



## **ROKEBY EDUCATIONAL TRUST LIMITED**

### **HEALTH AND SAFETY POLICY**

<b>Member of Staff Responsible</b>	<b>Bursar</b>
<b>Date of Policy</b>	<b>July 2022</b>
<b>Date for review</b>	<b>September 2023</b>
<b>Approved By Governors</b>	<b>July 2022</b>
<b>Distribution:</b>	<b>All Staff</b>

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## **GENERAL STATEMENT OF POLICY - PART A**

As governors of Rokeby School, we fully recognise our collective responsibility under the Health and Safety at Work Act 1974 and the Department for Education's Health and Safety: responsibilities and duties for schools updated 26 November 2018 for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Rokeby School through a risk management approach. The Finance and Capital Assets Committee lead on Health and Safety and appoint a member of this committee as the governor with responsibility for overseeing health and safety. Currently this governor is Caroline Newsholme. The governor overseeing health and safety liaises with the Bursar and other members of staff as required.

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

Health and Safety meetings are typically to be held termly and chaired by the Bursar. At these meetings, a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures reported to the Finance and Capital Assets Committee.

The minutes of the Finance and Capital Assets Committee's discussion on health and safety are reported to the full Governing Board together with any other issues on health and safety that the committee chairman or the Health and Safety governor wish to bring to the Board's attention.

Plant, equipment and systems of work are surveyed and inspected by competent professionals in accordance with current regulations and guidance. The subsequent reports are considered by the Finance and Capital Assets Committee and its recommendations together with other defects form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar and Catering Manager arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas together with regular external deep cleaning and pest control services.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, and more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and Capital Assets Committee.

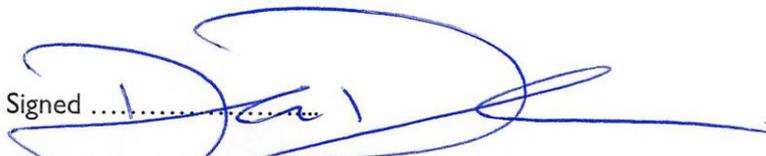
An external health and safety consultant reviews the overall arrangements for health and safety annually, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Finance and Capital Assets Committee.

The school has a competent person undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related matters. Health and Safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

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

All employees are responsible for reading and adhering to school policies including this one. Copies of all our policies are available on the staff shared drive. Staff will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed   
Chair of Governors, for and on behalf of the Board

Date 7/7/2022



## **HEALTH & SAFETY POLICY – ORGANISATION – PART B**

### **ORGANISATION FOR HEALTH & SAFETY MANAGEMENT**

As Head teacher of the school I am responsible for ensuring compliance with this health and safety policy and my key responsibilities are set out in Annex I which follows at the end of this section.

A number of duties connected with my responsibilities are delegated to others. The following paragraphs describe the delegations and other arrangements which have been made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

#### **I. Executive Responsibility for Safety**

The Bursar is responsible for the effective implementation of this Policy and for the management of Health and Safety matters. Also, the Bursar is the Health and Safety Co-ordinator and is responsible in particular for the duties in Annex II and for advising me and those with delegated duties on the measures needed to comply with the policy, co-ordinating any advice given by specialist safety advisors and those with enforcement powers, monitoring health and safety and reporting back to me.

Each manager, head of department and supervisor is responsible for ensuring in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the responsibilities listed in the Crisis Management Plan are delegated to the appropriate persons.

Similarly, the Premises Manager has overall executive authority for safety for the following areas – Main Hall, ALC, PAH and all other public or communal areas (corridors, stairways, playgrounds, paths and roadways) as well as responsibility for the servicing and maintenance of all plant and equipment.

The transport manager is responsible for the school coach and minibuses and ensuring that they are properly serviced and maintained and that any driver has regular training and satisfies the requirements set out in the transport policy.

Fire Safety Management is the responsibility of Premises Manager who is delegated duties **L in Annex I** and has authority and powers of sanction to ensure that standards of fire safety are maintained.

The following employees have executive responsibility throughout the School to ensure compliance with the Policy as it applies to their special function: Science/CLEAPPS (Head of Science), Sport (Director of Sport) Educational Visits (EVC) Transport (Transport Manager) Heads of Departments/Head of Lower School for their specific subjects/area.

All those with executive responsibility should notify me or the Bursar of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When managers, heads of departments, supervisors and the like are absent for significant periods, adequate substitution must be made in writing to me and the other persons as are affected. During short periods of absence, the Head or Bursar will delegate responsibilities appropriately.

## **2. Safety Committee**

The Bursar will chair the meetings of the safety committee, which will typically meet each term.

The members are the Headmaster, the Deputy Head (Academic), the Deputy Head (Pastoral) the Director of Sport, the Premises Manager, the Head of Lower School, the Head of Middle School, the Health and Wellbeing Assistant.

The purposes of the Committee are - to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including RIDDOR reports; to monitor progress with recommendations and actions for instance those contained in reports prepared by safety consultants; to monitor the effective implementation of the safety policy within the school and annually update the contents of the safety policy.

Recommendations for the agenda are listed at Annex III.

Detailed minutes must be kept and a set of minutes must be forwarded to the Governor responsible for Health and Safety and members of the Finance and Capital Assets Committee for their next meeting.

## **3. Other Functions**

The persons responsible for first aid are shown in the FIRST AID Section and in the FIRST AID POLICY.

The 'Primary' first aider (Health and Wellbeing Assistant) is responsible for checking the first aid facilities (usually first aid kits and eye wash stations) at least termly.

All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms available from the Primary First Aider. Notification of fatal or major accidents to the HSE at the Incident Contact Centre 0845 300 9923 (Mon – Fri 08.30 – 17.00) is the responsibility of the Bursar.

## **4. Individual Responsibility**

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

**Each individual must:**

- Make sure that work is carried out in accordance with this policy.
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided.
- Adhere to training and instructions.
- Inform their immediate line manager, head of department or supervisor of any new hazards identified.
- Give their visitors (including contractors) a named contact with whom to liaise.
- Offer any advice and suggestions that they think may improve health and safety.
- Report all accidents, ill health, fires, incidents and defects as soon as practicable.
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire-fighting equipment.
- If in doubt about any safety matter consult their line manager, the Safety Co-ordinator, or if necessary, me.

**5. Specific Arrangements**

The following areas/activities present identified and significant risks:

- PE and Games (Sport)
- Science
- Art
- DT
- Premises
- Transport
- Educational Visits

**High Risk areas mentioned above must ensure detailed risk assessments are in place, updated annually or earlier if applicable and are available to be reviewed by all staff working in these areas.**

**Rules and arrangements for the use of transport are set out in the Transport Policy.**

**Signed by Headmaster:**



**Date: 7<sup>th</sup> July 2022**

My key responsibilities as Head, supported by the Bursar are to:

- A Ensure compliance with this health and safety policy in each and every respect, to ensure that the necessary resources for implementation are available and to report to governors at least annually
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils and for visitors including contractors
- C Assess risks and commit assessments to writing
- D Ensure that work is safe and without risks to health
- E Ensure that information, training and instruction is provided
- F Provide occupational health surveillance
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly
- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills
  - Check that any close down procedures are followed
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
  - Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
  - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
  - Keep relevant records
  - Include fire safety in the regular health and safety reports to the governing body.

The duties of the Health and Safety Coordinator are to:

- A Be familiar with the contents of the policy and to ensure that the policy is readily available to all employees
- B Ensure that the statement of safety organization is reviewed annually, and that a copy is provided for the Governor Responsible for Health and Safety early in each academic year
- C Together with others, identify health and safety training needs and co-ordinate as necessary
- D Monitor that managers, heads of department and supervisors prepare and review risk assessments, check, inspect and thoroughly examine as necessary
- E Monitor the formal defect reporting procedure
- F Monitor that accident, illness and incident reports are made to HSE and monitor that these happenings are properly investigated
- G Liaise with HSE, EHO and Fire Service as appropriate
- H Act as clerk to the school health and safety committee.
- I Ensure that the CLEAPSS subscription is renewed annually.

Recommended items for agendas of safety committee meetings

- Minutes of last meeting
- Matters arising
- Accidents/incidents/serious defects since last meeting
- Matters raised by employees/others
- Recommendations of policy/consultants/others – progress report
- Reports on risk activities and personal safety
- Any other business.



## HEALTH & SAFETY POLICY – ARRANGEMENTS

### I. RISK ASSESSMENT – Refer to the Risk Assessment Policy.

The Management of Health and Safety at Work Regulations 1999 require a broad risk assessment of work and activities. All reasonably foreseeable risks should be assessed as should other risks which are identified by specific health and safety regulations in particular the risk of fire. The requirements of the safety policy documentation, together with documented regular inspection and assessment regimes, form the basis of a broad risk assessment.

Assessment should take into account risks faced by all employees, particular employees and other persons who may be affected by work activities: for instance, the employer is required to assess risks to employees who are new or expectant mothers; and pupils and employees with known and significant health and temperament problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety. Risk assessments and procedures must be kept up-to-date and therefore should be reviewed regularly.

The Management Regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire and transport are the main matters to be considered. Other risks include bomb threats and gas leaks. All procedures should be regularly practised.

Heads of departments, line managers and supervisors are responsible for assessment and for producing written risk assessments. These responsible persons should review risk assessments and carry out an inspection of their own areas of responsibility **at least annually** and the written record of carrying out this work should be forwarded to the Premises Manager in the autumn term each year.

**NEW AND EXPECTANT MOTHERS AT WORK** - a "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee must have notified management in writing that she is pregnant (but there is no statutory obligation for her to do so). 'Risks' include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself.

If there is significant risk to the health and safety of an identified new or expectant mother the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure.

In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –
- Suitable alternative work if any is available will be offered, or if that is not feasible then –

- The employee will be suspended from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice should be sought.

The risks will be kept under review as they may change, for example, as pregnancy progresses.

Any new or expectant mother, in order that her own safety or health, or that of her child may be protected, is asked to inform a suitable manager if or when she becomes a new or expectant mother.

**YOUNG PERSONS AT WORK** - the Regulations require formal written risk assessments for young people (i.e. those under 18 years of age) but do not otherwise demand more than that which is already needed by health and safety legislation.

### **Actions Required**

Where the employer employs young people (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed a copy of the Health and Safety Executive publication "Young People at Work" should be obtained and consulted.

Before young people start work a written risk assessment must be carried out. In carrying out the risk assessment, the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
- The fitting-out and layout of the workplace and the workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of the health and safety training provided, or to be provided, to the young persons
- Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

Parents and those with parental responsibility for school-age children (ie under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves should be similarly informed.

## 2. FIRE PRECAUTIONS – Refer to Fire Policy and Assessment

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment<sup>1</sup>. The risk assessment must be full documented as must an emergency plan.

The following are essential elements of an emergency plan:

- how people will be warned if there is a fire
- what staff, students or pupils should do if they discover a fire
- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes, how people can gain access to them and escape from them to a place of total safety
- arrangements for fighting fire
- the duties and identity of staff and students who have specific responsibilities if there is a fire
- arrangements for the safe evacuation of people identified as being especially at risk, such as young children, those with disabilities, contractors, members of the public and visitors
- any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire
- specific arrangements, if necessary, for high fire-risk areas
- arrangements for an emergency plan to be used by a hirer of part of the premises
- contingency plans for when life safety systems, such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order

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<sup>1</sup>There is considerable guidance, on how to fulfil the assessment duties, contained in Fire Safety Risk Assessment – “Educational Premises” plus “Sleeping Accommodation” available on the web. Further assessments are needed when there is change of use of premises e.g. for open days, school plays and concerts and for sports days. The most convenient and effective method of routinely reassessing and monitoring structural and fitted fire precautions is by use of records on accurately scaled floor plans. The plans should show the structural and fitted fire precautions and high risk areas such as theatres, flammable liquid stores, LPG storage, kitchens, and boiler houses.

- how the fire and rescue services will be called and who will be responsible for doing this
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- what training employees need and the arrangements for ensuring that this training is given
- phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later).

Structural precautions shall be as far as practicable in accordance with HM Government guidance.

Suitable fire alarms, automatic fire detectors and fire fighting equipment shall be provided to the extent that these are appropriate.

Non automatic fire fighting equipment shall be easily accessible, simple to use and their location indicated with signs. Relevant employees shall be trained to use the equipment.

Emergency routes and exits shall lead as safely and directly as possible to a designated assembly point and shall be adequate in number and dimensions to enable satisfactory evacuations. Emergency routes and exits shall be indicated by signs and shall be provided with emergency lights. Emergency routes and exits shall be kept clear of obstructions and readily combustible materials.

Advice on the display of materials on fire exit routes should be given on the risk assessment.

Fire exit doors shall be hung conventionally and where necessary shall open in the direction of escape. Fire doors shall be properly maintained, signed and should not be propped open. **(If fire doors need to be regularly kept open for any reason, their location should be notified to the Premises Manager/Fire Officer. It may be possible to fit magnetic catches releasable by the activation of the fire alarm).** Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors shall be fitted, wherever practicable, with appropriate emergency exit door furniture.

Fire evacuation instructions shall be clearly displayed in key areas. Employees and pupils shall receive fire procedures training including training for emergency evacuation, for calling the emergency services, use of fire extinguishers and similar. Fire training records shall be maintained.

There shall be a practice evacuation at least once a term of all school buildings. These shall be recorded in the fire logbook.

Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and fire fighting equipment shall be inspected, tested and maintained. Records of testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of fire fighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes shall be kept in the fire log book which is located the Premises Office along with the fire safety risk assessment.

### **3. WORK AT HEIGHT REGULATIONS**

#### **Introduction**

No-one should work at height unless they have been suitably trained and have been authorised by the Premises Manager. This includes using step ladders.

These Regulations apply to all work above ground level where there is a risk of a fall liable to cause personal injury. There are no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control (for example “administration” may contract others to work at height, such as window cleaners).

Before working at height these simple steps should be followed:

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

The following must be considered:

- do as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- not overload or overreach when working at height
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Detailed guidance which must be followed is available at <https://www.hse.gov.uk/work-at-height/index.htm>

### **4. ACCIDENT RECORDS AND NOTIFICATION**

Accident book and Report form must be available for recording the details of all injuries etc which occur at work. An entry must be completed as soon as possible after any accident occurs.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the employer must notify the Health and Safety Executive (HSE) as soon as possible by telephone or e-mail of:

- any accidents to employees causing either death or major injury
- certain industry related diseases suffered by employees
- dangerous occurrences
- any accidents to members of the public (the “public” includes pupils) where any is killed or taken from the premises to a hospital for treatment.

Accidents to employees which result in injury causing absence from work of more than seven days are reportable within ten days of the accident.

NB. Accidents to pupils which are attributable in some way to work organised by their school (e.g. an accident in DT or an accident during a chemistry experiment), or the condition of premises or plant, or lack of or defective supervision, where injury is suffered and where the pupil is taken to hospital for treatment, must be reported. Playground injuries, unless caused by defective equipment or premises or defective supervision etc., are not reportable.

An investigation should be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary.

Further details are available here <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

**Accident Forms are held with the First Aid team and must be completed as soon as possible after an accident.**

## 5. ASBESTOS

Rokeby School will take all reasonable steps to ensure that the hazards associated with ACMs within our property are managed and controlled. To meet this objective we will:

- Have a system for managing asbestos and take all reasonably practicable steps to ensure that everyone who visits Rokeby School premises will not be exposed to asbestos hazards.
- Not knowingly specify or use ACM's in any of our properties or work activities.
- Carry out a survey of all Rokeby School premises and draw up a register listing where asbestos can be found.
- Inform and consult all parties before working with ACM's.
- Remove any identified ACMs from any Rokeby School property which would create a risk due to deterioration or could be easily damaged or disturbed.
- Protect by placing asbestos warning labels on all identified ACMs within Rokeby school premises which are not removed and encapsulation of such materials where practicable.
- Inform and train our employees to ensure that we meet our statutory obligations.

- Comply with legal requirements and guidance and carry out enforcement procedures to protect public health.

The Premises Manager, so far as is reasonably practicable, will be responsible for ensuring that a system is implemented for the management of asbestos. This will be achieved by: -

- a) Managing the risks associated with ACM's found and ensuring that the appropriate control measures are implemented.
- b) Reporting to Headmaster /Governors any significant amendments to the AMS.
- c) Ensuring that where ACM's are found that the Governors are notified and an assessment is carried out for similar building types.
- d) Overseeing a programme of monitoring/reviewing by appointing competent persons to survey Rokeby School premises at appropriate intervals for asbestos materials and their condition.
- e) Arranging surveying, bulk sampling and laboratory analysis of any suspect ACMs where appropriate.

### ***Asbestos Register***

The Premises Manager will establish and maintain the asbestos register.

The purpose of the register will be to formally record, through systematic survey, inspection and assessment as outlined in HSG 264, Surveying, Sampling and Assessment of ACMs in Premises for Management Plans. Rokeby School will manage the process of identifying the location, type and condition of asbestos in properties / land. Surveys and sample reports will be made available via Rokeby School asbestos register. All survey information will be supplemented and amended as necessary after any subsequent survey, removal or treatment of ACMs.

The register will form a database for the purposes of identifying, assessing, recording, reporting on and deciding the priorities for programmed works. The document will be held in the premises office.

Rokeby School will implement a programme for monitoring, assessment and review to ensure currency of register. The Premises Manager will carry this out at appropriate intervals.

Three surveys have been carried out by Adams Environmental at Rokeby School and all have been reported as "No Asbestos Detected" copies of the reports can be found in the premises office.

## **6. CONSTRUCTION PROJECTS**

The Construction (Design and Management) Regulations 2015 (CDM 2015) set out roles and responsibilities for the various parties involved in construction activities. They should be applied fully in school building or renovation and refurbishment projects.

Under the regulations, the client who is requiring the construction work to be completed should appoint a principal designer and, where there is more than one contractor involved, a principal contractor. The client should provide adequate pre-construction information to enable designs to be made which “build-in” safety and for a project phase plan to be developed.

The principal designer has the responsibility for the co-ordination and preparation of a health and safety file. The principal contractor is responsible for day-to-day site management and safety.

The client should ensure that the principal contractor provides sufficient welfare facilities for people working on a school site. Under CDM 2015 they must also commit adequate resource to managing the project from start to finish.

<https://www.hse.gov.uk/construction/cdm/2015/principal-designers.htm>

## **7. CONSULTATION WITH EMPLOYEES**

Relevant regulations are the Health and Safety (Consultation with Employees) Regulations 1996 (HSCER)

Where there are employees who are not represented by safety representatives under the 1977 Regulations, the employer shall consult those employees in good time on matters relating to their health and safety at work and, in particular, with regard to:

- a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
- b) the arrangements for appointing or, as the case may be, nominating persons in accordance with regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1992;
- c) any health and safety information they are required to provide to those employees by or under the relevant statutory provisions;
- d) the planning and organisation of any health and safety training they are required to provide to those employees by or under the relevant statutory provisions; and
- e) the health and safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace.

Employees or their representatives should be given enough information to allow them to take a full and effective part in the consultation process and the employer should ensure that any elected representatives receive the training they need to carry out their roles.

## **8. CONTRACTORS**

### **GENERAL**

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment and in building operations and they must be aware of the health and safety standards they have to achieve.

## **The Law and the Contract**

The Health and Safety at Work etc. Act 1974 places duties on the employer and the contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

## **Selecting a Contractor**

A potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and/or method statements. These need to be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken and its location. The documents should adequately cover the risks in the work to be carried out and detail the precautions necessary to eliminate or satisfactorily control the risks.

To select a 'competent' contractor other indicators should be evaluated, such as inclusion in 'approved lists', past performance, work undertaken elsewhere, membership of trade bodies, accreditation by trade bodies, general health and safety awareness, and commitment to recognised codes of practice.

Contractors should be able to demonstrate that their employees are competent in health and safety matters. This applies to senior managers as well as those who will supervise on site.

Contractors invited to submit tenders shall be made fully aware of the standards of health and safety management expected of them, the following are examples of the items regarded as important:

- Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- Employees and pupils' requirements in terms of access and egress and playground facilities etc;
- The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments);
- When contractors are to use our equipment the equipment must be safe and properly maintained at handover, thereafter the contractor should be given the responsibility for the equipment and its safe use. However, it is not our policy to lend contractors any of our portable equipment.
- Evacuation and emergency procedures which should be discussed and posted and employees and sub-contractors etc should be made fully aware of these.

During the work there should be no doubt as to who is managing health and safety. A senior manager should be nominated to liaise with the contractor or his nominee on a day to day basis and to monitor performance.

On contract completion matters relevant to ongoing health and safety should be properly verified and any relevant documentation should be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

### **Essential Information for Contractors**

Contractors should be given information concerning:

- These Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary
- Items identified as necessary for health and safety
- All relevant hazards known to the occupier of the premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.

Arrangements for matters such as site demarcation, site access, the use of plant and equipment and the control of exposure to hazardous substances should always be clarified.

It is to be a condition of all contracts that the contractor should appoint a senior member of his staff to maintain liaison with local management.

Contracts should require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors.

During the course of the work, if the school feels that if the contractor is disregarding safety procedures, or that staff or pupils will be put at risk by the contractor's actions, the school's representative should, if there is an imminent risk to staff and pupils, remove them from the area and then immediately consult directly with the responsible contractor with a view to eliminating the risk.

On no account should specific advice be given by the school on matters which appear to be giving rise to risk.

## **9. DISPLAY SCREEN EQUIPMENT**

The Regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as "users". However, the school will assess "non-users" if required.

The use of display screen equipment (DSE) by pupils is not covered by the Regulations but all workstations at which employees work should comply with the minimum requirements.

The definition of a user depends on the nature and the extent of use and applies to full and part-

time staff. Typically, continuous or near continuous spells of DSE work for an hour or more at a time most working days classifies an employee as a user. It is likely that there will only be a small number of users. Likely “users” are admin staff, SLT and some teachers.

An assessment must be carried out on the workstations of each user on initial identification of need and this should be recorded. The assessment should cover the workstation itself (VDU plus furniture), the environment and the interface between the computer and user. This assessment should be carried out using the VDU workstation checklist following.

Once an assessment has been carried out, any remedial action, as indicated by the checklist should be taken. Assessments should be regularly reviewed.

Where any employee “user” requests one, the employer must arrange and pay for an eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician.

Where separate spectacles are recommended for use with DSE, the cost of a basic pair of glasses must also be met by the employer.

All users must be provided with health and safety training about their equipment but in practical terms, there is likely to be considerable overlap between the training on the uses of the equipment, the software etc. and the health and safety training. (Information on possible ill health effects such as upper limb pain, eyesight defects, fatigue and stress etc. should also be given).

## **10. ELECTRICITY AND PORTABLE ELECTRICAL EQUIPMENT**

Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property.

Only a qualified electrician should carry out electrical work including rewiring of plugs or other electrical equipment.

Any faults or shortcomings are to be immediately reported to a member of the premises team or the Bursar.

No one should use portable electrical equipment that has not been tested or approved by the premises manager. This includes mobile phone and laptop chargers.

Before Switching On:

- Visually check the equipment for any signs of damage or fault e.g. damaged cables, broken switches, visible internal wires, signs of over-heating or ‘DIY repairs’
- Ensure power cables are long enough to reach the socket without straining
- Keep cables away from walkways to avoid trip hazards

Do NOT Use the Equipment If:

- The cable, switch, plug or socket is damaged in any way
- There are signs of over heating
- The coloured inner wires are exposed on the cable

If you identify a fault with electrical equipment:

- Do not use the equipment. Warn other people to keep away.
- If it is safe to do so switch off the faulty equipment – this may be via an isolating switch, the power socket or the main power supply to the area
- If appropriate & safe to do so, put a warning notice on the faulty equipment.
- Report the fault, without delay, to the premises team, your line manager & the school's H&S Coordinator.

Do NOT:

- Use electrical equipment with wet hands
- Stand drinks on electrical equipment
- Use electrical equipment near water or in damp / wet environments, e.g. outside, unless the equipment is specifically designed for this
- Leave equipment unattended when it is switched on,
- Overload or 'daisy chain' extension leads  Pull electrical equipment by the flex,
- Use your own electrical equipment at school unless the item has been PAT tested to ensure it is safe to use.

When You've Finished:

- Switch it off, especially when leaving the area and at the end of the working day.

Further guidance is available at <https://www.hse.gov.uk/electricity/>

The school will carry out fixed wiring testing and portable appliance testing in accordance with the regulations. The results will be reported to the Health and Safety Committee and to the Finance and Capital Assets Committee.

## **11. FIRST AID – Refer to First Aid Policy**

First Aid notices should be displayed in key positions showing the names and telephone numbers of nominated First Aiders and Appointed Persons and the location of the nearest first aid container.

Whenever EYFS children are on site there must be a suitably qualified paediatric first aid trained member of staff.

The first aid team are responsible for ensuring that we have any personal medication for the boys as is appropriate. Any person taking boys off site should liaise with the first aid team to ensure that any personal medication that is required is taken in addition to general first aid kits.

First aid containers (which must be clean and marked with a white cross on a green background) should be kept stocked according to the contents list and assessed need and should contain a guidance leaflet. Contents should be checked regularly. Eye wash should be provided where there is a need and eye wash stations should be identified by appropriate signage. Stations should be checked regularly.

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.

The total number of First Aiders and Appointed Persons should be identified after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they should be trained to administer first aid for identified and specific risks. They should be certificated. First aid certificates are issued for a three year period only. Before the end of this period re-qualification and re-certification is required.

Appointed Persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a First Aider is not available. Appointed Persons should be appointed in writing and emergency first aid training should be provided for them. Basic training should be considered for a larger number of employees.

## **12. FLAMMABLE LIQUIDS**

The amount of flammable liquids being used in the classroom or working area should be kept as small as is reasonably practicable. When not in use, all flammable liquids must be stored in purpose designed metal bins or cupboards which are to be kept locked. In each area the total quantity stored should not exceed 50 litres.

Purpose designed bulk stores shall be designed using Health and Safety Executive and Fire Authority standards.

Containment facilities shall be signed 'Flammable Liquids'.

## **13. GAS SAFETY**

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG) in both, bulk containers and cylinders and the installation, servicing, maintenance and repair of gas appliances and fittings.

### **Qualification and Supervision**

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the Health and Safety Executive. This means CORGI registered persons and the employer must ensure that in-house staff or contractors working on gas fittings are appropriately Gas Safe registered.

## **Standards**

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately CORGI registered persons. Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

## **Existing Gas Fittings**

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

## **Emergency Controls and Procedures**

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

## **Maintenance**

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

## **14. GOOD ESTATE MANAGEMENT**

The Premises Manager is responsible for the maintenance and servicing of all general school plant and equipment. He is responsible for organising any remedial work in consultation with the Bursar. The Premises Manager is responsible for maintaining a preventative maintenance plan with appropriate schedules and records so that a clear record is maintained of what has been done and what is outstanding with supporting evidence of any servicing and works carried out.

Additionally, as part of their unlock routine, the premises team have a check-list to ensure that there is a visual daily inspection of the main parts of the school to provide a safe working environment.

The Bursar is responsible for ensuring that items highlighted in the Risk Assessments are investigated and appropriate remedial action is taken.

The Bursar is responsible for ensuring that any refurbishment or building plans have due regard to improving the overall quality and safety of the estate and the educational environment.

## **15. HAZARDOUS MATERIALS**

The Control of Substances Hazardous to Health Regulations 2004 apply to activities where hazardous substances are used and to activities which produce hazardous substances.

The premises manager or equivalent should maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

The contents of the register should be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeable affect the hazardous materials and create risks to the 'workers' themselves or others. Where significant risk is identified written risk assessments should be prepared.

Hazardous substances are often used in science, art, pottery, technology, cleaning work, office work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed. Model written assessments are available for some areas of work, e.g. CLEAPSS\* Risk Assessments (for technology) and CLEAPSS Hazards (for chemistry), and these can be used if they are customised for the particular circumstances found in the school. However it is likely that for many hazardous substances models will not be available and therefore full risk assessments will have to be prepared. After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

#### **Hazardous Substances will often comprise:**

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents
- Dust of any kind when in significant quantities in air
- Substances similar to those above.

#### **Assessment of Risk to Health**

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered.

Managers and heads of departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories can be useful) and assessed. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment. Workplace exposure limits must be identified and taken into account, as an indicator of risk.

Schools with science and technology departments should be members of CLEAPSS School Science Service, Brunel University, Uxbridge UB8 3PH

Assessment MUST consider:

- Whether it is practicable to use a non hazardous or a less hazardous substance
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved
- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

Collections of hazard data, even CLEAPSS model assessments if not clearly 'personalised', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

### **Control of Exposure**

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV), for woodworking machines and for brazing processes and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided to supplement any control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

### **Maintenance of Control Measures**

Control measures including PPE must be well maintained.

Engineered controls must be thoroughly examined and tested. In the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

## **Monitoring of Employees' Exposure**

Monitoring of exposure shall be carried out when it is necessary to ensure that exposure is being adequately controlled. Records of the monitoring carried out shall be kept for at least 40 years in the case of the personal exposures of identifiable employees/others and for 5 years in any other case.

## **Health Surveillance**

Health surveillance needs to be carried out when there is the likelihood of an identifiable disease or adverse ill health effect occurring and there are valid techniques for detecting signs of the disease or the effect.

Employees should have reasonable access to their health records which shall be kept for at least 40 years from the date of the last entry.

## **Information, Instruction and Training**

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

## **Conclusions**

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form follows on the next page. Heads of departments and managers may wish to make use of this or prepare their own.

## **16. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text.

Appropriate induction training shall be provided for all new employees including temporary employees.

Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws. Some forms of training are very strongly advised such as for those who are instructing or supervising high risk sports and for design and technology staff (Health and Safety Training Standards in Design and Technology – DATA).

Where the need for further specific training and instruction is identified it must be provided and undertaken.

Comprehensive training records shall be maintained.

Safety information especially concerning the results of risk assessment shall be provided to employees and others as appropriate.

## **17. INSPECTIONS, MAINTENANCE, REGULAR SAFETY ACTIVITIES**

Competent persons must inspect, examine and maintain the following plant and equipment as necessary at appropriate intervals. Records of all activities must be retained for future reference.

- Gas fired boilers and appliances.
- Radioactive sealed sources
- Electrical installations
- Portable electrical appliances
- Fire alarm systems (including automatic fire detectors and electromagnetic door releases etc.) and emergency lights (including batteries and battery charging systems)
- Fire extinguishers and other emergency fire fighting equipment
- Fire alarm call points - weekly tests
- Fume cupboards and any other local exhaust ventilation (LEV) equipment
- Lifts, lifting gear, lifting equipment, hoists and retractable audience seating
- Trees
- Compressed gas containers (which are owned by the school) and/or safety devices attached
- Fixed and portable pressure systems including bulk gas storage facilities
- Emergency stop buttons
- Gymnasium equipment (including fitness machines) and play equipment
- Access equipment including scaffold towers and ladders/step ladders
- Guards, safeguards and safety devices fitted to work equipment (including machines)

- Water systems (legionella control)
- Premises, fabric of building, fixtures & fittings, including items to reduce risk of trips and falls (defect reporting procedures also required)

**Other regular actions required:**

- Health & Safety Policy shall be reviewed annually.
- Risk assessments shall be reviewed annually.
- Departmental assessments shall be reviewed annually.
- Crisis Management Plan shall be reviewed annually.
- Fire Safety Risk assessment shall be reviewed annually.

The employer will arrange for additional inspections and risk assessments to be carried out as and when required.

**18. KITCHEN**

**Contract caterers are employed but the employer remains responsible for the kitchen premises and equipment both of which shall be properly maintained.**

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar and Catering Manager arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas together with regular external deep cleaning and pest control services.

**19. LEGIONELLA PREVENTION**

Rokeby School have in place the following procedures:

- Regular Risk assessments: identify and assess sources of risk from Legionella.
- Action plan: Prepare a scheme, which puts in place control measures that take account of the risk assessment and prevents or minimises the risk from exposure to Legionella.
- Safe working practices: implement and manage the scheme of precautions and other measures in compliance of the regulations. Nominating a senior manager responsible to oversee and implement the scheme of precautions.
- Assurance of control: implement monitoring and recording procedures to ensure that the measures put in place are adequate and effective.

- Provide regular training of all personal involved, to ensure they have a level of knowledge and competence with their involvement in the control procedures.
- Review the risk assessments at least every two years or if any significant changes occur to the system.
- Review the procedures at least annually and earlier if any legislation has been implemented.
- Purchase and install equipment for new projects, scheme or replacement programmes, which prevents and minimises the risk of Legionella.

Calibre Environmental Limited have been nominated by the schools as their water treatment consultant with the responsibility for producing a Water Services Site Log Book which sets out in detail the management, control measures and service schedules for the prevention of legionella.

They are also responsible for carrying out risk assessments and reviews of the schools water systems.

A quarterly water sampling and testing regime in place.

## **20. MANUAL HANDLING AND LIFTING**

As an employer, we must protect our workers from the risk of injury from hazardous manual handling in the workplace. Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. A load can be an object, person or animal.

The law sets out how employers must deal with risks from manual handling:

- avoid hazardous manual handling, so far as is reasonably practicable
- assess the risk of injury from any hazardous manual handling operations that cannot be avoided
- reduce the risk of injury from hazardous manual handling to as low as reasonably practicable

The weight of a load is important, though the law does not set specific weight limits.

In some cases, you must provide information about the weight and position of the centre of gravity of each load, if there is a risk of injury and it is reasonably practicable to do this.

For day to day operations the premises team are available and should be used to handle and move objects that are too heavy for the individual concerned, cumbersome or difficult to move. They have equipment available for such tasks.

Where there may be risk involved then specific assessments should be undertaken considering the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

The task	<ul style="list-style-type: none"><li>• How will the load be manipulated?</li><li>• What posture will be adopted?</li><li>• Is stooping or stretching involved?</li><li>• What distance is the load to be handled?</li><li>• How many similar tasks are to be carried out?</li><li>• How many people are involved?</li></ul>
The load	<ul style="list-style-type: none"><li>• Weight</li><li>• Bulk or size</li><li>• Stability, centre of gravity</li><li>• Is it sharp or difficult to grasp?</li></ul>
The environment	<ul style="list-style-type: none"><li>• Amount of space around the operation</li><li>• Type of floor or work surface</li><li>• Lighting etc.</li></ul>
Individual capability	<ul style="list-style-type: none"><li>• Adequacy of training</li><li>• Strength of person</li><li>• Male or female and age</li><li>• Existing health problems of the employee</li><li>• If female, whether 'new' or expectant mother (see section on risk assessment).</li></ul>

## 21. NOISE CONTROL

The Control of Noise at Work Regulations identifies the following exposure limit values and action values. <https://www.hse.gov.uk/noise/keyfacts.htm>

The line manager is responsible for ensuring that an employee is not exposed to levels that are near or above the legal parameters. If this is possible they are to discuss the situation with the Bursar or the Premises Manager who will provide or seek more specialist advice.

If the workplace is intrinsically noisy, i.e. it is significantly noisier than one would expect from the sounds of everyday life, it is possible that the noise levels will exceed 80 dB. This is comparable to the noise level of a busy street, a typical vacuum cleaner or a crowded restaurant – you will be able to hold a conversation, but the noise will be intrusive. Working in an environment of 80 dB for eight hours will result in exposure at the lower exposure action value.

A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values. A person's daily noise exposure depends on both noise level and length of exposure.

In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

## 22. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body. In addition to PPE, we supply “workwear” to staff where appropriate.

We will:

- Provide PPE to employees (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means
- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used (by training and instruction as necessary).

Heads of departments and managers are required to assess where and how PPE should be used and maintained.

PPE for use at work should only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier should always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

The employer should ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE should be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE. (If tight fitting respiratory protective equipment is used as a COSHH control measure then fit testing is required.)
- The way in which the PPE is to be maintained and stored

Training records should be kept.

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

### **Eye Protection**

EN 166 (and the rather aged British Standard 2092) provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The

specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the Standard number then the eye protection is for basic use.

Three kinds of eye protection are suitable for chemical hazards found in schools -

- Safety spectacles (EN 166.F or BS 2092 basic grade) - these do not offer complete protection against splashes from the sides or below.
- Goggles (EN 166.3 or BS 2092 'C') - these provide virtually complete protection against splash injury to the eyes.
- Face shields (EN 166.3 or BS 2092 'C') - these protect the whole face.

In schools spectacles to EN 166.F or BS 2092 are suitable for most of the operations in which pupils are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of 'A' level experiments.

Art, craft and other activities such as pesticide spraying and use of a strimmer can also give rise to risks to the eyes and therefore the need for adequate protection.

The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

### **Protective Clothing**

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen and grounds work.

Safety footwear should be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination and substances.

Grounds men/Gardeners shall be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

For some operations with hazardous substances such as use application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing must be made available and used.

## 23. PESTICIDES

There are legal controls on the use of pesticides to safeguard people and the environment.

### **Pesticides are:**

- Products used to control or destroy unwanted creatures, plants and other organisms
- Timber treatment products
- Chemicals used for the control of growths on masonry.

### **Purchase of Pesticides and Limitations on Use**

Only pesticides which are currently approved (and have approval numbers) may be advertised, sold or supplied in United Kingdom. Each product is assigned conditions of use and is assigned to a field of use. The latter limits how and where the particular pesticide may be used, e.g. in agriculture, in forestry or as a wood preservative.

The product approval number, fields of use and conditions of use are given on the label. Conditions of use include requirements as to operator protection and must always be observed. Only approved pesticides should be used.

### **Storage of Pesticides**

Pesticides are to be stored and transported safely.

The pesticide store must be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store should meet the following criteria and should be:

- Suitably sited
- Of adequate capacity and construction
- Designed to hold spillage
- Adequately lit if necessary and ventilated
- Resistant against fire and if possible frost
- Designed so that containers can be safely stacked and moved in and out
- Kept locked except when in use.

### **Storage of Personal Protection and Protective Clothing**

This should be stored in a locker separately from other clothing.

## **Use of Pesticides**

Everyone who uses a pesticide must be competent to do so and employees must be provided with sufficient instruction and guidance to ensure that products are used safely, efficiently and humanely.

Safe and competent use of pesticides involves a risk assessment of possible problems. Amongst other things which should be considered are:

- Correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- How to avoid spray drift
- The need to warn neighbours and others who may possibly be affected
- Application records should be maintained.

## **Certificates of Competence**

All employees who apply pesticides approved for agricultural use must hold a certificate of competence unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council.

## **Disposal of Pesticides**

Users shall avoid building up stocks of leftover pesticides and surplus dilute spray being left. However, some disposal of unwanted pesticides, perhaps in the form of container washing, will often be necessary. These can be disposed of by using a spray in accordance with its approved field of use.

Concentrated unused pesticides should only be disposed of via a competent contractor (the dumping of unwanted pesticides or containers is an offence) and the requirements of the current Environmental Protection Act including the "duty of care" must be complied with.

## **24. PREMISES**

Workplace Health, Safety and Welfare Regulations concern basic workplace conditions and include the following requirements:

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.

- Cleanliness - floors and indoor traffic routes should be cleaned at least once per week.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed. The employer recognises that it has duties to ensure safe access and egress to the windows, to ensure that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating – will be safe and comfortable (requirements for users of display screens are covered separately).
- Conditions of floors and traffic routes - these will be kept in a safe condition and have anti-slip qualities in high risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- Glazing – where windows etc can be opened this operation must be possible without risk of injury to the individual. Open windows must not project into areas where persons may walk into them.
- Low level glazing - all areas in which there is low level glazing (including Georgian wired) have been inspected; risk assessments have been carried out to identify all non-safety glass which by its location creates risk to employees or others; and a programme of protection/upgrading has been introduced for all non safety low level glazing located in areas where there is a significant risk of injury occurring. All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building Regulations.
- Provision of guarding or other protection - this is required at any place where any one might fall 2 metres or more e.g. from a window.
- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences to be provided for people at work, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets

and 2 hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation.

- Facilities - accommodation for employees' clothing and facilities for rest and eating meals shall be provided.
- Smoking is prohibited throughout the school, the grounds and its sports pitches.

## **SLIPS AND TRIPS**

Practical steps to prevent slips and trips accidents. There are many simple ways to control slips and trips risks and prevent accidents in your workplace.

Here are a few examples:

- Stop floors becoming contaminated
- Use entrance matting.
- Fix leaks from machinery or buildings.
- Make sure plant and equipment are maintained.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.

Use the right cleaning methods:

- Make sure that your cleaning method is effective for the type of floor you have.
- Don't introduce more slip or trip risks while cleaning is being done.
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Remove spillages promptly.
- Have effective arrangements for both routine cleaning and dealing with spills.
- Use the appropriate detergent mixed at the correct concentration.

Consider the flooring and work environment:

- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible.

- Keep walkways and work areas clear of obstructions. Get the right footwear
- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents.
- Trial footwear first to make sure it is suitable for the environment and for those who will be wearing it, ie comfort and fit.
- If footwear is supplied as personal protective equipment (PPE), it must be supplied free of charge to employees.

Think about people and organisational factors:

- Consider how work is organised and managed, eg to avoid rushing, overcrowding, trailing cables.
- Make sure employees are involved in the decisions that affect them, eg choice of PPE footwear or a change in cleaning methods.

What can employees do to prevent slips and trips?

- If you have an accident or a near miss, make sure you report it to your employer promptly. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer and make arrangements for a replacement.
- Tell your employer about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

The workplace in its entirety should be maintained in efficient working order and in good repair.

A workspace inspection shall be arranged on an annual basis and a written defect notification procedure organised.

## **25. PRESSURE VESSELS AND ASSOCIATED EQUIPMENT**

This section applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in maintenance and bulk LPG installations.

- Safe operating limits of pressure equipment and plant must be established.
- Suitable written schemes must be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.
- Where the pressure x volume of the pressure system is greater than 250 bar litres or the vessels contain steam, these written schemes will be certified by a competent person and the examinations will be carried out by a competent person at the intervals set down within the scheme. (Usually the competent persons will be the engineers employed by the employer's insurer).
- Records shall be kept of examinations and tests.
- Adequate operating and emergency instructions shall be provided.
- Proper maintenance must be carried out and recorded.
- All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers and the compressed gas cylinders themselves shall be regularly inspected and maintained. Outside contractors will normally be engaged for this work.
- Any pressure cookers and small autoclaves shall be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

## **26. SECURITY AND LONE WORKING**

Personal security should be the subject of written and ongoing risk assessment. The employer should liaise with the police as and when necessary.

Lone working should be the subject of written risk assessments. Emergency alarms are available for lone workers and the premises staff must be made aware of staff working at weekends or out of hours. Both the physical conditions of work and the likelihood of personal violence should be assessed. Control measures should address the need for work safety before safety devices and additional manning is introduced.

As far as is reasonably practical premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this end the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

Anything untoward seen or suspected on or near our premises should be reported and a written record should be kept of all incidents of trespass or violence.

Lone workers are defined as 'those who work by themselves without close or direct supervision', i.e. totally remote from others due to their location, the time of day, or the day of the week. Lone working is a part of normal working life.

Staff who could fall into the category of lone workers include:

- Premises team and cleaning staff working alone early in the morning or in the evening, at weekends or during the holidays
- Ground keepers
- Teaching and administrative staff working outside of normal school working hours e.g. during the weekends and / or school holidays.

The main risks associated with lone working are:

- Lack of immediate assistance in the case of injury or ill health
- Violence against the lone worker

If you work alone you need to take sensible precautions to ensure your safety, including:

- Advising other people when and where you will be working, and when you expect to 'back in the office' or back home
- Having an effective means of communication with you, e.g. a mobile phone or 2-way radio
- Not undertaking high risk activities.

Talk to your line manager or the Bursar to ensure you understand the procedures you must take to ensure you will be safe whilst you work.

Some activities must be avoided by lone workers. These include:

- Significant manual handling activities
- Working at height, e.g. using a ladder, step-ladder, tower, going on roofs
- Use of dangerous equipment, e.g. major power tools
- Use of hazardous cleaning chemicals
- Work in potentially hazardous locations e.g. on roofs

## **27. SIGNS**

Signs should be used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs should be positioned where they are clearly visible.

Visible pipes and containers, containing or transporting hazardous materials, must be labelled near valves and joints and at reasonable intervals.

Fire-fighting equipment must be identified with an appropriate sign and a location sign should be posted where such equipment is kept.

## **28. SPORTS, GAMES AND ACTIVITIES – NON CURRICULUM**

It is not unusual for non curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these (for instance judo, community service, rugby, football, swimming, trampolines, cricket and martial arts), should be competent and if necessary holders of recognised qualifications.

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing. The Activities Coordinator will take responsibility for the appointment of competent and qualified personnel and the necessary risk assessments.

## **29. STATUTORY NOTICES**

"Health and Safety Law" posters ISBN 0 7176 24935 are displayed.

Current Certificates of Employers Liability Insurance are displayed.

## **30. STRESS MANAGEMENT**

### **Introduction**

Stress may give rise to ill health conditions that can occur when there is an unresolved mismatch between perceived pressures and the ability to cope. Management recognises that pressures at work can trigger illness.

To alleviate perceived pressures as far as is practicable employees should be involved in problem solving processes.

In addition, strategies have been developed on the following topics:

- Induction training, career development and training, workload, resources, and relations with disruptive pupils
- Management style, and methods of communications
- External factors (such as political and community expectations).

### **Risk Assessment**

Regular risk assessments for potential stressors should follow the five steps to risk assessment process. Factors to be considered by assessors are:

- Demands - such as workload and fear of exposure to physical hazards

- Control - the degree of control an employee has in the work that they do
- Relationships - in particular harassment or bullying
- Change - in the way organisational change is managed and communicated
- Role - whether an employee understands their role, in particular if any employee has conflicting roles.
- Training - whether training has been provided to enable employees to undertake the core functions of their job
- Support - provided by peers and line managers.
  - Independent advice and support is also provided via First Assist Helpline (details on school notice board in staffroom)
- Individual Factors - whether allowance has been made for individual differences.

### **Individual employees or groups of employees**

Assessment should also be carried out on request from an individual employee, when an employee has been absent on a stress related illness and where an individual job with a high level of stress has been identified.

## **31. VEHICLES ON OUR PROPERTY**

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Wherever practicable pedestrians must be provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Speed restriction signs should be posted, be clearly visible and every effort should be made to ensure that they are observed.

If manoeuvring and reversing it is essential drivers must keep in mind the fact that pupils are the main users of these premises. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required.

Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever practicable and must obtain adult lookouts if these manoeuvres are necessary.

## **32. VIBRATION CONTROL**

The Control of Vibration at Work Regulations set exposure limit values and action values <https://www.hse.gov.uk/vibration/hav/regulations.htm>

The regulations introduce an:

- Exposure action value of 2.5 m/s<sup>2</sup> A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of 5.0 m/s<sup>2</sup> A(8) which should not be exceeded.

### **Employers:**

- Must ensure that employees are not exposed to vibration above an exposure limit value
- If an exposure limit value is exceeded, employers must (i) reduce exposure to vibration to below the limit value, (ii) identify the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.

### **Health surveillance**

It is unlikely that our employees will be using equipment where this is an issue. If it is, it is likely to be caused by faulty equipment which should be repaired or replaced.

Where risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to vibration or employees are likely to be exposed to vibration at or above an exposure action value, the employer must ensure that these employees are placed under suitable health surveillance.

The health surveillance should be appropriate and intended to prevent or diagnose any health effect linked with exposure to vibration where the exposure of the employee to vibration is such that (a) a link can be established between that exposure and an identifiable disease or adverse health effect (b) it is probable that the disease or effect may occur under the particular conditions of work and (c) there are valid techniques for detecting the disease or effect.

The employer must also ensure that a health record is made and maintained and that the record or a copy is kept available in a suitable form.

### **Information and training**

Where (a) risk assessment indicates that there is a risk to the health of employees who are, or who are liable to be, exposed to vibration or (b) employees are likely to be exposed to vibration at or above the an exposure action value, the employer must provide employees with suitable and sufficient information, instruction and training on:

- The organisational and technical measures taken,
- The exposure limit value and action values,
- The significant findings of the risk assessment, including any measurements taken, with an explanation of those findings,
- Why and how to detect and report signs of injury,

- Entitlement to appropriate health surveillance and its purposes.

### **33. VISITORS**

A thorough attempt is made in this policy to identify all relevant and specific areas of risk and the measures needed to control the risks to employees and other persons affected. In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on our property, must be carried out in accordance with the requirements of both this policy and the law.

Visitors should be briefed on our fire evacuation procedures and safeguarding children processes, typically by the Reception Staff. Details of these and some other requirements are printed on the back of the Visitors Badges.

In addition, all visitors will need to be given safety information, for example, directions signs need to be maintained in the car park and at the entrance gates to indicate the whereabouts of reception, visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions.

Visitor's books should be maintained and visitors should be required to sign 'in' and 'out'.

### **34. VISITS AND ACTIVITIES OUT OF SCHOOL – Refer to Educational Visits Policy**

Pupils can derive a good deal of educational benefit from taking part in visits away from their School. In particular they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits, in particular, encourage greater independence.

The School recognises that 'outdoor education' activities involve pupils in varying degrees of risk as well as physical challenges. Rokeby aims to develop increased skills and confidence in pupils, when faced with the physical challenges of living, travelling and learning outdoor activities. The School accepts that outdoor activities cannot be completely without risk but will be taking all reasonable precautions to protect staff and pupil health, safety and welfare.

The Educational Visits Policy is to be adhered to.

### **35. WOODWORKING MACHINERY**

As it is not possible to fully guard woodworking machinery. Safety is achieved by a high standard of guarding, provision of safety devices and stop buttons and ensuring that operators are properly trained and competent.

The only persons permitted to use woodworking machines in the school are those who are competent and authorised to do so or who are under appropriate supervision.

Locked doors, key switches for the mains power and key switches for the machines themselves shall be used to ensure that unauthorised persons do not have access to the machinery.

Pupils are not to be allowed to use either circular saws of any type or planing machines. Adequate space shall be provided around woodworking machines. Space of one metre more than the maximum length of material to be machined on three sides of the machines shall be provided.

Workshops shall have a sound, level floor with anti-slip qualities. Adequate lighting shall be provided.

Except for hand-held machines and portable machines, all woodworking machines shall be securely fixed to a floor or bench when in use. Each machine shall be provided with a recessed start button and a larger, mushroom-headed stop button.

A written risk assessment must be produced to indicate all risk control measures (including the appropriate dust control measures) such as:

- No power sanding using fixed equipment shall be carried out indoors unless the machine is fitted with dust extraction facilities
- Circular sawing machines of any type and planer/thicknessers shall be fitted with extract facilities unless use is very intermittent
- All extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained.

Guards and safety devices (including emergency stop buttons) are the day to day responsibility of the user. Formal recorded safety inspections are to take place at least each term.

Maintenance shall be regular and recorded.

## **36. WORK EQUIPMENT**

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory shall be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

### **Provision and Use of Work Equipment Regulations 1998**

<https://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must ensure that equipment is:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate

- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- used in accordance with specific requirements, for mobile work equipment and power presses

The equipment must have:

- Protection on dangerous parts
- Protection against specified hazards occurring such as operator falls, falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation

Plus there must be good lighting, maintenance operations and warning markings. Managers and Heads of Department in control of work equipment must assess the risks posed by the use of work equipment under their control.

New equipment must comply with an appropriate British or CEN Standards.

### **37. WORK EXPERIENCE**

<https://www.hse.gov.uk/youngpeople/workexperience/>

Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment. It can take the form of a short, or longer, placement with a placement provider (employer) where they will have the opportunity to observe and practice work tasks.

But work placement arrangements are too often seen as over-bureaucratic and burdensome, putting off potential employers. We must tackle this and stop over-interpretation of the law.

The effectiveness of the employer's risk management arrangements is what matters. Employers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them.

Schools and colleges, or those organising placements, should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place.

They should not be second-guessing employers' risk assessments or requiring additional paperwork.

An appreciation of risk and how to deal with it can be one of the biggest benefits offered by a placement. We need young people (those under 18) to be offered opportunities to develop new skills and gain experience across the world of work.