use of these items is strictly controlled and all are positively accounted for after each use. The rules for safe handling of kitchen knives are as follows.
 - a. Use a knife suitable for the task.
 - b. Keep knives sharp.
 - c. Hold the knife firmly.
 - d. Do not cut towards your body.
 - e. Do not leave knives on tables or in washing up water.
 - f. Put the knife away after use.
 - g. Carry a knife point down.
 - h. Never try to catch a falling knife.
- Health and Safety briefing sessions for pupils and close supervision to ensure the rules are followed.
- Siting of cookers to minimise risk of pans being knocked.
- Ladles or spoons are not to be left in saucepans, on hot-plates or cooker rings.
- Electrical leads are kept clear of cookers and sinks.
- Pans are positioned on cookers so that handles do not protrude.
- Routine maintenance contracts are in place for all cookers.
- Gas cookers are appropriately secured to prevent fracturing of the gas supply pipes.
- Routine inspection and testing of all electrical equipment.
- Routine testing of emergency facilities (such as emergency isolation controls).

- Secure storage and following the manufacturers instructions for the use of bleach and cleaning substances.
- All HE employees have the Level 2 Food Safety & Hygiene for Catering Certificate qualification.
- A slip-resistant floor surface is installed in the Food Technology Classroom, and is maintained in accordance with the manufacturers' recommendations.
- Floor surfaces are cleaned in accordance with the manufacturers' recommendations, spills are cleaned up immediately, and the floor surface is dried after cleaning etc.
- Any foods later served, packed or unpacked, are appropriately labelled in accordance with food allergen labelling requirements.
- Where necessary a Carbon Dioxide monitor is fitted to provide an indication of when the ventilation becomes inadequate due to combustion from the cookers.
- All extraneous-conductive-parts are electrically bonded to the building earth potential. *(An extraneous-conductive-part is an electrically conductive item that does not form part of the electrical System, but has the potential to introduce an electrical potential into that system – this is normally accepted to be a metal object that has an electrical resistance to earth of less than approximately 23,000 – 25,000 ohms. (Almost certainly metal pipes, but may also include metal work-benches - It would require an electrical competent person to confirm this).*

3.31 Art

Good practices outlined on the NSEAD website pages 'A Guide to Safe Practice in Art and Design' should be used to develop risk assessments and safe working procedures for art work etc.

Fume extraction equipment is provided where necessary, routinely tested, and indications provided to the users' of its' serviceability and operation.

Fume extraction equipment is fitted with a device to provide a continuous indication of its' operation, and the correct functioning of the equipment is confirmed prior to use.

Some inks and paints are oil based, but are otherwise non-hazardous.

Suitable step ladders are provided for putting up displays and working at heights, employees and pupils shall not stand on desks and chairs. Stepladders are routinely inspected and are secured when not in authorised use.

Clay is purchased in small quantities to minimise the manual handling risks.

The dust levels from dry clay residues are minimised by wet cleaning methods and good general ventilation.

The pugmill and potters wheels are guarded to prevent access to the dangerous parts, the on/off switches are splash-proof because these tend to be operated with wet hands, and an RCD is fitted into the supply circuit to minimise the risk of serious electric shock. Non-portable items are hard wired into the electricity supply.

The kiln is in a separate room to prevent unauthorised access whilst firing. The kiln doors are interlocked to prevent contact with the live heating elements, and a means of electrical isolation is available. Ventilation arrangements have been provided to remove the hot gases and a red light is positioned on the approach to indicate when the kiln is firing. Combustible materials are not kept in the kiln room, and a fire extinguisher is available on the approach to the kiln room.

Only ready mixed liquid glazes are used, these are stored securely, and good hygiene precautions are used to control exposures.

Hazardous substances are stored securely, and only used in accordance with Risk Assessments.

Sharp knives etc are secured when not in use, and no member of staff is present. The issue and use of these items is strictly controlled and all are positively accounted for after each use.

3.32 Drama and Music

The following minimum control measures are taken to control the risks.

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights. i.e. step ladders and mobile scaffold tower.
- Training is given in the safe erection, use and dismantling of all access equipment used.
- The mobile tower scaffold complies with the requirements of the Work at Height Regulations 2005.
- The Drama Technician supervises the erection of the mobile tower scaffold and has attended a recognised training course.
- All stage lights are fitted with secondary security devices.
- Hoist ropes and fittings for stage lighting beams and back drops are inspected on a six monthly basis by specialist engineers.
- Stage materials and equipment are stored securely to prevent falls.
- A rope is used to lower lights etc to the ground from the mobile tower scaffold.
- Pupils are closely supervised.
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out.
- RCD protection is provided for all electrical sockets used for equipment on the stage, and for all sockets which are used to supply pupils own equipment, amplifiers etc.
- Where practicable low voltage or battery operated electric equipment is used to minimise the risks of electric shock.
- Routes to viewing balconies, lighting gantries and roof spaces are secured to prevent unauthorised access.
- The guarding to viewing balconies and their access is sufficient to protect persons (including small children) from falling over or through.
- Guard-rails are fitted to lighting gantries to prevent falls.

- Adequate precautions are taken to prevent falls from scenery constructions and the edge of the stage.
- Stage access stairs are kept in good condition, securely fixed, and provided with a handrail (which may be removable).
- Scenery and materials are stored securely to prevent falls.
- All non essential combustible materials are removed from backstage.
- Combustibles beneath the stage are kept well clear of lights and electrical equipment.
- Curtains and scenery on the stage are kept well clear of lights.
- All exits from the Hall are kept clear and unlocked whilst it is occupied.
- Emergency lights are tested to ensure they work properly.
- Emergency exits are clearly signed.
- Fire extinguishers are provided back stage for combustible materials and electrical fires.
- The Hall floor surface is maintained so as not to be unduly slippery.
- Stage curtains etc are regularly treated with flame retardant substances.

3.33 School Productions

In addition to the above, the following minimum control measures are taken to control the risks.

- A premises licence has been obtained for productions open to members of the public, and the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes etc are complied with.
- Well lit routes are provided for pedestrians from car parks.
- Stewards wearing high visibility vests are appointed to direct and control vehicles on the site.
- Arrangements are made for the provision of first aid in case of injury or acute ill health.
- A telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.
- Food hygiene arrangements are supervised by an employee who has attended a Level 2 Certificate in Food Safety & Hygiene for Catering Certificate course (or similar).
- All foods served, packed or unpacked, are appropriately labelled in accordance with food allergen labelling requirements.

3.34 Catering

(This is applicable to Catering employees employed by the school, if contract caterers are used they should provide a copy of their own policy and risk assessments etc).

Catering employees are exposed to significant hazards. Health and safety training for employees and clear procedural arrangements are the key to good health and safety in catering operations. The following minimum control measures have been implemented.

1. A slip-resistant floor surface is installed in the Kitchen, and is cleaned and maintained in accordance with the manufacturers' recommendations. Spills are cleaned up immediately, and the floor surface is dried after cleaning etc.
2. Proper access equipment is provided for reaching items located at heights. Employees are not to use chairs, boxes etc, or to climb up the front of storage racks.
3. All electrical outlet sockets are provided with RCD protection, to minimise the risk of serious electric shock.
4. The *(Insert Post)* is responsible for ensuring the RCD for the Kitchen circuits is functioning correctly by operating the test button on a monthly basis. Employees must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.
5. All extraneous-conductive-parts are electrically bonded to the building earth potential.
(An extraneous-conductive-part is an electrically conductive item that does not form part of the electrical System, but has the potential to introduce an electrical potential into that system – this is normally accepted to be a metal object that has an electrical resistance to earth of less than approximately 23,000 – 25,000 ohms. (Almost certainly metal pipes, but may also include metal work-benches - It would require an electrical competent person to confirm this).
6. Electrical wiring is not to be routed close to heat sources (such as cookers etc) or across sinks.
7. All gas fired equipment is serviced and maintained on a regular basis by a Gas-Safe specialist.
8. The main gas isolation valve is clearly marked and free from obstructions.
This must be closed if a leak is suspected or if there is an unexplained smell of gas.
9. The main hazard from ovens and ranges is being burned, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.
10. The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates or rings.
11. Gas operated ovens/ranges are fitted with flame failure devices, to eliminate the hazard of a gas flashback if the equipment does not light immediately, and securing devices to prevent fracturing of the gas supply pipes.
Where older equipment is in use that does not have this safeguard fitted, the safe lighting

procedures must be carefully followed.

- A lighted taper should be inserted before the gas supply is turned on.
- All the gas burners must ignite.
- When lighting pilot lights it is vital to make sure the main burner is turned off.
- If the pilot fails to light, turn off the gas and report it.
- All operators should be trained in the safe lighting procedure, and receive adequate supervision.

12. Clearly marked, emergency electrical isolation controls are located within the kitchen.

13. The cooker extraction system is cleaned and maintained on a regular basis.

14. The walk-in fridge is fitted with a means of opening from the inside, and employees are instructed in its' operation.

15. Only trained employees are allowed to use kitchen knives, the safe handling rules for which are as follows.

- Use a knife suitable for the task.
- Keep knives sharp.
- Hold the knife firmly.
- Do not cut towards your body.
- Do not leave knives on tables or in washing up water.
- Put the knife away after use.
- Carry a knife point down.
- Never try to catch a falling knife.

16. Employees are prohibited from using or cleaning the hazardous machinery (e.g. mixer and slicer) until they have been trained in the safe procedures. The Catering Supervisor is responsible for providing this training and for authorising employees who are competent to use this equipment. A written record of those appointed and the machinery involved must be kept.

17. The food mixer is fitted with a fully interlocked guard to prevent access to the blades whilst in motion.

18. Foodstuffs and materials are purchased in manageable sizes in order to reduce the manual handling effort required to move them. Employees are trained in safe manual handling techniques to minimise the risks, and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.

19. Liquid cleaners, disinfectants and bleach are used for general purpose cleaning. These carry 'irritant' or 'harmful' etc hazard warning labels. Material Safety Data Sheets are available for these substances and Risk Assessments are carried out for their use and storage. These substances are necessary, as substitutes without these hazards are considered to be ineffective. The following measures are the minimum necessary to control the risks from the use of these substances.
- a. The substances are kept secure at all times when not in use to prevent access by unauthorised persons.
 - b. The substances are all purchased from the same manufacturer and are only to be used in accordance with the appropriate Material Safety Data Sheet and Risk Assessment.
 - c. Employees are trained in the correct application methods and safety precautions.
 - d. Substances shall not be mixed together (this is particularly important with bleach, as toxic fumes can be generated if this is mixed with other substances).
 - e. Contact with the skin is to be avoided by the wearing of protective gloves.
 - f. Gloves are to be inspected before use and replaced if damaged (at least one spare pair of gloves is kept in stock at all times).
 - g. Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist.
 - h. Any skin problems associated with the use of these substances shall be reported to the Catering Supervisor and where appropriate to a medical practitioner.
 - i. Where substances are transferred into smaller containers for use, these containers must be marked with their contents and an appropriate hazard sign.
20. Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept secure, and changed when required. Although Risk Assessments must be carried out prior to use, the risk of exposure is only likely when changing the tube from an empty to a full container and washing out the residue from the empty container before disposal. Protective gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur.
21. The Catering Supervisor has implemented and recorded a system of Hazard Analysis and Critical Control Points (HACCP) to ensure the food hygiene risks are properly controlled, and to ensure compliance with The Food Safety & Hygiene (England) Regulations 2013. All food handlers are trained to an appropriate level in Food Safety and Hygiene.
22. Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.
23. Contact dermatitis is a known potential issue in food handling environments. In view of this appropriate PPE is worn wherever reasonably practicable, and regular checks are made on the

condition of employees' hands.

24. New and waste cooking oil is stored in a separate fire compartment to the main kitchen cooking area.
25. All foods served packed or unpacked are appropriately labelled in accordance with food allergen labelling requirements.
26. An adequate supply of fresh drinking water is maintained.
27. Kitchen Staff have adequate rest breaks away from heat sources, and their clothing is not restrictive, in order to reduce the potential for heat stress etc.
28. Effective pest control arrangements are in place, with fly-screens fitted to opening doors and windows.
29. Where necessary a Carbon Dioxide monitor is fitted to provide an indication of when the ventilation becomes inadequate due to combustion from the cookers.

3.35 Statutory Engineering Inspections

Thorough examinations are carried out by engineers from an Insurance Company every twelve months for hoists and lifts, and every six months for the loose lifting equipment such as chains, slings eyebolts etc. Likewise these examinations take place every 6 months for the passenger carrying lifts, and equipment for lifting pupils with special needs.

Where fixed roof access equipment is provided, the anchorage points, and any associated PPE is formally inspected by a competent person at appropriate intervals. Annually for running-line anchorage points, and six monthly for harnesses and lines.

The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in Technology Areas are thoroughly examined at least every fourteen months by competent engineers (and at least six monthly where casting of non-ferrous metal produces dust or fume), and are subject to visual checks on a weekly basis. Labels are affixed to each item of fume/dust extraction equipment to provide an indication of the serviceability status and test dates to the users of each item of equipment.

Pressure systems such as autoclaves etc are provided with a validated written scheme of examination, and are examined in accordance with that scheme by a formally appointed competent person. A copy of the examination report is received within 28 days and the date the next examination is due is marked on the equipment.

Schemes of examination have been drawn up for the air receivers associated with compressors in the Technology Areas. (Those where the working pressure in bars multiplied the volume in litres is less than 250 bar-litres are exempt). Engineers from an Insurance Company thoroughly examine these items in accordance with these schemes.

In all the above cases the reports from examinations are reviewed by the relevant Department Head who will initiate any necessary action to prevent danger. The reports are then kept available by the Departmental Heads for inspection.

Records of commissioning examinations prior to the first use of newly installed equipment i.e. lifts should be kept for the lifetime of that equipment.

3.36 Working Alone

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as in inspection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage electrical conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available in case of an emergency. Lone workers will be provided with a mobile telephone, and they are to make regular contact with a nominated individual at pre-agreed intervals to confirm their safety. The nominated individual will be instructed on the arrangements for reporting a failure to make contact.

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if they are overdue and raise the alarm if there is no reply.

Lone worker emergency call-out procedure to be complied with.

3.37 Working Time

The School recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended) is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose work dictates they are required to work excessive hours should raise this with the Principal.

3.38 Occupational Health Service

Specialist Occupational Health Advisors have been contracted to provide the following.

Where residual risks remain after control measures have been taken for tasks where industrial illness etc may develop, and can be detected medically the Occupation Health Service Advisors will instigate a system of health surveillance for those employees.

Such tasks include those where there is a significant exposure to items such as wood dust, noise, vibration, ionising radiation or some chemicals.

- Pre-employment screening via the use of a health declaration form, and follow up medical examinations where necessary.
- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues for employees and pupils.
- Management of any health surveillance programs identified as being necessary by risk assessments.

3.39 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health. A risk assessment has been carried out to identify and evaluate the schools' potential for stress related risks.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training and resources they need.
- Fair and consistent treatment is provided for staff.
- Two way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.
- Regular team meetings take place, and all employees have routine appraisals.

Individual risk assessments are carried out for any member of staff reporting the symptoms of work

related stress.

3.40 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. This risk assessment is reviewed regularly & if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning and flushing implemented.

XXXXX is the nominated responsible person for ensuring that the Schools' legionella controls remain effective.

All staff required to carry out legionella monitoring activities etc have been appropriately trained.

Appropriate records of legionella control maintenance are kept by the Site Manager.

In order to eliminate the potential for legionella bacteria in this area, only proprietary screen wash is used in the School vehicle screen wash system.

Legionella control maintenance requirements to be complied with.

3.41 Asbestos

A specialist asbestos management survey has been carried out throughout the school, all asbestos containing materials identified and a report produced.

An asbestos risk assessment has been carried out, which includes the material assessment from the Survey and a priority assessment which together form a total exposure assessment for each ACM identified.

The Premises/Site Manager and team have received asbestos awareness training.

Any employee carrying out Notifiable Non-Licensed work with asbestos will be subject to a routine medical health check program.

The control measures to prevent asbestos fibres being released have been taken as appropriate.

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan has been developed and is reviewed annually, This includes the following control measures.

- No building or maintenance work is carried out without prior reference to the asbestos survey report.
- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they may take the appropriate precautions. Confirmation of this notification should be recorded.
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed.
- The Site Manager monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed.
- The condition of all exposed asbestos containing material is monitored by the Site Manager on a regular basis, and records maintained.
- If asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by the Site Manager.
- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.
- Any asbestos containing materials removed must be disposed of via an appropriately licenced waste carrier.
- Teaching Staff etc are not to affix anything to walls or ceilings without first confirming with the Site Manager that asbestos containing materials are not present in that location (No items are to be affixed to asbestos containing materials).

In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/Demolition Survey will be carried out beforehand.

The flowchart in the [Document - a0 Introduction to Asbestos essentials on the HSE website](#) www.hse.gov.uk is used to determine if asbestos related work is either,

Licensed work,

Notifiable Non Licensed work,

Non Licenced Work,

And appropriate measures are then taken as necessary.

Emergency Procedure - Uncontrolled Release of Asbestos Fibres

An emergency procedure should be in place to limit exposure and the risks to health in case of an accidental uncontrolled release of asbestos.

The content of this procedure should include,

Raising the alarm.

Evacuating the contaminated area.

Identifying the source of the contamination.

Prohibiting access to the contaminated area.

Only those people who are essential for carrying out repairs and other necessary cleaning and maintenance work must be allowed into the affected area (other than emergency services), and only then if properly attired.

Decontamination or disposal of contaminated clothing etc.

Regaining control of the incident, -

Which will include arranging for the cleaning up, decontamination and air sampling by specialist asbestos contractors.

A note should be made on any employee personal or health record of any potential contamination, and a copy given to the employee, with instructions to retain the record indefinitely.

An uncontrolled release of asbestos fibres is also to be reported by the Health and Safety Coordinator to the HSE under the RIDDOR reporting Regulations.

The emergency procedure should be practised at regular intervals.

It is essential that checks are made to ensure that any work has been properly carried out. Even if the work was non-licensable, a licensed contractor and analyst should be employed to thoroughly check and clean the area if contamination is severe.

*Asbestos Management Survey Report to be available.
Asbestos Management Plan to be complied with.*

3.42 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety. PPE is to be worn in accordance with the relevant task risk assessment.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where risk assessments have identified that other methods, such as engineering controls, are not sufficient to adequately control the risks. PPE should be suitable for the hazard which it is to protect against, adjustable where applicable to fit the wearer, and compatible with any other PPE worn at the same time.

Only PPE bearing a 'CE' mark will be made available, and will be provided free of charge to employees. Employees are not permitted to use their own privately owned PPE. All requirements for PPE are to be notified to the relevant Head of Department, who will identify, select and order PPE of the relevant standard from the appropriate suppliers' catalogue.

Heads of Departments are to monitor and enforce the use of PPE, and are responsible for ensuring.

Where residual risks remain for a work activity that cannot be controlled by other means, appropriate PPE to control those residual risks is identified and provided.

PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and compatible with other PPE that may need to be used at the same time.

Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.

PPE is kept in a clean condition, and manufacturers' guidance is followed for the maintenance requirements. Disposable PPE is to be discarded after each use.

Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its' use and how to identify and report defects.

Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use

3.43 Grounds Maintenance

The following controls are considered to be the minimum required for safe maintenance of the school grounds. Risk assessments and safe working procedures have been produced for all hazardous activities. Appropriate records of all inspections and maintenance are maintained by the Site Manager.

- All grounds maintenance equipment is secured when not in use, and only operated by trained personnel. Powered equipment is isolated when not in use, and the keys secured.
- Fuels for powered grounds equipment is stored in appropriate containers, which are designed to be fire resisting and contain spillages. The containers are secured when not in use and appropriate ventilation provided. The minimum practicable quantities of fuel are transported and kept on site, in approved containers.
- Grounds maintenance equipment is maintained in accordance with manufacturers' recommendations, and faults rectified promptly.
- Inspections of the grounds are carried out by the Site Manager before the school opens each day, and all hazardous items removed prior to allowing pupils access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Site Manager on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to that area.
- All trees on the site are inspected (nominally bi-annually) and maintained by a competent specialist. Further to this, the Site Manager ensures that all trees are inspected on a weekly basis, and after high winds or other adverse conditions that could affect their integrity. Records are kept of these inspections.
- Hazardous substances are securely stored with appropriate spill prevention and ventilation, and are only used in line with the appropriate Material Safety Data Sheet and risk assessment.

3.44 Monitoring and Review

In order to ensure that the health and safety arrangements of the school remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

Monitoring.

- The Health and Safety advisor for the school will carry out regular health and safety inspections of the school, on behalf of the Principal and Board of Governors. These inspections may be targeted at specific areas at the request of the school. A report will be produced from these inspections.
- The Governors will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Principal will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Heads of Departments will carry out regular health and safety inspections of their areas of authority on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Site Manager will carry out regular health and safety inspections of the shared areas on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Site Manager will carry out a daily inspection of the School Site prior to opening, in order to remove any obvious hazards before the pupils arrive. A daily signature sheet may be used to record these inspections.
- Individual Teachers will carry out a daily inspection of their classrooms prior to use, in order to remove any obvious hazards before the pupils arrive. A daily signature sheet may be used to record these inspections.
- Heads of Departments will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the school health and safety policy, risk assessments and safe systems of work.
- The Health and Safety Co-ordinator will carry out ongoing and regular monitoring of the school health and safety policy, and submit amendments to the Headteacher as necessary.
- Staff will monitor pupils at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk.

Review.

- The Board of Governors are to meet regularly, with the Principal to identify health and safety issues and areas for improvement. This meeting is to include a review of items from the lower level meetings, a review of the school health and safety policy, and recent inspection reports. These meetings are to be minuted.
- The Principal is to chair a regular health and safety meeting with Heads of Departments, and the Health and Safety Co-ordinator to identify health and safety issues (including training levels and accident reports) and areas for improvement. These meetings are to include a review of the school health and safety arrangements, and items from the lower level meetings. These meetings are to be minuted.

- The Heads of Departments are to meet regularly with their staff to identify health and safety issues and areas for improvement within their sphere of influence, and a review of the school health and safety arrangements. Notes should be taken at these meetings.
- The school health and safety team, chaired by the Health and Safety Co-ordinator is to meet regularly to identify health and safety issues and areas for improvement. They will review the schools compliance with the arrangements of the school health and safety policy. Notes should be taken at these meetings.
- Heads of Departments are to ensure that all Risk Assessments are within their specified review periods, and that appropriate additional safety control requirements are progressed.

3.45 Critical Incidents

Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyones notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

A Critical Incidents Policy has been developed under a separate cover to assist staff with dealing effectively with such emergencies.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available. Staff should therefore familiarise themselves with it during the induction process, and act accordingly when the need arises.

A critical incidents policy has been compiled and the arrangements for dealing with reasonably foreseeable incidents are documented. Key personnel have been nominated to perform specific roles during incidents, appropriate resources provided, and contact details documented.

Critical incident practice drills are undertaken on a regular basis. Although these are mainly carried out as ‘desk top’ exercises, wherever practicable full drills are practiced.

3.46 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely. The Board of Governors recognises its’ duties as the controller of the premises, and require that the lettings policy and contractual agreements be complied with. These will ensure that.

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire fighting equipment is in place and operational.
- Relevant insurance requirements have been met.

- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety (i.e. telephone communications, first aid provision, fire procedures etc).
- The relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use. Records are kept of these hand-over/return checks.

Comply with appropriate lettings Policy and Contract.

3.47 Disabilities

The school recognises its' duties with regard to providing reasonable access to the school and its' facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its' facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Ramps have been provided where necessary for disabled persons to gain access to facilities.
- Lifts have been provided and maintained, for disabled persons to gain access to different floor levels.
- Disabled toilet facilities have been provided.
- Facilities for disabled persons use are appropriately maintained (i.e. testing of WC alarm call facilities, evac chair maintenance etc).
- Radio hearing amplification devices are in use to assist hearing impaired persons.
- The edges of steps etc, changes of level and impact hazards have been highlighted to assist visually impaired persons.
- Braille signs are affixed to appropriate doors for visually impaired persons.
- Supervision levels are individually assessed for each disabled person.
- Manual Handling training and mechanical aids are provided and maintained, to assist with moving mobility impaired persons.
- Emergency arrangements have been reviewed in light of the disabled persons likely to be present, and where appropriate Personal Emergency Evacuation Plans (PEEP's) have been documented.

3.48 Swimming

Swimming is recognised as a particularly hazardous sporting/recreational activity, in that fatalities can occur very quickly without adequate controls. HSE Document HSG179 'Managing Health and Safety in Swimming Pools' has been followed in developing **Pool Safe Operating Procedures** and

maintenance procedures for the swimming pool.

The following minimum control measures are taken to control the risks.

- Pool Safe Operating Procedures have been developed in line with HSE Document HSG179 'Managing Health and Safety in Swimming Pools', which consist of both Normal Operating Procedures and Emergency Action Plans.
- Adequate levels of supervision are maintained at all times that the pool is occupied (At least two lifeguards on duty at poolside at all times).
- All lifeguards are properly trained and hold appropriate certification.
- Adequate life-saving/floatation devices are available at poolside.
- Adequate signage is posted to indicate water depths.
- The floor surface around the pool is of a non-slip type and is maintained clean and free from obstructions.
- Un-programmed diving from the poolside is not permitted.
- Maintenance of the swimming pool, its' environment and facilities is carried out in line with HSE Document HSG179 'Managing Health and Safety in Swimming Pools'.
- Effective security is maintained in order to prevent unauthorised access to the swimming pool.
- Disabled access equipment is fully maintained by specialist contractors, and operated by trained persons only.

Pool Safety Operating Procedures are to be complied with.

3.49 Boiler Room

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- An emergency electrical isolation control is provided in the Boiler Room.
- A method of quickly isolating the boiler fuel supply in an emergency is provided.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Adequate ventilation is provided in the Boiler Room.

- Emergency exit routes from the Boiler Room are kept free from obstructions.

3.50 Ponds

Schools have a duty of care towards their staff, pupils and others who may be on their premises, and this extends to ensuring safety in and around ponds.

Downing is a significant hazard with regard to activities carried out at the pond, and risk assessments are to be carried out for all activities. The following standing controls are considered to be the minimum required, which in conjunction with the relevant Risk Assessments are to be used to ensure safety in this area.

- Access to the pond is strictly controlled, and the pond effectively closed when not in use. The pond is secured with an effective 1.1m high barrier and locked gate / or is covered with a rigid steel mesh.
- Pupils are adequately supervised when in the pond area.
- Open edges of the pond are gently sloping, or flat and well defined. Where access is not required, or where there are steep edges, a protective barrier is provided.
- Clear signage is posted at the access points to the pond, indicating that unsupervised children are not permitted in the area, and warning where necessary of thin ice in winter conditions.
- Children and adults are to wear appropriate footwear.
- Where the pond is too deep for an adult to perform a wading rescue, suitable rescue equipment is provided.
- Training is provided in the use of the rescue equipment.
- A pond emergency action plan has been developed, and adults acting in a supervisory role are to read and understand the pond emergency action plan.
- **During activities ensure that children with cuts etc on their hands cover them with waterproof plasters or wear suitable gloves. Avoid ingestion of water and ensure that children wash their hands after the activity (especially before eating).**

3.51 Managing sickness absence and return to work.

Where management of this issue is not covered elsewhere, the following, developed from HSE guidance, may be used.

It is the School policy to help employees return to work following sickness absence.

Managing sickness absence and return to work will help retain valuable staff, reduce unnecessary overheads and potentially avoid expensive employee replacement costs. A significant enhancement can also be expected in employee relationships.

All sickness absence will be monitored and recorded by the Line Manager of the sick employee, who

will become the Liaison Officer between the sick employee and the School, and will act on behalf of, and with the advice of, the Principal and School Governors.

Employees are required to tell the Liaison Officer why they are absent from work, and of any significant developments in their condition that affects their time of return to work or the tasks they will be capable of performing once returned.

The Liaison Officer will maintain contact with the sick employee to ensure that the following criteria, as a minimum, are met.

Less than 3 days sickness absence.

When the employee returns to work, welcome them back and discuss their absence.

Between 4 and 14 days sickness absence.

Keep in touch with the employee.

When the employee returns to work, conduct a return to work interview. This may be very informal, but may need to include actions to help the employees' performance at work or underlying issues if short term absence is frequent.

Between 15 and 28 days sickness absence.

Keep in touch regularly with the employee and identify any barriers that prevent their return to work (these may not need a medical solution).

Expert advice (medical practitioners, occupational health, rehabilitation providers etc) may need to be considered.

When the employee returns to work, conduct a return to work interview.

If it seems that the employee is not likely to return to work soon, talk to them about the need to consider a return to work plan.

After 28 days sickness absence.

Continue to keep in touch regularly with the employee.

Put together a plan of actions and reasonable adjustments to help the employee return to work, including seeking expert advice if necessary, and agree these with the employee and others involved.

When the employee returns to work, welcome them back and implement the plan.

Review the employees' return to work progress until they resume full duties.

Even with the best efforts, it may not always be possible to return the sick employee to full or partial employment, but it is important to explore all options, and not to jump to conclusions. Expert advice may be required before making any final decisions.

The employer has duties under Health and Safety Legislation, the Equality Act, and Employment Law, which all have to be considered before final decisions are reached.

3.52 Vibration

School activities are not considered to include significant vibration risks.

A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern.

Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are,

- Tingling and numbness in the fingers.
- Not being able to feel things properly.
- Loss of strength in the hands.
- Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as,

- Pain, distress and sleep disturbance.
- Inability to do fine work, or perform everyday tasks.
- Reduced ability to work in damp or cold conditions.
- Reduced grip strength.
- Limiting the ability to do certain jobs, or affecting family or social activities.

Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8 hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8 hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that school employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment has been carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the school include,

- Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable.
- Work methods and patterns are such that extended exposures to vibration are minimised.
- Employees are informed regarding the hazards, symptoms and controls employed by the school.

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their Head of Department without delay.

3.53 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Exposure Action Values have been set, at which differing levels of control are implemented.

These Exposure Action Values are:

Lower Exposure Action Value = 80dB(A) with a peak sound pressure of 135dB.

Upper Exposure Action Value = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. Work scheduling and careful timing of activities is also used to reduce individual noise exposures to as low as is reasonably practicable. And only where the above measure are insufficient or inappropriate is personal ear protection resorted to.

Additionally, practices are adopted, such as switching off unused equipment etc, in order to eliminate or reduce noise levels to as low as is reasonably practicable.

Risk Assessments have been carried out to determine areas and activities where persons could be exposed to hazardous noise levels.

Training is provided in the care and use of ear protection.

Storage containers are maintained for ear protectors at all appropriate locations.

Guidance.

Faintest audible sounds – Approx 0 dB.

Quiet Library – Approx 20 – 30 dB

Quiet Office – Approx 40 - 50 dB

Conversation – Approx 50 - 60 dB

Loud Radio – Approx 65 - 75 dB

Primary Classroom – Approx 67 - 80 dB

Tractor Cab – Approx 80 - 85 dB

Arc Welding – Approx 87 - 97 dB

Power Drill – Approx 87 - 97 dB

Chainsaw – Approx 103 - 110 dB

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Exposure Action Values have been identified, and in these areas.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection is available, and provided upon request.

Areas where the noise is likely to be at or above the Upper Exposure Action Value have been identified, and in these areas.

Hearing protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection will be worn by all persons within the hearing protection zones.

The use of hearing protection will be monitored and enforced by Heads of Department.

Health surveillance will be undertaken at the commencement of employment and annually there-after for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

Instances where an individuals' noise exposure reaches the Noise Limit will prompt an immediate investigation into reasons for this exposure, and the activity concerned will cease until the noise

exposure is brought down below the limit values.

Appropriate hearing protection is where the attenuation of the hearing protectors at low, medium and high frequencies is sufficient to bring the noise level outside the hearing protectors down to below the Exposure Action Values when it reaches the ears.

3.54 Environmental Conditions

Sun Exposure

During hot sunny weather adequate drinking water is available, and a shaded area is provided in the playground.

Supervisory Staff are encouraged to wear sun hats, and sun-block.

Pupils are encouraged to wear sun hats, and sun-block.

A standby supply of sun-block is held.

Staff rotation ensures that no single member of Staff is overly exposed to sun/heat.

Radon Gas

Radon is a naturally occurring radioactive gas that can seep out of the ground and build up in indoor workplaces.

The highest levels are usually found in underground spaces such as basements. However, high concentrations can also be found in ground floor buildings because they are usually at slightly lower pressure than the surrounding atmosphere; this allows radon from the sub-soil underneath buildings to enter through cracks and gaps in the floor.

Most radon gas breathed in is immediately exhaled and presents little radiological hazard. However, the decay products of radon (radon daughters) behave more like solid materials than a gas and are themselves radioactive.

These solid decay products attach to atmospheric dust and water droplets which can then be breathed in and become lodged in the lungs and airways. Some decay products emit particularly hazardous radiation called alpha particles which cause significant damage to the sensitive cells in the lung.

Radon is now recognised to be the second largest cause of lung cancer in the UK after smoking.

In order to establish the likelihood of the School being in a radon affected area the Health Protection Agency website at www.ukradon.org - UK Maps of Radon affected areas have been consulted, and where necessary a Radon Address Search carried out. (*Note, There is a small fee for this search*).

Within buildings etc,

- Where work is routinely carried out in a below ground workplace (occupied for more than approximately 1 hr per week), radon measuring has been carried out (irrespective of the radon map or search results).
- Where the radon map or search has identified radon affected areas (*any area not coloured white on the map*), radon measuring has been carried out in ground floor workplaces.

Note. Due to the Health Protection Agency map and search information being indicative data only, based on samples in 1km² areas of the UK, irrespective of any map or search

results ‘best practice’ would require radon measuring to be carried out in all ground floor and below ground workplaces.

Where the results of this measuring indicates an annual average concentration of radon of above 300Bq/m³ the HSE have been notified on their website www.hse.gov.uk, and a Radiation Protection Advisor consulted.

Alternatively, if the radon is to be removed immediately a specialist radon removal (remediation) contractor may be consulted in the first instance.

A Radon Risk Assessment has been carried out of the affected areas to control radon exposures, and is reviewed routinely.

From the results of this monitoring, **control measures and** remedial works have been carried out as necessary to bring the exposure levels to below the Public Health England Target level of an annual average concentration of 300Bq/m³.

*Note. The 300Bq/m³ figure is the current level from the Ionising Radiation Regulations 2017, and this is now an **annual average concentration**, which is broadly similar to the previously identified **seasonally adjusted average concentration of 400Bq/m³** indicated in the now superseded 1999 Regulations.*

In some areas the HSE website has yet to be updated and may still be incorrectly indicating the 1999 figure of 400Bq/m³.

Snow & Ice

Stocks of rock-salt are kept. The Site Manager monitors the forecasts for snow/ice conditions, and during winter checks the site at least 1.5 hours before school opening times.

A plan is devised detailing the priorities for clearing pathways & playgrounds.

A salt spreader, shovels and warm clothing are provided. The Site Staff clear pathways and playgrounds according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the School building.

The condition of the pathways and hard surfaces is regularly monitored by the Site Manager, and appropriate clearance measures taken, with slippery areas cordoned off as necessary.

The decision as to whether the weather conditions prevent the school from opening lies with the Principal.

High Winds

The Site Manager inspects the School Site after high winds, heavy snow etc to identify any tree branches etc or parts of the building etc left in a hazardous condition, such that appropriate remedial action can be initiated.

Rain

Suitable dry areas and supervision are provided for pupils when it is raining during non-teaching time.

Lightning

Where necessary lightning protection is provided for the buildings. These measures are **visually inspected annually and subject to conductivity and resistivity testing at intervals of not more than 4 years**, and records kept.

All hazardous areas are cordoned off, and reported for immediate remedial action. A supply of cordon material and signage is kept for this purpose.

3.55 Electromagnetic Fields

What is an Electromagnetic Field (EMF)

An EMF is produced whenever a piece of electrical or electronic equipment (ie TV, food mixer, computer, mobile phone etc) is used. EMFs are static electric, static magnetic and time varying electric, magnetic and electromagnetic fields with frequencies up to 300 GHz.

EMFs are present in virtually all workplaces and if they are of high enough intensity, action may need to be taken to make sure workers are protected from any adverse effects.

Health Effects

Effects of exposure to EMF can be indirect, sensory or health related.

Indirect effects

- The operation or safety of active or passive implanted or body-worn medical devices may be affected.
- Electric shocks may be felt, or electro-explosive devices may be triggered to initiate.
- Sparks caused by induced fields may trigger fires or explosions where flammable fuels, vapours or gases are present.

Sensory effects

- Sensory effects may manifest as nausea, vertigo, a metallic taste in the mouth or flickering sensations.

Health effects:

- Health effects may range from nerve stimulation, effects on the central and peripheral nervous system of the body: tingling, muscle contraction to heart arrhythmia.

Action Levels & Exposure Limits

An Exposure Limit Value (ELV) is the legal limit of exposure of an employee to an EMF (Often this is impossible or difficult to measure).

Therefore Action Levels have been produced to keep EMF exposure below levels where health or sensory effects may occur. If an Action Level is not exceeded – the corresponding ELV is not met. Action Levels are detailed in the Schedule of The Control of Electromagnetic Fields at Work Regulations (but specialist equipment / manufacturers data is needed to confirm if these Action Levels are met).

An indirect Action Level is not tied to a particular Exposure Limit Value but details the EMF level above which indirect effects may take place.

Workplaces accessible to the general public should meet the exposure limits specified in Council Recommendation 1999/519/EC.

Examples of equipment producing EMF at levels below the Exposure Limit Values and which will NOT exceed the indirect-effect Action Levels

Mobile or cordless phones, standard wireless office equipment, IT equipment, fans or heaters. Hand held tools, electrical room heating equipment, lighting equipment, overhead power lines crossing the workplace, battery chargers and standard building electrical supplies less than 100amps.

Examples of equipment that MAY be likely to produce EMF exceeding the Exposure Limit Values and/or the Indirect-effect Action Levels

Broadcast and telecoms base stations (within the designated exclusion zones), radio & TV broadcasting systems. Electrical supply systems above 100amps or 23Kwatts, RF Plasma devices, dielectric heating & welding, resistance welding, or induction soldering,

Examples of equipment that MAY pose a hazard to persons with Passive Implanted Medical Devices (PIMD)

Electric cables carrying high currents, automated induction heating systems, hand held induction heating coils, automated welding systems or MRI equipment.

Examples of equipment that MAY pose a risk to persons using Active Implanted Medical Devices (AIMD) or Active Body Worn Medical Devices (BWMD)

Wireless communication devices including WIFI, cordless and mobile phones, audio-visual equipment using RF transmitters or electric garden type appliances.
Active security surveillance equipment including RF transmitters, metal detectors, tape or hard drive erasers, inverters (including photovoltaic systems, generators producing high currents, arc welding (MIG TIG & MAG), large battery chargers, heat or glue guns, hand held portable tools, automated induction heating systems, machine tools (pedestal drills, saws etc), Concrete mixers, MRI equipment, motor vehicles and plant (starter, alternator & ignition systems etc, or battery chargers).
Some equipment generating static magnetic fields, headphones producing strong magnetic fields, professional inductive cooking equipment, two way radios, battery powered transmitters,

Susceptible Persons

Some persons are more susceptible to the effects of EMF than others.
This includes **Expectant Mothers** and those persons with the following,

ACTIVE IMPLANTED MEDICAL DEVICES

Examples include

- Cardiac pacemakers
- Implantable cardiac defibrillators
- Cochlea implants
- Brainstem implants
- Inner ear prostheses
- Neuro-stimulators
- Retinal encoders
- Implanted drug infusion pumps

PASSIVE IMPLANTED MEDICAL DEVICES

Examples include

- Orthopaedic implants or joints
- Pins, plates, screws
- Surgical staples and clips, ie tubal ligation clips – used in female sterilisation and aneurism clips
- Stents
- Heart valve prosthesis
- Annuloplasty rings
- Intrauterine contraceptive device (IUD) or other metallic contraceptive implants
- Penile implants – used to treat erectile dysfunction (impotence)

BODY WORN MEDICAL DEVICES

Examples include

- Insulin pumps
- Hormone infusion pumps
- Hearing Aids
- Continuous glucose monitoring systems
- Metalised drug-delivery patches (over the counter or prescription)

This is because some levels of EMFs could cause devices to malfunction or workers to receive injuries as a result of EMFs interacting with them. For example, very strong static magnetic fields could create turning forces that move ferromagnetic PIMDs and intermediate frequencies may cause them to heat up, which may lead to injury to the surrounding tissues.

Examples of equipment producing EMF levels that may pose a risk to Expectant Mothers

Electrical equipment carrying high currents, automated induction heating systems, automated welding systems, or MRI equipment.

CONTROL MEASURES

Most work activities carried out by this organisation will not expose employees, visitors or contractors to significant risk from high levels of EMF, where those employees' visitors and contractors do not use implanted or body worn medical devices.

Equipment producing EMF levels that may pose a risk to Expectant Mothers

This organisation uses no equipment producing EMF levels likely to pose a risk to Expectant Mothers, therefore no additional controls are necessary.

Equipment that MAY pose a hazard to persons with Passive Implanted Medical Devices

This organisation uses no equipment producing EMF levels likely to pose a risk to persons with Passive Implanted Medical Devices, therefore no additional controls are necessary.

Equipment that MAY be likely to produce EMF exceeding the Exposure Limit Values and/or the Indirect-effect Action Levels

This organisation uses no equipment producing EMF likely to exceed the Exposure Limit Values and/or the Indirect-effect Action Levels, therefore no additional controls are necessary.

Equipment that MAY pose a risk to persons using Active Implanted Medical Devices or Active Body Worn Medical Devices

Any Staff, contractors or visitors who have/use any of the above Medical Devices are to notify the Department Head such that appropriate control measures can be taken.

This will generate the requirement for a risk assessment, and will normally be relocation of work activities away from equipment generating significant levels of EMF (*Note. This can be something as basic as a mobile phone*), identifying exclusion areas, and posting notices as a warning.

Those who are unsure of the potential for any Medical Device they use to be affected by EMF should consult their medical practitioner / team, and inform their Department Head.

In the unlikely event that equipment is used that MAY generate levels of EMF above the Action Levels or a person using one of the Medical Devices above has identified a need to work with or near any item of equipment that could affect their Medical Device, the individual's medical practitioner / team and the work equipment manufacturer's data is to be consulted to determine the level of EMF produced by that equipment, any potential effect on the Medical Device, and to identify the necessary controls.

These will then be documented in an appropriate risk assessment.

In any cases of doubt, action will initially include exclusion from the area where the equipment of concern is located, followed by reference to manufacturer's data to identify the EMF Levels produced by that equipment, and to identify if any Medical Devices may be affected and then to develop the safety controls necessary. A risk assessment will be used to document the necessary controls. Should no manufacturer's data be found, EMF monitoring will be required.

Note, Van De Graf Generators, EHT Power Supplies, Wimshurst Machines and Plasma Cutters (or similar) are not to be used during open evenings etc when members of the public with unknown medical conditions or implanted devices etc may be visiting areas where these are located.