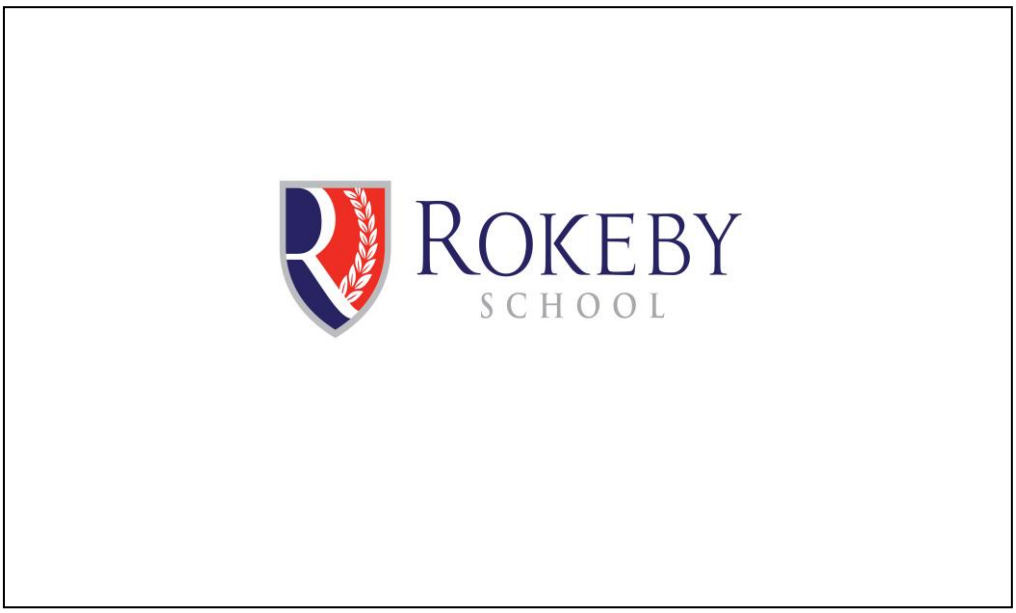

ROKEBY EDUCATIONAL TRUST LIMITED

HEALTH AND SAFETY POLICY

Member of Staff Responsible	**Bursar – Maureen Adams**
Date of Policy	**Update: March 2018**
Date for review	**March 2019**
Approved By Governors	**March 2018**
Distribution:	**All Staff**

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ROKEBY SCHOOL

GENERAL STATEMENT OF POLICY - PART A

1. The Governors recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, work places and work practices which are safe and healthy for employees, for pupils and for visitors. They Governors have due regard to the DfE document 'Health and Safety Advice on legal Duties and Powers for Local Authorities, Staff and Governing Bodies (2013)

2. Particular attention will be taken to provide and maintain

   - Safe places of work with safe access and egress
   - Safe plant, equipment and systems of work
   - Proper arrangements for the use, handling, storage and transport of articles and substances
   - Information, instruction, training and supervision for safety
   - Safe and healthy working environments

3. Without detracting from the primary responsibility of the Headmaster for ensuring safety, the Governors will provide competent technical advice on safety matters when this is needed.

4. The Governors are committed to ensuring adherence to the policy which follows. It will be reviewed as and when necessary and if required additional resources will be provided.

5. The Governors will ensure appropriate liaison with employees and committee arrangements for the consideration of safety matters.

6. The Health and Safety Committee is expected to report to the Governors at least once each term on all significant health and safety matters.

7. Employees are reminded of their duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to co-operate with the employer to ensure good safety management.

8. Details of the management organisation for safety and arrangements for carrying out the policy are to be found in parts B and C of the full document.

9. A copy of this statement is issued to all employees.

Signature: ..... Date: ……
Signed on behalf of Chair of the Governors

ROKEBY SCHOOL

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 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.

1. Executive Responsibility for Safety

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, in the areas listed below, the persons named have overall executive authority for safety for the following areas is the Premises Manager – Main Hall, ALC, PAH and all public areas (corridors, stairways, playgrounds, paths and roadways.

The Bursar is responsible for duties **[I]** and in collaboration with the appropriate manager, head of department or supervisor duties **[E], [J]** and **[K]**.

The Bursar is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

Fire Safety Management is the responsibility of Premises Manager who is delegated duties **[L]** 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 (EVO) 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. Advisory Responsibility for Safety

I have appointed those listed below to advise me on matters of health and safety

The safety coordinator – the Bursar, 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.

3. Safety Committee

The Bursar will chair the meetings of the safety committee.

The committee will meet each term.

The members are the Headmaster, the Deputy Head (and DSL), the Director of Sport, the Premises Manager, the Head of Lower 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 Capital Assets Committee for their next meeting.

4. Other Functions

The persons responsible for first aid are shown in the FIRST AID Section – Page 50 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 to the enforcing authority at the Incident Contact Centre 0845 300 9923 (Mon – Fri 08.30 – 17.00) is the responsibility of the Bursar.

5. 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.

6. 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. (see arrangements section 8).

Rules and arrangements for the use of transport can be obtained from the Transport Manager.

Signed by Head teacher **[Date]**

Annex I

It is my responsibility directly and will support the Bursar who in this respect is responsible for the effective implementation of this Policy and for the management of Health and Safety matters; and in accordance with the law 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.

Annex III

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.

ROKEBY SCHOOL

HEALTH & SAFETY POLICY – ARRANGEMENTS

1. 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.

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 is the main matter to be considered. Other risks include bomb threats and gas leaks. All procedures should be regularly practised.

Risk assessments and procedures must be kept up-to-date and therefore should be reviewed regularly.

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 ManagerYe 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.

Examples of Risks and Ways to Control Them

- **Risk**

  Work at heights, tiredness from standing for long periods or carrying out physical work, stress caused by work or conditions at work.

  Control

  Demands must be reasonable and wherever possible, employees should have a reasonable input into how work is to be organised. Seating should be made available. Rest breaks may need adjustment. Employees should be allowed to get help from other employees. Proper information and training should be provided. Systems for communication must be effective.

- **Risk**

  Exposure to hazardous substances - pesticides are included.

  Control

  The assessments required by the Control of Substances Hazardous to Health Regulations and the Control of Pesticides Regulations must be reviewed and repeated. The practicality of substitution of non or less hazardous substances should be considered again.

- **Risk**

  Manual handling of loads where there is risk of injury. The risk can continue even after birth e.g. if birth has been by caesarean section.

- **Control**

  An assessment under the Manual Handling Operations Regulations should identify the steps to reduce the risks to the lowest reasonably practicable level.

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.

Assessment date:		**Review date:**	**(or sooner if required)**
Assessed by:		**Reviewed by:**	

Hazard	Who is at risk?	Existing safety control measures	Severity x likelihood =	Risk rating	Additional safety control measures required	Severity x likelihood =	Risk rating

Risk rating table:

1. Severity of injury	
Catastrophic	5
Major	4
Moderate	3
Minor	2
Insignificant	1

2. Likelihood of occurrence	
3. Rare	1
Unlikely	2
Possible	3
Very likely	4
Almost certain	5

1 - 5	*4. No additional controls required, monitoring of the existing control measures to ensure they are constantly in place.*
6 – 10	*Monitoring is required to ensure that controls are maintained. Consideration may be given to any further control measures that are cost effective..*
11 – 15	*Efforts should be made to reduce the risk rating to as low as is reasonably practicable. However the costs of prevention should be carefully measured and justified.*
16 – 20	*The area should not be used until the risk has been reduced to a level that is as low as is reasonably practicable.*
20 – 25	*The area should not be used until the risk has been reduced.*

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.

FIRE PRECAUTIONS – Refer to Fire Policy

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment[1]. 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

[1]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 shall not to 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.

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2. WORK AT HEIGHT REGULATIONS

Introduction

These Regulations apply to all work at height 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). The Regulations in their entirety do not apply to the provision of instruction or leadership in caving or climbing by way of sport, recreation, team building, or similar activities. For these activities reference must be made to the requirements of the relevant sports governing bodies.

Requirements

The Regulations require the duty holder(s) (i.e. all who give instructions to others) to ensure the following matters. The bullet points should be used as a safety check list:

- All work at height is properly planned and organised and the risks assessed
- Work at height is avoided wherever possible
- Appropriate work equipment or other measures are selected and used to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, appropriate work equipment or other measures are used to minimise the distance and consequences of a fall should one occur
- Those involved in work at height are competent
- Equipment for work at height is properly inspected and maintained and records of these are available
- The risks from fragile surfaces are properly controlled

The Regulations include a number of schedules giving detailed requirements for existing places of work and means of access for work at height; for collective fall prevention (e.g. guardrails and working platforms); for collective fall arrest (e.g. nets, airbags etc.); for personal fall protection (e.g. work restraints, fall arrest and rope access) and for ladders.

Operational information is summarised in the following sections

- Window cleaning
- Roof safety systems
- Ladders and mobile elevating work platforms (MEWP)
- General access scaffolding
- Tower scaffolding

Action required

Duty holders shall ensure that all work at height is planned, organised and carried out by competent persons and that the hierarchy for managing risk for work at height is being followed. Duty holders must ensure that the most appropriate work equipment shall be used and that collective measures to prevent falls (such as guardrails and working platforms) are in place before any measures which may only mitigate the distance and consequences of a fall (such as nets), or which may only provide personal protection from a fall. Risk assessments must be committed to writing.

All fragile roofs must have appropriate hazard warning signs.

Window cleaning

The Health and Safety Executive (HSE) have produced a number of guidance documents concerning window cleaning: Safety in window cleaning using portable ladders MISC 613; Safety in window cleaning using suspended and powered access equipment MISC 611; and Safety in window cleaning using rope access techniques MISC 612.

- These publications should be used to evaluate the safety of window cleaning operations (which are normally carried out by contractors).
- The employer must ensure that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

Rokeby employs an external contractor twice a year to clean the windows both inside and out.

Roof safety systems

Latchway cable systems can be installed either for work restraint or for fall arrest as an alternative to provision of edge protection. Eyebolts can be installed either for work positioning in conjunction with latchway cables, or for window cleaning. Cradle systems either on runways or from beam locations can be installed to provide safe access for window cleaning.

- All systems must be examined at intervals not exceeding 12 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be sub standard.

- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more that 5 years.

- Training must be provided for all employees who need access to the roof etc. Individuals must not be allowed to use these safety systems unless they have received appropriate training. Contactors should provide a method statement with risk assessment and proof of training before commencing work.

- The employer should have the following items of FPE:

- 2 x Transfasteners
- 2 x Full Body Harnesses
- 2 x Lanyards
- Plus additional equipment as supplied for specific installations
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.
- Only the transfasteners should be issued to contractors. Contractors are responsible for provision of the own full body harness and lanyards.

Ladders and mobile elevating work platforms (MEWP)

Ladders and stepladders are regarded primarily as a means of access. They should only be used as workplaces for short periods of time and then only if the use of more suitable equipment is not justified because of low risk and when the residual risk is adequately controlled. It is generally safer to use a tower scaffold or a MEWP.

Ladders (including step ladders)

- The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:
  - The work can be reached without stretching
  - The ladder can be secured to prevent slipping
  - A good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable).
- Timber and aluminium ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 or BS 1129 Class 1 – heavy duty. Class 3 ladders are intended for domestic use only and are not recommended for use at work.
- Ladders must be in good condition. Schools are responsible for implementing a programme of regularly examining ladders under their control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:
  - The stiles are not damaged, buckled or warped
  - No rungs are cracked or missing
  - Safety feet or other safety devices are not missing.

  Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).
- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access

they should extend approximately one metre above the access platform, unless some other adequate handhold is available.

- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling: if a ladder cannot be secured by a physical fixture, then a second person must foot the ladder during use.

- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

MEWPs

- The use of MEWPs must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.

- MEWPs must be maintained in accordance with the manufacturer's instructions and thoroughly examined at six monthly intervals by a competent person. Where MEWPs are the property of the employer, the thorough examination should be carried out by the employer's insurers and the insurance company must be informed in writing that this is required. Records of regular maintenance and thorough examination must be retained.

General access scaffolding

This is used primarily on work under the control of 'main' contractors but some may be used via direct contracts. In the case of direct contracts, the scaffold contract company must provide written detailed evidence of their competence.

Scaffolding must be inspected by a competent person:

- Before it is put into use
- At seven day intervals until it is dismantled
- After bad or excessively dry weather or high winds or another event likely to have effected its strength or stability
- After any substantial additions or other alterations.

A written report of inspection in 'statutory' format must be prepared by the competent person. The report should normally be written out at the time of the inspection but must be provided within twenty-four hours.

A copy of the report must be kept on site with a named person. A further copy must be retained for a period of three months from the completion of the work in the office of the person on whose behalf the inspection was carried out.

Any employee placing a contract for scaffolding work must ensure that inspections will be carried out and that appropriate inspection reports are available for viewing by external inspectors.

A holder of the CITB Advanced Scaffold Inspection Certificate or equivalent will be accepted as being competent to carry out general access scaffolding inspections.

Any scaffolding which fails an inspection must be verbally reported to the person responsible for placing the original contracts as soon possible by the person carrying out the inspection. The necessary remedial action must be carried out by the scaffolding company and a re-inspection carried out by the competent person before the scaffolding can be put into use, or further use.

Where scaffolding is erected in an area generally accessible to any persons the following should apply:

- The minimum amount of equipment and materials should be stored on the scaffold
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape)

- All ladders at ground level should be removed when scaffolding is left unattended.

Tower Scaffolding (whether prefabricated or not) including those on hire

- Formal instruction and training must be provided by competent persons for all those who erect tower scaffolds. Training may be provided by the company supplying the tower scaffolding or some other reputable external organisation. Towers should rest on firm level ground with the wheels or feet properly supported. Safe access to and from the work platform must be provided.

- Tower scaffolds must be inspected by a competent person and a record of the inspection must be made and kept for three months after dismantling the scaffold.

  Inspections are required:

  - Before first use
  - After substantial alterations
  - After any event likely to have affected it stability
  - If the tower remains erected in the same place for more than seven days.

  Any faults should be put right before further use.

  - Consideration should be given to whether the area around the base of the tower needs to be a designated hardhat area.

  - Only the minimum amount of equipment and materials may be stored or used on the working platform.

  - Barriers must be erected at ground level to prevent people walking into the tower.

  - If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

3. ACCIDENT[2] 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 three 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.

The reportable major injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Reportable major injuries:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

[2]Including acts of violence to people at work.

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning as a result
- Dangerous occurrence at a well (other than a water well)
- When a dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air
- Accidental release of any substances which may damage health.

Reportable diseases include:-

- Poisonings
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Accident Forms are held with the Appointed First Aider (School Secretary) and must be completed as soon as possible after an accident.

4. ASBESTOS

Many of the people now dying from asbestos-related diseases worked as building tradesmen, such as carpenters, electricians and plumbers, and it is thought that their repeated low level exposures to asbestos fibres have lead to these diseases.

Asbestos containing materials (ACMs) were very commonly used in buildings until the 1980s and may have been used in some buildings up to 1999. Many premises still contain asbestos so tradesmen, maintenance workers, computer and cable installers etc. are still at risk.

All employees who may come into contact with asbestos during their work must have asbestos awareness training. Maintenance workers are a good example of the relevant group of employees.

Asbestos can be found:

- In sprayed form and loose packing form, generally used as fire breaks in ceiling voids
- In moulded or performed sprayed coatings and lagging, generally used in the thermal insulation of pipes and boilers
- In sprayed mixtures with hydrated cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- In insulating boards used for fire protection, thermal insulation, partitioning and ducts
- In some ceiling tiles
- In millboard, paper and paper products used for insulation of electrical equipment and as a fire proof facing
- As cement type products such as roofing sheets, wall cladding, gutters, rainwater pipes and water tanks
- As certain textured coatings
- In old laboratory equipment such as fume cupboards, ovens and heat resisting mats
- In vinyl or thermoplastic floor tiles.

The asbestos will only pose a risk to health if fibres are released into the air and can be inhaled. This can happen when the material is worked on (especially when broken, sawn, drilled or sanded) or when it is in a poor state of repair.

Legislation effectively prohibits any of our employees from working with asbestos but if in doubt consult the safety co-ordinator who may then take advice from elsewhere.

There is a duty to institute an asbestos management plan where ACMs are present and to presume that materials contain asbestos unless there is strong evidence to the contrary.

The duty to manage asbestos is not restricted to workplaces it also applies to common parts of domestic premises owned by the employer. Where the employer is a landlord there is a requirement to take reasonable care for tenants and visitors inside individual domestic units.

- The employer should identify easily accessible ACMs. If necessary a competent professional should do this by carrying out a survey in accordance with HSE advice. Asbestos is likely to be present if any building was constructed or refurbished between 1890 and 1985 and particularly if it also has a steel frame and/or has boilers with thermal insulation.

At this stage managers are not recommended to identify asbestos materials which are not easily accessible.

Details of surveys should be noted in an asbestos register and should include the:

Locations from which negative samples have been taken
Locations of any (ACM's) together with the type of asbestos
Form of the asbestos (lagging, ceiling tiles, partition board etc.)
Condition of the ACM (is there a risk of fibres being released?).

Sampling and analysis of materials should only be undertaken by suitably trained persons. Laboratories that analyse samples must have appropriate accreditation.

- The employer should then decide what to do – Asbestos in good condition which is not liable to be damaged is likely best to be kept in place. Some damaged asbestos can be made safe by repair to prevent the fibres becoming airborne. If this can be achieved safely, the repair should be carried out as described in the next section and the asbestos can then be kept in place. If the asbestos is likely to release dust or if damaged areas cannot be easily repaired and protected or if it is likely to be disturbed during routine maintenance work, managers are recommended to have it removed as described in the next section.

- The employer must make sure that all those, including contractors, who might work on or disturb the known ACMs on site, are formally informed that the materials contain asbestos and that they must not disturb them or carry out work except as described in the next section.

  Where it is acceptable, the asbestos should have an appropriate warning label.

Work on asbestos materials:

- Materials already known to contain asbestos should be apparent from the asbestos register and from warning labels. Often however, asbestos is not known to be present but its presence is foreseeable or may be suspected. There is a legal presumption that materials contain asbestos unless there is strong evidence to the contrary. Whenever work is to be carried out which could involve the disturbance of materials which may contain asbestos (for instance intrusive work on the structure, work above false ceilings or behind wallboards or behind service ducting) then the person in charge of the work must make an assessment of the composition of the materials involved. This might necessitate having samples taken of suspect materials for identification by an accredited laboratory or a full type III survey carried out be a professional may be necessary.

  In school all work on asbestos, including sealing and removal must be carried out by a contractor licensed by the Health and Safety Executive (HSE).

  The contractor must confirm that he is aware of the asbestos regulations and any relevant approved codes of practice and the work must be carried out in accordance with the regulations and approved codes of practice.

The material to be removed/worked on must be clearly identified and the contractor must have a copy of the results of analysis of the material.

The contractor should provide a copy of his current HSE licence and indicate whether the work requires notification to the HSE.

The contractor must provide a copy of his written risk assessment and method statement.

The contractor must provide an assurance that he will take reasonable steps including signing to ensure that no persons other than his employees will enter any hazardous areas.

Following completion of the work, visual inspection and air monitoring should be carried out by an accredited laboratory. Clearance levels of less than 0.01 fibres per ml are required before any enclosure is removed. A copy of the laboratory's report must be provided by the contractor.

- Ongoing safety

All ACMs remaining on site need to be inspected regularly to check that they have not deteriorated or been damaged. The frequency of the inspections will depend upon the condition/location of the material e.g. ACMs in positions where they might get damaged will need to be inspected more frequently than those which are not. Any changes in the condition of the ACMs will necessitate a review of the risks involved.

Periodic reviews should be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

Future Action

The Premises Manager is responsible for the asbestos management plan and its future development. In addition to other things this employee must induct all other appropriate employees and contractors and consider whether a permit to work identifying the hazards may be appropriate in certain circumstances.

5. CONSTRUCTION "PROJECTS"

Construction Regulations amongst other things impose duties concerning the safe design and management of construction projects.

Projects involving a construction phase likely to last longer than thirty days and/or involving more than five hundred person days of construction work are subject to written notification to the local office of the Health and Safety Executive. Notification should be made on the appropriate HSE form by the Planning Co-ordinator.

Projects

Projects are normally divided into five stages: concept and feasibility, design and planning, tender and selection, construction, and commissioning and handover and there are duties and requirements at each of these stages.

Safety Co-ordination

A planning co-ordinator must be appointed for projects. The architect may act as planning co-ordinator or others may be recommended, but in any event, the person appointed must be competent and willing to act.

Health and Safety File

A health and safety file must be prepared by the planning co-ordinator for each project. The file is basically the record of health and safety information for the end user and a copy must be kept by the employer for reference purposes.

The health and safety file should contain record or 'as built' drawings and plans, design criteria, details of the construction methods and materials used, details of the equipment and maintenance facilities within the structure, maintenance procedures and requirements for the structure, manuals of operating and maintenance procedures together with schedules for plant and equipment installed as part of the structure, details of the location and nature of utilities and services, including emergency and fire-fighting systems.

6. CONSULTATION WITH EMPLOYEES

Relevant regulations are:

- Health and Safety (Consultation with Employees) Regulations (HSCER)
- The Safety Representatives and Safety Committees Regulations (SRSCR).

Under the HSCER any employees not in groups covered by trade union representatives must also be consulted by their employers. The employer can choose to consult them directly or through elected representatives.

Consultation with employees should take place on matters relating to their health and safety at work, including:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working
- The employer's arrangements for obtaining competent help to satisfy health and safety laws
- The information that the employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

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.**

1. **Consultation via an established committee forum e.g. the safety committee:-**

   - **Agendas should be readily available for input from all categories of employee, both teaching and non-teaching, and minutes should be made available to all**

   - **It should be clear that any employee who wishes to have an input will be given ample time and opportunity to do so**

7. CONTRACTORS[3]

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 contractor questionnaire follows at the end of this section. The questionnaire must be used before engaging 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.

[3]Section 5 on Construction Projects may also be relevant.

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.

Planning the Work

Successful use of contractors requires effective management and planning. Health and safety matters are best considered at the planning stage.

The premises occupier and the contractor should consider together:

- Premises/operations which could affect the contractor's work, all known hazards must be brought to the contractor's attention

- How the contractor's work may affect employees and users of the premises. Written method statements to control risks may be necessary

- Which party has overall responsibility for the control of work on site and control of sub-contractors, those with overall control usually have responsibility for health and safety and this must be clear

- Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of newly installed plant, or when several contractors are working concurrently.

- Arranging regular site meetings between the contractor's appointee and the premises representative to ensure that good communications are maintained.

Information

The contractor should ensure that his own employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractors' area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency, e.g. when the fire alarm sounds.

PRACTICAL GUIDANCE ON SAFE WORKING PRACTICES BASED ON HEALTH AND SAFETY EXECUTIVE ADVICE

The Education Services Advisory Committee of the Health and Safety Commission (HSC) has produced a comprehensive set of guidelines "Building Contracts Undertaken on Educational premises - Strategies for the Health and Safety of Staff and Pupils" on matters which need to be taken into account when building works are being carried out on school premises.

Pupils need to be made aware of any risks presented by contract works and additional supervision at break-time and lunch-time may be required.

The guidelines stress the need for health and safety to be given a high priority when building works etc. are being planned. Proper account must be taken of the needs and requirements of the school for example:

- Access/exit to premises from the street
- Access/exit to and within the buildings
- Playing facilities
- Service arrangements, e.g. food and stores deliveries
- Access routes for Emergency Services.

The HSC expect certain matters to be discussed before work commences. Examples are:

- Access/exit requirements from the street and to and within the buildings
- Proposals for the use of scaffolding and ladders
- Proposals for separating the work areas from open access areas
- Proposals for the positioning and fencing of skips and storage areas
- Any dangerous, noxious or offensive substances or processes to be used and the contractor's proposals for protecting staff and pupils
- Proposals for the contractor's essential services (sanitation, telephone, power, parking etc)
- Whether visitors to the building works need to report to the school office as well as to the site office.
- The HSC say that 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.

Summary of the detailed recommendations of the HSC in respect of different types of work:

Work Sites

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high.

- The contractor should take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.

- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.

- Fire exits must be kept clear at all times.

Access Equipment

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.

- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils

- Ladders and ropes should be secured out of reach of children and unauthorised people.

Overhead Working

- When work is undertaken at heights above or adjacent to occupied rooms or access areas the occupants/passers by must be given all necessary protection or such rooms/areas should be taken out of use for the duration of the work.

Excavations

- All excavations in open access areas must be covered while they are not in immediate use. All excavations more than one metre deep must be fenced and appropriate warning signs erected.

Substances

- The contractor should provide the school with relevant information on any hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.

- If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters asbestos it should be left undisturbed and the school contacted immediately.

Stripping Paint

- All paint work which is to be stripped should be treated as containing lead unless it is proved to be or is known to be lead-free

Please complete the following sections and supply the relevant information as requested.

1 Company address and contact details

2 Please supply a chart showing your company health and safety organisation.

3 Who in your organisation is ultimately responsible for health and safety?

Name	Position	Contact Details

4 Who in your organisation is responsible for the management of health and safety?

Name	Position	Contact Details	Qualifications

5 Please supply a copy of your organisation's safety policy arrangements relevant to this work.

6 Supply details of relevant health and safety training which has been provided to any company personnel in the last 12 months. (Attach copies of certificates and competence cards) *Please use separate sheet if required.*

Course	Training Provider	Dates

7 Does your organisation use sub-contractors?	**YES**	**NO**

If YES please outline how you ensure the competence of them.	

8 Complete the following table with the number of accidents/incidents within your company over the last 2 years.				
Year	**Fatalities**	**Major Accidents**	**Dangerous Occurrences**	**Over 3 day lost time accidents**

9 Complete the following table with the number of enforcement notices issued and prosecutions over the last two years. (*use separate sheet if required)*			
Year	**Notice**	**Details**	**Remedial Action**

10 Supply details of relevant trade/professional associations that the organisation subscribes or belongs to.			

11 Supply contact details of two organisations that you carry similar works out for.			
Contact Name		Contact Name	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Email		Email	
Nature of Contract		Nature of Contract	

12 Supply evidence of the following insurances			
	Expiry Date		**Expiry Date**
Employer's Liability		**Public Liability**	
Contractors All Risk		**Professional Indemnity**	

13 Questionnaire completed by			
Name	**Address**		**Position**
Signature		**Date**	

NB Need to add amounts of insurance cover required

8. DEPARTMENTAL RISK ASSESSMENTS/SAFE WORKING PRACTICES

All heads of department are required to produce written departmental risk assessments with a code of practice which describes their precise arrangements for safety. It is likely that departments engaging in a significant volume of 'practical work', such as facilities management, estate management, catering, educational visits coordination, art, technology, music, drama, sports, science, boarding, non syllabus activities and occupational health, will need more detailed arrangements than departments with less practical work. Where appropriate, reference should be made to the contents of the health and safety policy and 'whole school' risk assessments and it will not be necessary for advice and risk control measures given in those documents to be repeated.

The departmental risk assessments should be written in plain English and should include:

- General objectives, an outline of statutory requirements, and description of duties of employees and others

  This could read -

  This section of the departmental handbook develops safety policy requirements. The contents here are designed to ensure that every employee in this department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all students and all other persons who are affected by our work activities.

  The health and safety objectives of the department are to adhere to the law, the employers health and safety policy and to achieve excellent standards of health and safety practice in our discipline in accordance with our training and any additional information which is supplied by the employer. In particular we will comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of our working practices and safety documentation.

  Each employee who works in this department and each student who studies with us must adhere to the parts of the risk assessment which are relevant to them. A formal review of the contents will take place annually at the beginning of each academic year.

- Specific requirements such as:

  Health and safety induction training

  Job specific health and safety training

  Compliance with the law e.g. for thorough examination inspections, and risk assessments – to be prepared for work equipment, hazardous substances, security matters, electrical items, emergencies, personal protective equipment etc – (explain precisely how risk assessments are to be prepared and used)

  Rules for employees and others

Restrictions, which might be imposed by the employer or the head of department and recommendations of profession bodies

Other safety advice and good practices with recommendations that these are followed

Routines for monitoring the safety of spaces where departmental work is taking place, equipment safety and the like

Arrangements for regular independent audits of departmental activities and safety documentation.

- Duties of the head of department and all associated delegations (which must be clearly defined) with an outline of the departmental management organisation plus a statement that the head of department will appraise adherence to the risk assessments by colleagues.

- Appendices such as:

  Statutory records together with notes and schedules for the examination and testing of plant and equipment

  Risk assessments (or where these are found)

  List of safety texts for reference and further information

  List of staff to whom functions have been delegated

  Checklists for routine monitoring of work spaces and equipment

  Lists of equipment for which training is needed before use

  Training requirements and records

  Fire fighting and fire evacuation arrangements

  First aid arrangements

  Accident reporting procedures.

Members of departments should sign that they accept the safe working practices, the delegations and departmental risk assessments.

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".

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.

Likely "users" are secretaries, word-processing workers, accountants and accounts staff. 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.

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).

There is no ionising radiation problem associated with display screens.

(Sample of checklist follows)

VDU WORKSTATION

RISK ASSESSMENT FORM

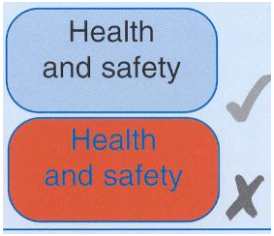
Workstation location and number (if applicable):	……..
User:	……..
Checklist completed by:	……..
Assessment checked by:	……..
Date of assessment:	……..
Any further action needed?	YES / NO
Follow-up action completed on:	……..

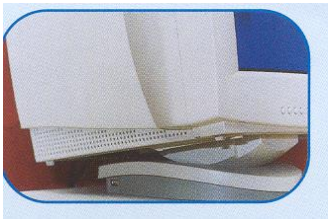
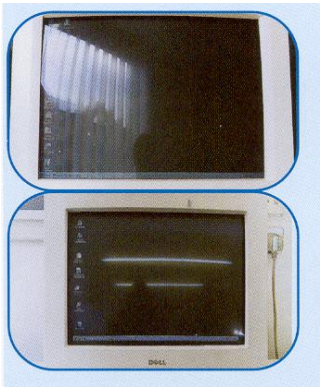
This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

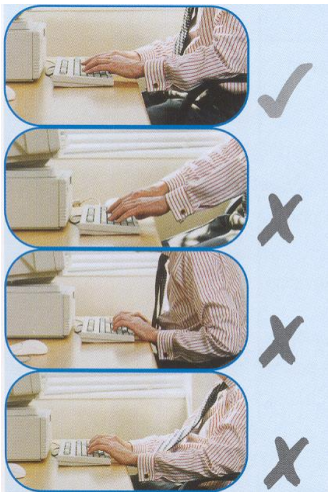
Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

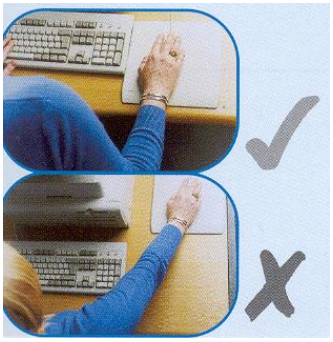
- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

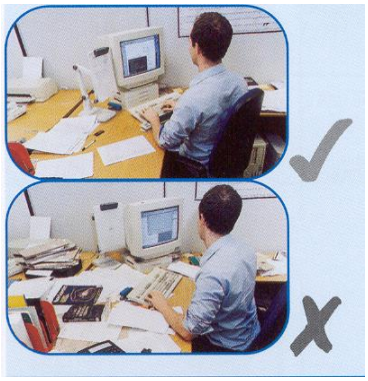
Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity. Advice on these is given in: *The law on VDUs: An easy guide* HSE Books 2003 ISBN 0 7176 2602 4.

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
1 Display screens				
Are the characters clear and readable? 			Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If problems still exist, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	

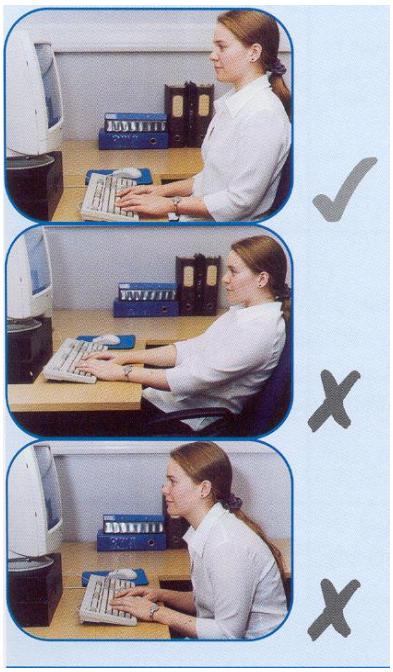
RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ▪ swivel/tilt is absent or unsatisfactory; ▪ work is intensive; and/or ▪ the user has problems getting the screen to a comfortable position.	
Is the screen free from glare and 			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
2 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: ▪ hands bent up at wrist; ▪ hitting the keys too hard; ▪ overstretching the fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3 Mouse, trackball etc				

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the 			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: ▪ prevent overreaching; ▪ tell users not to leave their hand on the device when it is not being used; ▪ encourage a relaxed arm and straight waist	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Can the user easily adjust software settings for speed and accuracy of pointer? 4 Software			Users may need training in how to adjust device settings.	
Is the software suitable for the task? **5 Furniture**			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	
Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ▪ seat back height and tilt adjustment? ▪ seat height adjustment? ▪ swivel mechanism? ▪ castors or gliders?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Is the chair adjusted correctly? 			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the VDU?			Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
Is the lighting suitable, eg not too bright or too dim to work comfortably? 			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	

7 Final questions to users …

RISK FACTOR	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
• Ask if the checklist has covered all the problems they may have working with their VDU. • Ask if they have experienced any discomfort or other symptoms which they attribute to working with their VDU • Ask if the user has been advised of their entitlement to eye and eyesight testing • Ask if the user takes regular breaks working away from VDUs.				

Write the details of any problems here:

10. ELECTRICITY AT WORK REGULATIONS

The employer recognises the importance of these Regulations and undertakes to comply with them fully. The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.

- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.

- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.

- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.

- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.

- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.

- Every joint and connection in a system must be mechanically and electrically suitable for use.

- Efficient means should be installed in each system to prevent excess current which would result in danger.

- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.

- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.

- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.

- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.

- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Note Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and British Standard 7671: 2001 "Requirements for Electrical Installations" (The IEE Wiring Regulations).

Additional Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.

- Routine inspections and tests (usually every five years) of all wiring and fixed electrical installations shall be carried out and records of the test results obtained and kept for future reference.

- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.

- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.

- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.

- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note GS23.

- Residual Current Devices shall be provided and must be tested in accordance with the manufacturer's instructions.

Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment should be maintained for safety. This has often been interpreted in the past to mean that in addition to normal employee vigilance there is a need for an inspection and test by a competent person on an annual basis but this is an over simplistic view. For instance, HSE recommend annual visual inspection only for double insulated items in offices and other low risk areas. Judgement is required to identify risk control measures commensurate with the risk[4].

[4] Experience should be used to identify the frequency of inspection and testing.

Visual inspection can detect most defects and can be carried out by any trained employee. It should be undertaken as follows: after disconnection from the mains, the person carrying out the visual inspection should look for signs of damage such as cuts and wear to the cable covering; any non-standard joints in the cable; the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible; damage to the plug itself such as cracked casing or bent pins; any burn marks or staining indicating overheating has taken place and damage to the outer cover of the equipment. The inspection could also include removal of the plug cover to check that a proper fuse is being used, that the wires are attached to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage – however with moulded plugs only the fuse can be checked.

Testing using an appropriate test instrument can also be carried out by any trained employee and examples of portable items which still require annual inspection and testing are:

Science departments	-	scientific apparatus running off mains voltage and being used in the laboratory (but not refrigerators or office type equipment)
Drama studios and theatres	-	lanterns, lighting and lighting controls
DT and art workshops	-	all tools and equipment not permanently wired into the fixed installation where these are not doubly insulated
Kitchens	-	all equipment and machines not permanently wired into the fixed installation
Living accommodation	-	items belonging to the school with multi-person use e.g. toasters
All departments	-	extension leads and earthed equipment such as electric kettles.

It is not policy to test pupil's personal electrical appliances like hair driers and CD players which are used in boarding houses. However, there should be a written requirement for their electrical equipment to meet appropriate UK/EC standards and be suitable for UK distribution systems (equipment purchased outside the EC may need to be banned) and the equipment should be included in periodic general house inspections.

Systems for maintaining safety should incorporate the identification of each appliance, the recording of the result of the inspection (and/or test), the labelling of the appliance with information indicating that it has been inspected (and/or tested), the provision of written instructions to employees and others instructing them never to use defective equipment and procedures for ensuring repair of damaged or faulty equipment.

Inspection and testing should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

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.

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.

First Aid Containers

Sufficient quantities of each item should always be available in every container. In most cases the listed items will suffice:

- One guidance leaflet (photocopy relevant pages)
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- Two sterile eye pads

- Four individually wrapped triangular bandages (preferably sterile)
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx 12cm x 12cm)
- Two large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)
- One pair of disposable gloves.

If additional materials and equipment are assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept.

Where eye wash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes irrigation are necessary at each station. The containers should not be used after the expiry date.

First aid Kits for Travelling

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice.

- One guidance leaflet
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing approximately 18cm x 18cm
- Two triangular bandages
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves.

12. FLAMMABLE LIQUIDS

The amount of flammable liquids kept in the open in any classroom or working area should be kept as small as is reasonably practicable. Containers, when not in actual use, should be kept in purpose designed metal bins or cupboards. In each area the total quantity stored should not exceed 50 litres. All containers (whether full or empty) and cupboards containing flammable liquids shall be kept closed when not in use.

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 CORGI 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.

Landlords

Where the employer acts as 'landlord' the employer must ensure that gas appliances and flues are maintained in a safe condition, that annual safety checks are carried out and that records are kept and issued to tenants.

14. HAZARDOUS MATERIALS REGISTER

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.

15. 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. See check list following.

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.

Comprehensive training records shall be maintained.

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

Health and Safety Induction Training – checklist

Name **[…….] [Department……]**

		Y	**N**
		Please	tick
1	Demonstrate how to activate the fire alarm at the place nearest to the inductees work station.	□	□
2	Explain the fire procedure.	□	□
3	Walk the emergency exit nearest to the work station.	□	□
4	Identify the emergency exit routes signs.	□	□
5	Explain how to contact a First Aider.	□	□
6	All accidents and near misses which happen at work should be reported. Identify where the accident book is located.	□	□
7	Explain how to access the health and safety policy.	□	□
8	Detail any job specific health and safety training that is required.	□	□

NB

The checklist can be made "self taught". The wording should be amended accordingly.

Signed…….. Date……

16. 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.

17. KITCHEN

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

A food safety hazard analysis has been carried out and is located with the kitchen manager.

The results of food safety audits and the results of health and safety audits (to include premises and equipment standards with particular emphasis on safe guards and safety devices) must be submitted to the employee responsible for the catering operation at least annually.

Obvious defects should be reported as soon as they become apparent using the written defect reporting procedure.

18. LEGIONELLA PREVENTION

A competent person must regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems' ISBN 0 7176 1772 6. The written risk assessment(s) and control measures are the responsibility of the Premises Manager.

No evaporating cooling towers or condensers will be considered for installation in the future.

19. LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

Introduction

Proof load test certificates must be available for lifting equipment. Lifting equipment and lifts (goods and passenger types) shall be thoroughly examined by a competent person and records of these inspections are kept.

Item of Equipment	Test & Thorough Examination Prior to Use	Certificate of Test & Examination	Periodic Thorough Examination
Chains, ropes and Lifting tackle	YES Except for fibre Rope and fibre	YES Specifying safe working load	Usually at least every 6 months
Hoists and lifts	NO	NO	Usually at least every 6 months
Cranes and other Lifting machines	YES	YES Specifying safe working load	Usually at least every 14 months

Regular maintenance should be carried out on hoists, lifts, cranes and other lifting machines. Lift motor rooms must always be kept locked and the keys should be kept in the care of a responsible person.

Definitions

- "Lifting equipment" means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to a crane.
- "Load" includes a person.
- "Accessory for lifting" means equipment for attaching loads for lifting.

- Examples of the types of lifting equipment and lifting operations covered include:

    - A passenger lift
    - A rope and pulley used to raise a bucket of cement
    - A dumb waiter
    - A vehicle hoist
    - Ropes used for climbing or work positioning e.g. during arboriculture a front-end loader on a tractor used for raising and lowering loads such as bales of hay or drain covers.

Key Requirements

- The primary requirements imposed by the Regulations are on the employer but apply also to a self employed person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of working equipment.

- Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength. Lifting equipment must be maintained for safety.

- Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. Employers must ensure that there are adequate emergency warning devices in passenger lifts and that procedures exist to facilitate rescue by competent persons.

- Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.

- Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.

- The employer must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.

- The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.

- Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.

- Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined by a competent person. In the case

of lifting equipment for lifting persons (e.g. a passenger lift) or an accessory for lifting this must be at least every six months; in the case of other lifting equipment (e.g. a dumb waiter) at least every 12 months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred. The competent persons are normally engineers employed by the insurance company.

- If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependant on its condition in use and deterioration (examples are effects such as the elements, the environment, frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.

- The employer must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.

- The employer should know that reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.

- Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).

21. MANUAL HANDLING AND LIFTING

Over a quarter of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations 1992 are designed to reduce this total. The legislation affects employees, not pupils, but pupils should never be required to undertake manual handling operations likely to cause injury.

The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. However a large number of manual handling operations go on each day and these tasks are not banned. The intention is to target operations which cannot be eliminated and which are liable to present a significant risk of injury and it is this category which will be subject to specific assessment.

Specific assessments will consider the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

The task	• How will the load be manipulated? • What posture will be adopted? • Is stooping or stretching involved? • What distance is the load to be handled? • How many similar tasks are to be carried out? • How many people are involved?
The load	• Weight • Bulk or size • Stability, centre of gravity • Is it sharp or difficult to grasp?
The environment	• Amount of space around the operation • Type of floor or work surface • Lighting etc.
Individual capability	• Adequacy of training • Strength of person • Male or female and age • Existing health problems of the employee • If female, whether 'new' or expectant mother (see section on risk assessment).

The assessment will indicate the best way to reduce the risk of injury. A typical list of measures to be considered is:

- Eliminate
- Automate
- Mechanise with handling aids
- Share the load
- Reduce the weight of individual items
- Train the employees concerned.

•

22. NOISE CONTROL

The Control of Noise at Work Regulations identifies the following exposure limit values and action values.

- The lower exposure action values are –
  A daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).

- The upper exposure action values are –
  A daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).

- The exposure limit values are –
  A daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted).

❖ Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.

❖ 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.

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.

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.

To get a rough estimate of whether a risk assessment is required - see table below.

Test	*Probable noise level*	*A risk assessment will be needed if the noise is like this for more than:*
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2m away	85 dB	2 hours
You have to shout to talk to someone 1m away	90 dB	45 minutes

Managing noise risks

Obtain "Controlling noise at work" HSE ISBN 0-7176-6164-4 guidance on Regulations

Protect your employees

Eliminate or control risks

Eliminate or reduce risks using good practice and known control and management solutions (Purchasing policy essential)

For the higher-risk cases, plan and put in place technical and organisational noise-control measures

Make sure the legal limits on noise exposure are not exceeded

And provide hearing protection

Protect your employees with hearing protection

Make its use mandatory for the high-risk cases (keep working on technical and organisational control measures)

Manage the use of hearing protection with zones, instruction and supervision

Health surveillance

Provide health surveillance (hearing checks) for those at risk

Use the results to review controls and further protect individuals

Employees co-operate and attend for hearing checks

Review what you were doing

Review as things change:

- Changes in work practices
- Changes in noise exposures
- New ways to reduce risks

Maintain and use the equipment

Maintain any noise-control equipment and hearing protection

Ensure that anything supplied is fully and properly used

Employees use the controls provided and report any defects

Employees use hearing protection where its use is mandatory

Worker information and training

Consult workers and allow their participation

Give employees information, instruction and training about the risks, control measures, hearing protection and safe working practices

23. 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.

This employer 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 of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing must be made available.

24. 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

Employees born later than 31 December 1964 and 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.

25. PUPIL SUPERVISION – Refer to Behaviour Policy

Each school should identify its individual requirements by a process of assessment.

The hazards should be identified and the risks evaluated.

Take for example, assessment of outside areas provided for pupils' use during their free time. Ask questions such as:

- Is the area adequately secure?
- Is it adequately maintained?
- Does its shape, topography or nature (maybe there are trees, a lake, river or pond) make it necessary to have more than one supervisor and/or other specific control measures?
- Is there recreational equipment, is there shade from sunlight, are there toilets and is there drinking water nearby? Is first aid available? How do pupils take safe advantage of these?
- Are there any adjacent activities or areas which comprise hazards?

The levels of risk associated with identified hazards may depend upon 'who is at risk'. The ages, temperaments, medical and special needs of pupils can be relevant. Often the younger the pupils, or the more vulnerable the pupils, the greater the likely need for close supervision. In some circumstances employees are at risk.

There must be clarity on the legal rights of both employees and pupils. These include the rights of the school to search pupils and use reasonable force to prevent harm to pupils and others in certain circumstances and the rights of pupils to be free from physical punishment and harm.

Adequacy or not, of all risk controls needs to be evaluated. In addition to adequate supervision, extra physical works may be needed to increase security, to inspect trees, to fence off areas of water, to make specific areas or equipment out of bounds; recreational equipment should be inspected regularly and maintained for safety; on occasions it may be necessary to provide additional supervision; and a residual risk control measure which will always be needed is first aid - a kit and first aider or other trained person should be available.

General guidance on the standards of behaviour expected, levels of supervision and security arrangements (particularly for high risk areas and for common areas in the mornings before lessons start, during recreation times, and at finishing time) and the policy on release of pupils from school care should be detailed in employee handbooks and similar and in risk assessments.

26. 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 shall be prohibited.

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?

In all workplaces:

- 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.

27. 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.

28. 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 provided 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.

29. SIGNS

Following risk assessment, if there is any significant risk remaining after the introduction of control measures then appropriate safety signs may be needed to warn or instruct on the residual risks and/or the measures that are required for protection.

- **The Signs to be Used**

  The signs must contain a pictogram appropriate to the message they are conveying (they cannot be text alone) and must be in the following colours -

  - Prohibition signs are round with a black pictogram on a white background, red edging and a diagonal line.
  - Warning signs are triangular with a black pictogram on a yellow background.
  - Mandatory signs are round with a white pictogram on a blue background.
  - Emergency escape and first aid signs are rectangular or square with a green pictogram and white letters on a green background.
  - Fire fighting equipment signs are rectangular or square with a white pictogram on a red background.

  Information on all of these signs can be found in any up-to-date safety signs catalogue.

  Road traffic signs including speed restriction signs are required on internal roadways.

- **Where to Use the 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.

30. 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.

31. STATUTORY NOTICES

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

Current Certificates of Employers Liability Insurance are displayed.

32. 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.

33. SUBSTANCES HAZARDOUS TO HEALTH

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

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. A form, which can be used for written assessments, appears at the end of this section.

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.

COSHH ASSESSMENT FORM

Area:

Procedure:

Substances and Hazards (including any WEL):

Control Measures Necessary:

Checks on Controls:

Disposal Procedures:

Emergency Action:

Conclusions:

Name of Person Carrying out Assessment:

Date:

34. 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 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.

35. VIBRATION CONTROL

The Control of Vibration at Work Regulations set exposure limit values and action values:

- For hand-arm vibration, the daily exposure limit value is 5m/s² A(8) (ELV) and the daily exposure action value is 2.5m/s² A(8) (EAV)

- For whole-body vibration, the daily exposure limit value is 1.15m/s² A(8) and the daily exposure action value is 0.5m/s² A(8).

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.

These requirements are subject to **transitory provisions**. They do not apply until 6 July 2010 where work equipment is used which (a) was first provided to employees prior to 6 July 2007 by any employer and (b) does not permit compliance with ELV. However if such equipment is used the employer must take into account the latest technical advances and organisational measures viz. - where it is not reasonably practicable to eliminate risk at source and an ELV is likely to be reached or exceeded, the employer must reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.

It is interesting to note that the regulations apply to a self-employed person as they apply to an employer and an employee as if that self-employed person were both an employer and an employee.

Health surveillance

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.

37. 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.

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'.

Details of Safeguarding procedures are also detailed on the reverse of the visitor's badge. Receptionists will ensure visitors are made aware of these instructions.

38. VISITS AND ACTIVITIES OUT OF SCHOOL – Refer to Educational Visits Policy

INTRODUCTION

Employees in charge of and assisting with school visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere

Plus as appropriate:

- Safety in Outdoor Education (DfEE).

- Health and Safety of Pupils on Educational Visits (DfEE) (www.dfee.gov.uk)[5]

  Together with the following three supplements:

  - 'Standards for LEAs in Overseeing Educational Visits'
  - 'Standards for Adventure'
  - 'A Handbook for Group Leaders'.

All trips and visits must be preceded by assessment of the risks involved. The school must prepare written risk assessments and written arrangements for individual visits and activities. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements should include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport, pupil free time etc. Final authorisation for each visit, including approval of the risk assessments, must be made by the Head Teacher or the Educational Visits Coordinator (EVC), who acts on behalf of the Head Teacher.

GENERAL FUNCTIONS OF THE HEAD TEACHER/EDUCATIONAL VISITS CO-ORDINATOR

The functions are to:

- Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator.
- Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment.
- Support the head and governors with approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Assesses the competence of leaders and other adults proposed for supervision of visits. These may need accreditations from an awarding body. It may include practical observation or verification of experience.

[5] The 'forms' contained in the publication or the forms at the end of this section should be used wherever practicable to formalise the arrangements for visits.

- Organise the training of leaders and the other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, etc.
- Organise thorough induction of leaders and other adults taking pupils on specific visits.
- Ensure that Criminal Records Bureau disclosures are in place as necessary.
- Work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses').
- Review systems and, on occasion, monitor practice.

PLANNING A VISIT (See Educational Visits Policy)

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

EMPLOYEE PUPIL RATIO

Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.

In general there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in senior school and one to ten pupils in junior school. A greater number of employees may be needed for younger pupils. Ratios will depend upon risk assessment and the Head Teacher may make exceptions to the general rule, for instance, for games matches.

Remembering that the ratios described are recommendations that the Head Teacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupils taking part.

Trip 'supervisors' being accompanied by their husband/partner and/or children should be discouraged and should not be counted in the ratio.

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Head Teacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

PARENT AND OTHER ADULT HELPERS

Whilst it is accepted that other suitable adults may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Head Teacher may, however, make exceptions to this general rule for instance for -

- Groups of 20 or more pupils where there are at least two employees accompanying the group

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Head Teacher who should reserve the right to refuse any offer of help.

- They have been informed of the nature of the visit and made aware of their duties and responsibilities.

INFORMATION CONCERNING VISITS

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Head Teacher or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include safety items such as the following:

- Accommodation type and meal arrangements

- Travel arrangements including time of return

- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate

- Insurance cover and name and address of insurers

- Health formalities (e.g. inoculations)

- Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)

- In case of any pupil under 16 on day of commencement of visit a contact number for the pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)

- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money

- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol.

Parents should also be advised that the Head Teacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds.

CONSENT FORMS

A pupil may not be allowed to participate in a school visit unless an appropriate consent form has been signed by his parents/guardian and returned to school.

Parents may be asked to sign a blanket consent form at the start of each year. This may be used to cover local visits such as those that will take place during normal lesson times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc.

It is important to note that a blanket consent form should not be used for any residential visits, visits abroad and any that involve any hazardous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must ensure he/she is aware of any medical condition affecting the pupils at the time of the visit. Procedures must be drawn up to ensure these are noted by the employee concerned.

EMPLOYEES CONVEYING PUPILS IN PRIVATE CARS OR MINIBUSES

It is recommended that, where possible, pupils should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged. Before allowing a employee to drive a minibus or to use his/her own car to transport pupils, the Head Teacher should check as appropriate that the employee:

- Has a satisfactory driving licence (employees must bring any endorsements to the attention of the Head).

- Has fully comprehensive insurance (which covers use for the purposes of his/her employer's business).

- Parents are made aware and given approval that a pupil will be travelling with a member of staff in their own vehicle. Particularly if this is a one to one transportation.

Where school employees have driving licences dated previous to 1997 they are required to attend a minibus driving course before being authorised to drive minibuses. This requirement may be extended to others.

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

HAZARDOUS ACTIVITIES

Where hazardous activities are involved it is important to ensure that appropriate employees accompanying the visit are qualified[6] and competent and that all equipment used is to the appropriate safety standards and properly maintained. It is possible for the activities to be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

The Head Teacher must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence[7], and must be provided with a copy of the centre's Health and Safety Policy.

SHARED RESPONSIBILITIES

Residential Centres

The centre's safety policy and risk assessments should be obtained in writing and checked at the initial planning stage.

Likely, there will be times when centre staff will be responsible for the pupils and in accordance with Dcsf guidance these times (and in what circumstances) should be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

[6]Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education' ISBN 1 87 1228 09 3. Qualifications must be checked in advance by the party leader.

[7]Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Head Teacher must be satisfied with the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Head Teacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

FIRST AID AND MOBILE PHONE

A first aid kit and mobile phones should be carried and ideally, there should be trained first aid personnel in every group involved in travel. The requirements for first aid should be included in the risk assessment.

REGULAR ROUTINE CURRICULAR ACTIVITIES OFF THE SCHOOL PREMISES

These include PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these activities and the Head Teacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out. The arrangements must be included in a risk assessment.

RESIDENTIAL VISITS (See Educational Visits Policy - RESIDENTIAL TRIPS)

All visits involving a period of residence need to be planned well ahead.

At home or abroad residential visits will include periods of time which are not taken up with organised activity. Pupils may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a cafe. After careful risk assessments guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:

- Pupils should never be allowed to wander unsupervised alone
- The geographical area in which pupils are allowed to wander should be clearly defined
- A time limit should be set in proportion to the age of the pupils. Anyone who returns late should understand that he/she will subsequently be penalised. Before dispersal, everyone should know where an employee can be found during the whole of the period and exactly where the group is to reassemble

- If pupils are leaving from and returning to the group accommodation, a signing in and out book should be used

- Pupils should only be allowed out of group accommodation after the evening meal if it is appropriate to their age etc. 'Younger' pupils must only go out in escorted parties accompanied employees

- If the party is staying in a hotel or near shops etc., pupils should be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Other laws apply abroad. Adults accompanying visits, parents and pupils should be clearly informed of the school's policy in connection with consumption of alcohol

- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation.

- The group register should be checked regularly, say at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small group of pupils responsibility for one another, reporting to the leader if anyone is missing

The Party Leader should check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures. If possible a fire drill should be held on the first evening, before bedtime.

TRIPS ABROAD

Some special additional precautions are necessary for foreign visits.

- **Insurance Cover**

- **Health**

  A check should be made to see whether specific precautions are required. Parents and pupils should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the pupils will be travelling.

Items to keep in mind:

- Tap water is not always safe to drink

- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled.

- The strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat

- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

- **Funds**

  Careful estimates should be made of the need for cash in the currency of the country to be visited. Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund which would purchase at least 2 return tickets to the UK and cover immediate medical costs. If further funds are required, the group leader should telephone the contact person at school who must be able to access funds.

- **Foreign Customs**

  Pupils should be advised beforehand of any local customs they may meet which might surprise them and warned of the possibility of giving offence.

EXCHANGE VISITS

These usually involve groups of pupils travelling to a foreign country and staying with a host family and may be organised by a specialist company or in conjunction with a school in that country. These trips are not considered suitable for pupils at Rokeby.

TRAVEL GUIDELINES

In advance of the trip, pupils should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

EMERGENCY PROCEDURES

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or a designated senior member of staff.

Travel companies must supply their own crisis management procedures to Rokeby before a trip.

Serious or Fatal Injury – Emergency Procedures

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party should be familiar with them and should be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency, discourage pupils from contacting their

parents until they are briefed/until contact is made with the Head Teacher, emergency contact point or designated senior employee

- Call whichever emergency services are required
- If there are injuries have appropriate first aid administered
- Make sure all other members of the party are accounted for and are safe
- Establish the name(s) of the injured
- Advise other party adults of the incident and that emergency procedures are in operation
- If possible, arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident -

  Name(s)
  Nature, date and time of incident
  Location of incident
  Details of injuries
  Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
  Action taken so far
  Telephone numbers for future communication.

In any shared responsibility situation, the emergency procedures should be agreed in advance with the centre/other school involved.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

39. WOODWORKING MACHINERY

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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 adequate 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.

40. 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

'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 job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users

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.

41. CAREERS EXPERIENCE

A copy of 'Managing Health and Safety on Work Experience - A Guide for Organisers' HSE should be available for careful reference by the work experience organiser.

Once a potential placement provider is located, the school is responsible for approving suitability in all cases except where the placement provider is currently approved by the local Education Business Partnership or an independent agency such as Project Trident.

To approve the suitability of the placement provider study and follow the advice given in the Health and Safety Executive publication.

Pupils should be prepared for their careers experience and debriefed after careers experience. Again see advice in the publication.

SYNOPSIS OF HEALTH AND SAFETY POLICY

The Governors have produced a comprehensive health and safety policy which describes their commitment to upholding the requirements of health and safety legislation and their management organisation for safety. The document also covers the following specific health and safety topics:

Risk Assessment
Work at Heights *Never stand on furniture or similar
Accident Records and Notification *Report all accidents and incidents and near misses
Asbestos
Construction "Projects"
Consultation with Employees *Take an active interest
Contractors
Practical Guidance on Safe Working Practices (construction)
Display Screen Equipment
Electricity at Work Regulations
First Aid
Flammable Liquids
Gas Safety
Hazardous Materials Register
Information, Instruction, Training and Supervision *Competence is required
Inspections, Maintenance, Regular Safety Activities
Kitchen
Legionella prevention
Lifting Operations and Lifting Equipment Regulations 1998
Manual Handling and Lifting *Do you know how to keep your back safe?
Noise Control
Personal Protective Equipment (PPE)
Pesticides
Pupil Supervision *For the safety of employees and pupils
Premises
Pressure Vessels and Associated Equipment
Security and Lone Working
Signs
Sports, Games and Activities – non curriculum
Statutory Notices
Stress Management
Substances Hazardous to Health
Vehicles on Our Property
Vibration Control
Visits and Activities Out of School
Woodworking Machinery
Work Equipment
(Work) Careers Experience

The full policy is freely available to all to read and is located the Staff Room, the Bursar's Office, the Head's Office. This should be used as a first reference for all school related health and safety matters.

Departmental Risk Assessments and procedures:

All heads of department are required to produce written departmental risk assessments which describe their precise arrangements for safety. It is likely that departments engaging in a significant volume of 'practical work', such as facilities management, estate management, catering, educational visits coordination, career experience coordination, art, technology, music, drama, sports, science, boarding, non syllabus activities and occupational health, will need more detailed arrangements than departments with less practical work. Where appropriate, reference should be made to the contents of the health and safety policy and 'whole school' risk assessments and it will not be necessary for advice and risk control measures given in those documents to be repeated.

The departmental risk assessments should be written in plain English and should include:

- General objectives, an outline of statutory requirements, and description of duties of employees and others

  This could read -

  This section of the departmental handbook develops safety policy requirements. The contents here are designed to ensure that every employee in this department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all students and all other persons who are affected by our work activities.

  The health and safety objectives of the department are to adhere to the law, the employers health and safety policy and to achieve excellent standards of health and safety practice in our discipline in accordance with our training and any additional information which is supplied by the employer. In particular, we will comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of our working practices and safety documentation.

  Each employee who works in this department and each student who studies with us must adhere to the parts of the requirements which are relevant to them. A formal review of the contents will take place annually at the beginning of each academic year.

- Specific requirements such as:

  Health and safety induction training

  Job specific health and safety training

  Compliance with the law e.g. for thorough examination inspections, and risk assessments – to be prepared for work equipment, hazardous substances, security matters, electrical items, emergencies, personal protective equipment etc – (explain precisely how risk assessments are to be prepared and used)

  Rules for employees and others

  Restrictions, which might be imposed by the employer or the head of department and recommendations of profession bodies

Other safety advice and good practices with recommendations that these are followed

Routines for monitoring the safety of spaces where departmental work is taking place, equipment safety and the like

Arrangements for regular independent audits of departmental activities and safety documentation.

- Duties of the head of department and all associated delegations (which must be clearly defined) with an outline of the departmental management organisation plus a statement that the head of department will appraise adherence to the code by colleagues.

- Appendices such as:

  Statutory records together with notes and schedules for the examination and testing of plant and equipment

  Risk assessments (or where these are found)

  List of safety texts for reference and further information

  List of staff to whom functions have been delegated

  Checklists for routine monitoring of work spaces and equipment

  Lists of equipment for which training is needed before use

  Training requirements and records

  Fire fighting and fire evacuation arrangements

  First aid arrangements

  Accident reporting procedures.

Members of departments should sign that they accept the procedures, the delegations and departmental risk assessments.

Departmental Risk Assessments are available for all to read on the Shared Drive/Risk Assessments

Signed:

Name:

Date: