



The Mall School

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## **Health and Safety Policy – All Sections**

## Introduction

This Health and Safety Policy is divided into three sections as follows:

**1. Health and Safety Policy Statement**

This section sets out the general aims and objectives of the Health and Safety Policy, and is signed by the Chairman of Governors and Headmaster.

**2. Organisation for Health and Safety**

This section provides information on the health and safety management system and organisational arrangements in place for implementing the aims and objectives of the Health and Safety Policy, including specific roles and responsibilities.

**3. Arrangements for Health and Safety**

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 are put into practice. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from the 'Arrangements' section.

## Amendment Record

Any amendments made to this Health and Safety Policy will be recorded in the table below and communicated to staff accordingly. Staff will be consulted on any significant changes to this Health and Safety Policy via the Health and Safety Committee.

Revision No.	Date	Section No.	Section Title	Details of Amendment(s) Made	Amendment(s) Made By

## 1.0 Health & Safety Procedures – Roles and Responsibilities

This section of our policy sets out the health and safety responsibilities, within the School, of the Governing Body and of individuals.

### 1.1 The Board of Governors

The Board of Governors is responsible for:

- taking a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- appointing a 'Health and Safety Governor' to oversee fulfilment of the Board's health and safety responsibilities as listed below and revising the health and safety policy at least annually
- reviewing health and safety performance at least termly by receiving reports of the annual health and safety audit and other performance measures
- agreeing health and safety activities for the School and monitoring their implementation
- receiving investigation reports of serious incidents and work related ill health and ensuring an effective response.
- confirming sufficient resources for health and safety purposes
- confirming that the School has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary
- receiving regular update briefings on new and changed legal requirements and other external developments and confirming that action is initiated to make any necessary internal changes.

### 1.2 Health & Safety Governor

**The Health & Safety Governor will:**

- review this policy at least annually and more frequently where appropriate e.g. as a result of changes within the School, work activities or legislation and guidance
- review the health and safety standards and practices of the School on an ongoing basis
- direct an investigation of serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Health and Safety Advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*
- confirm that there is an effective mechanism for consulting with employees on health and safety matters through termly health and safety committee meetings

- confirm that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements
- confirm that senior staff members (SLT) are aware of the importance of enforcing health and safety rules and leading by example

### 1.3 Headmaster

The Headmaster has overall responsibility for health and safety within the school and will ensure that the school is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Headmaster, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of school provision.

In addition to those responsibilities set out for all employees, the Headmaster is also responsible for ensuring that:

- They set a good personal example for health and safety;
- They address any failure by a member of the school to satisfactorily discharge their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within the School.

### 1.4 Bursar

The Bursar assists the Headmaster in the management of School health and safety and will:

- take a leadership role on health and safety matters through leading by example and acting promptly where deficiencies are identified
- consult with employees on health and safety matters during team meetings and termly health and safety committee meetings and make recommendations as a result of feedback
- appoint the School's external Health and Safety Advisor and any other specialist advisors as required
- keep the Health and Safety Advisor informed of:
  - accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health
  - any proposed changes to the premises, activities or management structure
  - any new hazards not already identified within risk assessments which have been brought to his attention
  - any visits by, or correspondence with, enforcing authorities
  - any difficulties or delays in implementing advice provided by the Advisors
- oversee the purchase of equipment, materials and services to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied and subsequently filed and made accessible
- plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the Working Time and driving regulations for their role

- in the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals
- review work allocation to confirm that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks
- put in place arrangements so that employees and contractors are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce
- in the purchase of equipment and materials, confirm that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied and kept on record
- work with the Health and Safety Advisor to undertake, or confirm that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work experience involving under 18 year olds, work with asbestos and the needs of new and expectant mothers at work
- put in place procedures so that risk assessments are acted upon and that the results are shared with employees undertaking those activities, and confirm compliance
- confirm that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work
- instruct the Facilities & Compliance Manager and Extra-curricular Coordinator in their specific responsibilities and review on a regular basis
- confirm that employers liability, vehicle and buildings insurance is up to date and that the current certificate is displayed and raise any concerns with the Bursar
- provide a report to the Governing Body through the Health and Safety Committee.

### 1.5 Facilities & Compliance Manager

The Facilities & Compliance Manager has been allocated specific responsibilities to:

- assist the Bursar in providing health and safety induction training for new starters
- retain training records for all skills and health and safety training undertaken in the business carry out an annual check of the original driving licence of all staff that drive on company business and the insurance arrangements for private cars used on company business
- liaise with the Bursar to confirm that all School minibuses are insured for business use and for those authorised to drive them
- liaise with the Bursar, to maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these

arrangements

- confirm that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever there has been a significant change in a job role or the working environment
- Ensuring that all electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements;
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM);
- monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition
- test the fire alarm on a weekly basis, record the outcome and instigate any remedial action required
- implement fire safety measures specified in the fire safety risk assessment
- confirm that the no smoking policy is strictly applied
- conduct a monthly activation test of emergency lighting and confirm that an electrician conducts an annual inspection of the lighting and full discharge test
- put in place arrangements so that the building fabric and services are maintained in good condition and effective working order
- confirm that records are maintained of all of the above premises checks, testing and maintenance activities
- maintain the health and safety paperwork, including updating contents of the school's fire files (both sites) to reflect any staff, legislative or regulatory changes.
- complete a weekly health and safety review covering the health and safety arrangements described in this policy and the condition of the premises and in liaison with the Bursar determine any actions to be taken
- coordinate arrangements for the provision of first aid equipment and trained first aiders/appointed persons, with arrangements for refresher training (in liaison with the Deputy Head)
- in liaison with the Welfare Officer, confirm the contents of the first aid kits on at least a monthly basis and replenish supplies as necessary
- confirm that staff understand procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted termly
- confirm that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- confirm that sufficient fire marshals are appointed and trained and that their names are displayed
- report to the Bursar any health and safety concerns which he is not able to resolve

## 1.6 Catering Manager and Cleaning Supervisor

In addition to those responsibilities set out for all employees and Heads of Department/Managers, the Catering Manager and Cleaning Supervisor are responsible for:

- Ensuring that, so far as is reasonably practicable, the School discharges its duties under the Food Hygiene (England) Regulations 2006;
- Identifying training needs of cleaning and catering employees to undertake their health and safety and food safety responsibilities, as required; and
- Undertaking sufficient training as is required to perform these duties.

## 1.7 Pupils

It is the responsibility of each individual pupil to take reasonable care of their own health and safety and not to act in a manner that places others in danger.

In particular, all pupils must:

- Comply with fire and emergency evacuation procedures;
- Assist staff in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and
- Report immediately to a member of staff, any accidents, incidents, near misses or illness.

Pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action.

The school will provide an induction covering health and safety aspects (and area specific health and safety inductions where appropriate) to ensure that pupils are aware of their health and safety responsibilities.

## 1.8 Visitors

Visitors to our premises include couriers, parents, sales persons, contractors, members of the public (including children), members of the emergency services, regulatory staff. Visitors will be under the supervision of one of our members of staff. Contractors undertaking work within the premises will be subject to our contractor control arrangements. Visitors are provided with passes, and where applicable will be required to provide photographic id and proof of DBS disclosure.

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

In particular, visitors must:

- Report to reception upon arrival and sign in;
- Read and sign the Safeguarding Code of Conduct (as per the school's Code of Practice for Visitors);
- Wear their visitor badge at all times;
- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;

- Bring to the attention of staff any health and safety issues (e.g. accidents, incidents, near misses, hazards etc.);
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor badge prior to leaving the site.

### 1.9 Health and Safety Consultant

The Mall School is using the expertise of a professional health and safety consultancy firm to ensure that it remains compliant. The appointed consultancy firm performs regular audits and provides written reports and ad-hoc assistance when required.

### 1.9 All Staff

All staff must take care of themselves and others affected by their work and in particular are expected to:

- familiarise themselves with this health and safety procedures and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their line manager
- follow the safety rules and their training for the work activity and the particular location
- know the emergency procedures for the location at which they are working
- use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the School
- not use defective equipment or misuse equipment
- wear personal protective equipment issued appropriate to the job they are doing
- look after personal protective equipment and report loss or damage to their line manager
- report any health, safety or wellbeing concerns, problems, accidents or near misses to their line manager
- not work under the influence of alcohol or drugs (as stated in the Staff Code of Conduct)

**No staff member of the School may undertake or authorise any activity which places pupils, staff, or others, in danger, or is in breach of legal requirements with respect to health and safety. Any concerns should be escalated immediately, once action has been taken to keep pupils, staff or others out of danger.**



## 2.0 Health & Safety Procedures – Arrangements

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 of this Health and Safety Policy are put into practice. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from this 'Arrangements' section.

### 2.1 Accident and Work Related Ill Health Reporting and Investigation

It is our policy that all accidents, however minor, are recorded. Staff are instructed in this policy on starting work at the School.

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Bursar with the assistance of our Health and Safety Advisor (Hettle Andrews).

If a member of staff informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way, with occupational health advice being obtained as necessary.

The Welfare Officer (on advice from the Bursar), is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for ten years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at termly Health and Safety Committee meetings and reported to the Full Governing Body. Safety Representatives may also review RIDDOR reports subject to permission being given by the accident victim.

### 2.2 Asbestos

As a result of a specialist survey, we have identified two locations where asbestos containing materials are present within the building's structure. Some of these materials left in situ; are clearly labelled; and closely managed to prevent the accidental release of fibres.

A risk assessment has been undertaken of remaining ACMs (Asbestos Containing Materials) and an asbestos management plan, produced as a result. A record of the location of ACMs, details of those which have been removed; the risk assessment and the management plan is held by the Facilities and Compliance Manager.

The condition of materials is reviewed through ongoing vigilance of our facilities team and also formally, on a monthly basis by the Facilities and Compliance Manager. The risk assessment and management plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person, whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work.

Work on ACMs is only carried out by licensed contractors whose credentials have been confirmed with the HSE's database. We have ensured that our facilities staff have received asbestos awareness training and specific familiarisation with the ACMs in our buildings.

In the unlikely and unfortunate event that asbestos materials are accidentally disturbed, our emergency plan will be immediately implemented.

### **2.3 Building Maintenance and Alteration**

When planning maintenance work and minor alterations we schedule the work so far as possible to avoid risks to pupils, staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities, either on a permanent or temporary basis, we ensure that physical barriers are utilised, including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required so that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Facilities and Compliance Manager takes the lead in confirming that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work and therefore fall within the additional requirements described in Part 3 of the regulations.

The work of contractors is managed as described within our arrangements for the 'Control of Contractors'.

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and work on the roof.

The general safety of plant and service areas is a priority for the organisation and these are kept clean, tidy and free from the build-up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

### **2.4 Children and Young People at Work**

Where young people/children are involved in work experience we confirm that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

In the case of work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and confirm that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement starting.

## 2.5 Competence and Training

Where specific health and safety skills or competencies are required this is defined within job descriptions.

At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment and then formally on an annual basis during appraisals.

All employees and sub-contractors are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- their legal duties, as set down in both criminal and civil law
- the findings of risk assessments
- arrangements for first-aid
- fire, evacuation drills and other relevant emergency procedures
- expected standards of behaviour and housekeeping
- how to report accidents, incidents and 'near-misses'
- how to report unsafe conditions or other safety concerns
- any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out by line managers using a checklist which is kept as a signed and dated record that the training took place.

The ongoing competence of individuals to work safely is assessed by the Facilities and Compliance Manager through site inspections which take place on a weekly basis.

Where an individual takes on specific health and safety responsibilities he/she will receive relevant health and safety training in his/her responsibilities, for example specific training for specialist roles such as fire wardens and first aiders. We also provide specific training for facilities staff eg those undertaking lifting tasks and using ladders or step ladders.

Training will also be provided following the introduction of new equipment, new technology or work procedures.

Training is a standing item on health and safety committee agendas.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the training programme is carried out by the Deputy Head.

The effectiveness of training is evaluated by the use of end of course assessments and management reviews. Records of training including the date, name of delegate, tutor details and contents of the course, are held by the Deputy Head.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

## 2.6 Consultation

The School is committed to a partnership approach to risk management involving all staff. In particular the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- the information to be given to employees about risks to health and safety and preventative measures
- the health and safety consequences of introducing new technology

The School has chosen to consult directly with staff on health and safety matters through staff meetings. The School consults with staff who attend a termly health and safety committee meeting together with key staff representatives and the Health and Safety Governor. The committee is chaired by the Bursar. Minutes of meetings are circulated to all attendees and displayed on the health and safety notice-board in the staff room.

## 2.7 Control of Contractors

We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health. For more information, please refer to the Management of Contractors Policy.

## 2.8 Disabled Persons Including Temporarily Disabled

Where we employ persons with disabilities, or where existing staff or pupils become disabled, we put in place arrangements so that, where reasonable, the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. For further information, please refer to our Disability Policy and Accessibility Plan.

We confirm that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations

We also develop a personal emergency evacuation plan (PEEP) to cover mobility problems or other issues which would inhibit escape *eg fire*.

Relevant risk assessments and the PEEP will be reviewed at frequencies which take account of any change in the person's health condition.

## 2.9 Display Screen Equipment

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

This policy is aimed at those employees classed as DSE Users, i.e. those employees that

- a) Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) Use DSE in this way more or less daily; and
- c) Have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

The school recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment. To achieve this objective the School:

- Identifies those employees who are users as defined by the regulations;
- Ensures that all users complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment and following any changes (e.g. a change of desk or office move);
- Reviews all completed Workstation Checklists and implements necessary measures to remedy any risks found as a result of the assessment (this is the responsibility of the Bursar);
- Endeavours to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- Reviews software to ensure that it is suitable for the task and is not unnecessarily complicated;
- Arranges for the provision of free eye tests for DSE Users (up to a maximum of £25 per eye test) when requested, at regular intervals (every two years) thereafter and/or where a visual problem is experienced. Requests should be made in writing to the Bursar;
- Arranges for the supply of corrective appliances (glasses or contact lenses up to a maximum of £45) upon request where these are required specifically for working with display screen equipment, and have been prescribed by an optician. Requests should be made in writing to the Bursar;
- Investigates any discomfort or ill-health believed to be associated with the use of DSE and takes appropriate remedial action;
- Makes special arrangements for individuals with health conditions that could be adversely affected by working with DSE.

Employees that are DSE Users must:

- Complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment, and following any changes (e.g. a change of desk or office move);
- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided;
- Inform their Line Manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially); and
- Report to their Line Manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

## 2.10 Driving

Our minibus drivers and sports staff drive regularly for work purposes. Other members of staff may drive occasionally for work purposes. For further information, please refer to the School's minibus policy.

## 2.11 Electricity

Our staff members are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installations is carried out by NICEIC or SELECT registered electrical contractors.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

Our own installation will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

All portable electrical equipment will be tested by a competent person annually and records will be kept by the Facilities and Compliance Manager. Facilities staff will be trained to perform Portable Appliances Testing (PAT) on any equipment purchased between annual inspections.

### **2.12 Fire Emergency Plan**

Please see separate policy (Fire Risk and Plan in event of a Fire).

### **2.13 First Aid**

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required. For further information please refer to the Pupils' Health, First Aid and Security Policy.

### **2.14 Food Safety**

Before hiring external catering firms, we obtain evidence to confirm that the company is registered with the local authority. We aim to ensure that food is delivered shortly before it is required, but if this is not possible, we establish whether the food or drink which is to be provided must be held at a specific temperature where it is not to be consumed immediately and make suitable arrangements.

We have selected a competent catering contractor to provide catering. In the selection process we established that the contractor has in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination. Our Health and Safety Advisor also carries out periodic checks to ensure that these control measures continue to be applied.

### **2.15 Control of Substances Hazardous to Health (COSHH)**

The school recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, pupils and others to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits.

This guidance note provides a framework to be adopted to ensure compliance with the COSHH regulations.

### **Summary of Actions**

- Complete an inventory identifying all hazardous substances used in your premises and obtain material safety data sheets for these.
- Ensure that a documented risk assessment is made for the use of any substances which present a significant risk to health.
- Ensure that controls are in place and are adequately monitored for effectiveness.
- Ensure that any equipment required for controlling risk is being adequately maintained
- Ensure all staff have received information, instruction and training where required
- Ensure records of assessments are being kept on the premises.

## Legal Framework

The aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Specifically, they require employers to:

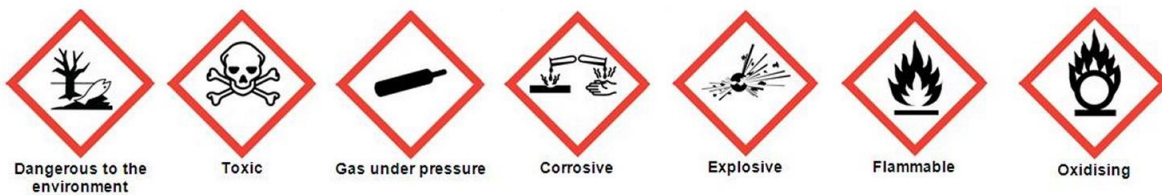
- assess the health risks which arise from hazardous substances in their work activities and;
- ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
- ensure that any equipment provided to control the risk e.g. local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained
- provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled.
- provide adequate and appropriate health surveillance when required;\*

## Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.

What do the COSHH symbols mean?



- Biological agents directly connected with work including micro-organisms.
- Dust of any kind when present as a substantial concentration in the air.
- Substances which have a Workplace Exposure Limit (WEL)<sup>1</sup> assigned to them by the Health and Safety Commission. (Examples include wood dusts and chlorine.)
- Any other substance not specified above which may create a comparable hazard to a person's health.

<sup>1</sup> These were previously known as OEL's (Occupational Exposure Limits) and MEL's (Maximum Exposure Limits)

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances.

Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

In schools these substances will generally be found in school laboratories, school practical workshops, print rooms etc. Caretakers and cleaner's stores in all premises are also likely to contain such substances.

It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust, products of chemical experiments, work with micro-organisms). In such situations, prevention or effective controls may be required to minimise the risks to health.

Establishments should ensure that an inventory of all hazardous substances used/generated on site is compiled; this inventory should then be used to identify those substances which present a significant hazard and thus require an individual risk assessment.

### **Risk Assessments**

The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.

Any process which is liable to expose staff, children or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

Within curriculum areas (in particular science, DT and art with pupils above the age of eleven) then heads of department are responsible for the control of substances hazardous to health and ensuring that guidance and model risk assessments contained in the relevant national publications are followed:

### **Science**

The School is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) All information is available on the CD-ROM/Website which should have been received in schools (annually), updates are available from their website. <http://www.cleapss.org.uk/>

- CLEAPSS School Science Service Laboratory Handbook
- CLEAPSS Hazcards
- Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006. <http://www.ase.org.uk/>
- Association for Science Education's (ASE) "Topics in Safety"

For all schools with children below the age of eleven, guidance is contained in:

<https://www.ase.org.uk/resources/health-and-safety-resources/revised-topics-in-safety/>

### **Design and Technology**

- DATA risk assessment in secondary schools <http://www.data.org.uk/>
- CLEAPSS Risk assessments in technology
- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments

### **Art**



- National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

Where model assessments are used it should be ensured these are also incorporated into schemes of work, planning etc. and adapted to local circumstances where necessary. e.g. where equipment may differ from that specified in the model assessment, difficult pupils etc.

Where generic COSHH risk assessments are not available managers / head teachers must ensure the risks posed are adequately assessed by a 'competent' person. Further guidance and the COSHH risk assessment form are available with (RESPONSIBLE PERSON - LISTED BELOW) and procedures relating to COSHH.

A competent person is one with sufficient:

- knowledge and experience of work activities;
- knowledge of substances used, generated;
- ability to determine effective control measures

Material safety data sheets should be obtained from the manufacturer of the product. The supplier must provide these on request.

These data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

## Controls

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and pupils it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

## Maintenance, Examination and Testing

Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

An anemometer should be used to enable schools to conduct their own face velocity checks of fume cupboards.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination. Respiratory protective equipment (RPE) should be inspected regularly (Monthly) and a record of inspections kept for at least 5 years.

### **Health Surveillance**

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances.

Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

Advice should be sought from occupational Health if there is any uncertainty regarding the need for health surveillance.

### **Information, Instruction and Training**

Information, instruction and training must be given to those who may be exposed, about the risks to health and precautions. Furthermore, information must be provided about the results of monitoring and collective results of any health surveillance that may be necessary.

It should be noted that the requirements relating to assessments, monitoring records and health surveillance records apply to all hazardous substances and not just carcinogens.

### **Responsible Persons**

The persons responsible for identifying hazardous substances, maintaining the inventory, obtaining Safety Data Sheets, and completing the COSHH assessments are:

- Maintenance and Grounds – Facilities' and Compliance Manager.
- Cleaning – Cleaning Company
- Catering – Catering Company
- Science – Teacher Head of Science
- Art – Art Teacher
- Design Technology – DT Teacher

## **2.16 Legionnaire's Disease**

The School has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*'.

For further information, please refer to the Legionella Management policy.

## 2.17 Lifting Equipment and Lifting Operations

The School's activities involve the use of lifting equipment including a passenger lift. All lifting equipment including lifting accessories is identified on a schedule which is used to confirm that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions. Equipment is also subject to periodic thorough examination and testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued.

Defective equipment is taken out of service while awaiting repair or replacement.

The schedule of equipment and records of maintenance and inspection are held by the Facilities and Compliance Manager.

## 2.18 Lone Working Policy – Whole School

### Introduction

The following policy outlines procedures and guidance to be followed when any staff member is working alone. Its aim is to ensure clarity so that:

- Procedures are applied consistently across the school.
- All staff receive relevant information, instruction, training and supervision in respect of lone working.
- Risks to staff are minimized/controlled where practically possible.
- Appropriate resources are in place to ensure the health and safety of staff and pupils.

This policy should be read in conjunction with the following document:

- School safeguarding policy.

For the purposes of this policy 'lone working' is defined as any working practice that involves a member of staff undertaking their duties alone, with specific emphasis on direct contact with pupils and families. Examples of lone working might include:

- Being the last person in a building at the end of the day.
- Working one to one with a pupil.
- On rare occasions, making home visits.

**Wherever possible staff should not work alone.** For example, families should be invited into school or an agreed local venue to avoid home visits. Staff must not take pupils in cars without another adult, staff should not work late and alone in School.

It is recognised that on occasion staff might be alone in a building. These staff should take especial note of the following:

- Ensure someone knows where you will be working and what time you will finish.

- Make sure all doors and windows are locked.
- Use the intercom/check on camera prior to opening up main gate.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.
- When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
- Keep a mobile phone with you as you move round the building.

### **Whereabouts of staff**

For all school trips and visits, staff must always ensure that the school diary is completed in full so that the ADMIN/RECEPTION? is able to respond appropriately in the event of an emergency. Diary entries where staff are off site must indicate time, location, address details if a home visit, who you are seeing and estimated time of, finish or return to school. Record your exact location e.g. "118 Charles Street, B9 23B then 16 Norman Road B32" not just "home visits", or "Charles Street and Norman Road". This is particularly important when making a home visit and/or where a possible ongoing risk has been identified. If your plans or estimated time of return change you must ensure you contact the school so that the diary can be updated on your behalf.

All staff must provide the school with appropriate personal information. This information must only be used in an emergency and the school must ensure it is held securely to avoid inappropriate disclosure. Information should include:

- Details of car make, model, colour and registration number if appropriate.
- Home address and telephone number.
- Mobile telephone number.
- Details of next-of-kin.

### **Working out of hours**

There may be occasions when contact with children and parents will require staff to work outside of normal working hours. For example if a parent is not available during the day due to work commitments. Visits must be discussed with a member of the Leadership team, taking into account any risk factors that may be pertinent. Appropriate control measures, such as a buddy system described below, must then be agreed and implemented. If no risks are identified normal protocols will apply. **Wherever possible these visits should not take place alone.**

Monitoring/buddy system In cases where a monitoring/buddy system has been agreed as part of a risk assessment process the following will apply:

- If during office hours admin will alert reception ? if staff member has not returned to or contacted the school within 30 minutes of expected return time/finish time.
- Leadership team member to contact the staff member by mobile, if unable to do so will inform the Police.
- If out of hours it is the worker's responsibility to contact the agreed designated contact person (e.g. For Facilities, it's the Facilities and Compliance Manager) to advise they have finished and are on their way home.
- If no contact is made within 30 minutes of expected finish time, designated contact person will attempt to make contact with staff member, and if unable to do so will contact the Police.
- Mobile telephones must be kept switched on until contact has been made with the designated member of the Leadership team.
- In both instances, if an individual staff member for any reason is aware that they will not be contactable on their mobile they must ensure that an alternative contact number is given.
- A code word should be agreed so that emergency help can be requested during a phone call. Eg 'Please tell ERIC I will be late for my next visit'.

### **Reporting of incidents**

Any incident must be recorded and reported to the Bursar. This must be done as soon as possible so that others are not put at risk. If the incident suggests a child may be at risk the safeguarding and child protection policy must be followed. If the incident involves aggression to the member of staff then the Assaults Guidance must be followed.

## One to one teaching and support

The nature of our work means there will be many occasions where staff work one to one with pupils. This must always be considered as part of a risk assessment. Rooms / locations for this must be carefully considered. For example, doors should have viewing panels, staff should leave the door open and public spaces are better than out of the way parts of the school.

Think about the following situations and what you would do in these example situations, always remembering staff are in a position of trust:

- When a pupil needs first aid.
- If a pupil is distressed.
- If you think a pupil has become infatuated with a staff member.
- Pupils ask for your mobile number.
- A pupil gives you a gift.

Outreach/outside agency staff must sign in at the main entrance of the school. Carefully consider where they work especially if they have been instructed to work one to one with pupils. Pupils must not be seen without written parent / carer permission.

## 2.19 Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to work activities which involve heavy lifting or pushing/pulling. For further information, please refer to the Manual Handling Policy.

Specific manual handling risk assessments are undertaken by the Facilities and Compliance Manager to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers; employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects eg trolleys and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to facilities staff and the Facilities and Compliance Manager monitors to ensure that it is used.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities by the Facilities and Compliance Manager. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their line manager is responsible for confirming that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

### **2.20 New and Expectant Mothers at Work**

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work ie use of chemicals, risk of specific infections and heavy lifting.

In the event that an employee notifies us that she is pregnant - and on return to work following birth - we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every month.

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy.

### **2.21 Noise**

Work activities include some processes which produce high levels of noise. These activities have been subject to a noise assessment under the Control of Noise at Work Regulations and it has been determined that the average noise exposure in the worst case scenario, is below the level at which hearing damage is likely to occur.

### **2.22 Occupational Health Provision and Health Surveillance**

If an individual has an injury or illness which appears to be work related, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.

Through risk assessments we have considered the need to provide ongoing health surveillance to employees and as a result we have determined that no health surveillance is required.

Occupational health records are retained confidentially with our independent occupational health provider, for 40 years.

### **2.23 Passenger Lifts**

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and also receive a thorough examination and test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

Where defects in the lifts operation become apparent we will take immediate action to take the lift out of service and call our specialist maintenance contractors. Should there be any concern that a defect will recur, despite this expert attention or in the event of any doubt whatsoever over the ongoing safety of the lift, we will arrange for an additional thorough examination prior to allowing the lift back into service.

We monitor to ensure so far as is reasonably practicable that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the

doors are open to the shaft and warning signs when lifts are out of use. We also expect contractors to operate safe systems of work for their own protection and periodic monitoring takes place to confirm that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above. All contractors review and sign the site induction pack (held in Reception). Lift cars clearly display safe working loads and the maximum number of passengers and we ensure that when building works take place, that the lift is not used inappropriately and that safe load limits are adhered to.

Lift cars are also equipped with emergency lighting and with a passenger alarm. Lift release procedures are in place involving alarm and facilities team attending. The correct operation of the lift alarm is tested as part of the 6 monthly service.

Records of maintenance and inspection are held by Facilities and Compliance Manager

#### **2.24 Performance Monitoring and Audit**

Proactive measurement of our performance against health and safety standards will be undertaken through:

- formal review of performance against health and safety policy
- monthly health and safety monitoring of the workplace and work activities
- staff appraisals
- monitoring of progress against action plans by the Health and Safety Committee.

#### **2.25 Formal Review and Audit**

The Health and Safety Advisor undertakes a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. Following this audit, a report is presented to the Governing Body analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the audit report, the Governors agree the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Bursar will drive forward improvements and monitor to ensure that progress is made within identified timescales, making frequent progress reports to the Board.

Our Health and Safety Advisor, conducts a six monthly strategic review with the Bursar to discuss progress in implementing the action plan, targets and objectives, identify any new concerns arising and provide further advice.

The Health and Safety Policy document is reviewed by the Bursar with input from the Health and Safety Advisor on an annual basis, in liaison with representatives of the School, to ensure that the policy reflects current activities, structure and legislation.

#### **2.26 Weekly Health and Safety Monitoring**

The Facilities and Compliance Manager undertakes a weekly inspection of the entire premises and monitors that routine management actions are completed using a prepared checklist. On completion of the weekly confirms, the Facilities and Compliance Manager collates the results and determines any actions to be taken. Timescales and responsibilities are assigned and at the next weekly check, it is determined whether there are actions which remain outstanding from the previous monitoring. Where actions have not been completed the Facilities and Compliance Manager highlights these to the Bursar for follow up.

### 2.27 Staff Appraisals

The Headmaster, Bursar and senior staff members have health and safety performance objectives based on the School's overall health and safety objectives. Progress against all individual objectives is measured as part of our staff appraisal programme.

### 2.28 Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE (Conformité Européene) marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used; the hazards against it will give protection; the importance of correct use; how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

PPE is checked during our termly workplace monitoring programme and replacements are available on request in between inspections.

### 2.29 Risk Assessment

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving. For further information, please refer to the Risk Assessment Policy.

### 2.30 Safe Hot Water and Hot Surface Temperatures

We check that temperatures at hot water outlets accessed by more vulnerable persons are thermostatically controlled to prevent scalding in accordance with HSE guidance. We also check that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.

Heating appliances within the areas accessed by more vulnerable persons are designed in such a way as to prevent accidental burns, by the use of enclosure of pipes and radiators or under-floor heating, thus ensuring that surfaces do not exceed 43°C.

A testing regime is undertaken by the contractor in accordance with ACoP8 requirements, to confirm that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in the Facilities and Compliance Manager's office.

### 2.31 Safety Signs, Signals and Notices

Statutory health and safety notices are displayed including no smoking signs, the Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate. Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety



instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

We check that the signs remain in place, visible and in good condition through our weekly workplace monitoring regime.

Audible signals such as the fire alarm and burglar alarm are tested periodically to confirm that they are clearly audible in relevant areas and that staff are familiar with the sound.

### 2.32 Slips, Trips and Falls

We have reviewed all our premises for slips, trips and falls hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a weekly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition and external step edges are highlighted with yellow paint/hazard tape where necessary for visibility.

When specifying hard flooring, we confirm that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to control dust, grease and other slip hazards with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for informing site staff so that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use while wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis so that it does not accumulate and cause a trip hazard.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our weekly workplace

monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas. For further information, please refer to the Emergency Plan.

### **2.33 Smoking**

Smoking is not permitted anywhere on school property.

### **2.34 Stress**

Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result we have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others. This assessment has taken into account the HSE’s stress management standards and indicators of stress within the company. We have conducted the risk assessment and address any findings accordingly. The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via Health and Safety Committee Meetings/Staff meetings.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The company discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers, and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the School is intending to implement organisational or procedural changes, we check that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the School has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

### **2.35 Violence**

Violence at work is defined by the Health and Safety Executive as ‘Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment’.

While we do all that we can to avoid it we recognise that staff members involved in teaching are potentially at risk of violence perpetrated by pupils.

To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We provide training in conflict resolution, control and restraint for all appropriate staff as identified through our risk assessments.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures and future premises designs as applicable.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

### **2.37 Welfare Facilities**

We have evaluated the welfare facilities required for our business to comply with the *Workplace (Health, Safety and Welfare) Regulations 1992* and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them.

Facilities are also provided for all staff (including peripatetic) to obtain drinking water, for heating water and heating food.

Staff members are able to rest and eat food in the Dining Hall.

We have also considered the needs of new and expectant mothers and have determined that rest facilities will be provided in the Staff Room when required.

All of the welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. A cleaning regime is in place and is provided by Walkers Facilities Management.

### **2.38 Winter Conditions**

While we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise the portable heaters where possible and put on additional clothing as a temporary measure while a solution is sought. For further information please refer to the Emergency Plan.

### **2.39 Work at Height**

While we aim to avoid work at height we have identified a number of situations where our staff may be at risk of falling from a height eg changing light bulbs, accessing high shelving and adding to display boards.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the *Work at Height Regulations*,

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Activities which we have identified as acceptable for work from ladders or step ladders are maintenance activities and notice board displays.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include tower scaffolding erected by a PASMA trained person/ the use of cherry pickers by RTITB or IPAF qualified operators.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. Steps used for heavy industrial applications eg work on construction sites will always have a maximum static load capacity of 175Kg. All work at height equipment including kick stools, step stools, step ladders and ladders, are subject to formal annual inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided. If there are ladders and step ladders intended only for use by particular staff members such as facilities staff, access to these is restricted by locking them.

Window cleaning contractors are required to submit their risk assessment and method statement to demonstrate that the risks of falls from height are adequately controlled. Their work is monitored periodically to ensure that they are applying the safe methods of work submitted.

The access to attic spaces is restricted to the trained personnel only.

Our flat roof/s are accessed by facilities staff approximately once a month and for this reason we have ensured that the access route and the work area are suitably protected with fall arrest system which is serviced annually.

Any other work at height required would be considered on a case by case basis with input from our Health and Safety Advisor.

## **2.40 Work Equipment**

When selecting work equipment for purchase we consider its suitability for the tasks required. We also provide training so that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Where we purchase machinery or equipment from outside of the European Union, we recognise that we may become the importer and are consequently responsible for confirming that the equipment meets conformity requirements as set out within Regulation 10 of the Provision and Use of Work Equipment Regulations and relevant CE Marking and EU Directive requirements.

Portable electrical equipment is subject to portable appliance testing by a trained in house tester/an external specialist contractor. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out. Defects are reported to line managers so that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to confirm that the equipment is suitable and properly maintained. All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained. In the case of passenger lifts this maintenance is carried out by specialist contractors.

Fixed machinery is inspected during annual service as well as by users and supervisors on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to confirm that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment. Where we hire equipment on a long term basis we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company.

Records of maintenance are kept by The Facilities and Compliance Manager.

## **2.41 Workplace Environment**

The comfort of our pupils and staff is a high priority and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises.

To achieve this we provide:

- a central heating system
- additional heating appliances where necessary
- windows which can be opened safely
- adjustable blinds
- portable fans where necessary
- air conditioning units/an air conditioning system (ICT Suite)
- lighting which is suitable for the tasks undertaken
- emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent engineers.

To assist in monitoring the indoor workplace temperature, thermometers are displayed in representative areas of the workplace.

For our facilities staff and minibus drivers who work outside, we provide suitable warm and weather proof clothing in the winter and sun protection in the summer. Additional rest breaks are provided during extremes of weather and facilities for making hot or cold drinks are always available.

#### **2.42 Workplace Transport**

Our premises include areas, within the control of the business, involving vehicles and pedestrians. For further information, please refer to the minibus policy. We have undertaken a risk assessment to cover these activities and identified the risk control measures required.

#### **2.43 Pressure Systems and Equipment**

The school recognises its duties under the Pressure Systems Safety Regulations 2000 and Pressure Equipment Regulations 1999 for all pressure systems/equipment on school site (e.g. boilers, autoclaves, pressure cookers, steam ovens etc.).

The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- Establish the safe operating limits of the equipment;
- Provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- Ensure that the equipment is properly maintained;
- Have a suitable written scheme drawn up or certified by an external competent person for the examination, at appropriate intervals, of the equipment; and
- Arrange to have examinations carried out by an external competent person at the intervals set down in the scheme and keep adequate records of the examinations (records are held in the Facilities and Compliance Manager's office).

#### **2.44 Sports Equipment**

##### **Risk Assessment**

Risk assessments will be completed for all types of sports equipment provided by the School. The Head of Sport is responsible for ensuring that these are completed and any recommended control measures are implemented. These risk assessments will be reviewed on an annual basis, or when there has been a significant change (i.e. in the activity, the type of user, new or changed equipment).

On-going, dynamic risk assessments should also be carried out by staff supervising the activity and action should be taken to prevent accidents or harm if, in their judgement, a situation is unsafe or someone is using equipment incorrectly and creating a risk to themselves or others. If it is not considered safe to carry on, the activity must be stopped immediately.

##### **Supervision and Competence**

Supervision levels will be determined by the age / experience of the equipment users, and any medical conditions that may affect their ability to use the equipment safely. A qualified first aider will always be present on site during the use of sports equipment/ facilities.

### Inspection and Maintenance

Visual inspections of the sports equipment must be made prior to each use, by a competent person, to ensure that the equipment is not damaged, and it is in a safe condition and ready for use. If it is found that the equipment is not safe to use, it must be taken out of service immediately, and reported to Facilities Manager to arrange for repairs or replacement.

#### Formal inspection

Sports equipment should be formally inspected on a monthly basis. This is the responsibility of the Head of Sport. Records are kept of these inspections for three years. An annual inspection is carried out by a contractor.

#### Unauthorised Use of Equipment

Sports equipment is always stored safely where they are unlikely to be damaged, and areas where sports equipment is kept, are secured when they are not in use.

#### Manual Handling

Refer to para 2.19

Reviewed November 2019  
(Review Autumn 2020)