MOORLANDS SCHOOL
HEALTH & SAFETY POLICY

Moorlands School
Foxhill Drive
Weetwood Lane
Leeds
LS16 5PF

This document incorporates the Health & Safety Policy for the following:-

Moorlands School
Moorlands School Enterprises Limited

Updated June 2016
Reviewed and agreed by the Health & Safety Committee September 2016
Updated November 2016
Pending agreement of the Health & Safety Committee

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HEALTH & SAFETY POLICY STATEMENT

The Board of Governors and the School Leadership Team of Moorlands School are committed to conducting their activities in such a manner as to ensure the Health, Safety and Welfare of Staff, Pupils and others so far as reasonably practicable. In particular, this commitment extends to:-

1. Maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.

2. Provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.

3. Provide plant and equipment that are safe, without risk and are adequately maintained.

4. Provide staff and pupils with the information, instruction, training and supervision as are necessary to ensure their health and safety.

5. Ensure the use, handling, storage and transportation of articles and substances are safe and without risk.

6. Carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety.

The School's organisation and the specific arrangements for implementing this policy are outlined in the subsequent sections.

All members of staff within the School are made aware of their individual responsibilities under Section 7 of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions, and to co-operate with the Governors in meeting their responsibilities. Failure to comply with any aspect of the Health & Safety Policy will be deemed to be a serious reportable matter.

This policy will be reviewed as and when required.

…… ……

Chairman of Governors Date

ORGANISATION

THE BOARD OF GOVERNORS

The School's Board of Governors is accountable and responsible for ensuring:-

1. That arrangements exist for the school to comply with its Health & Safety responsibilities.

2. That the School Leadership Team adopts, reviews annually and the Health & Safety Committee amends, as appropriate, the School Health & Safety Policy.

3. That adequate funds and materials required to meet all statutory Health and Safety requirements are budgeted for.

4. That periodic monitoring inspections are carried out to maintain and enhance the school safety programme, for example by means of a regular external Safe School Audit Inspection.

5. The effectiveness of the Policy is periodically appraised and any necessary changes made.

6. They take a direct interest in the policy and publicly support all those carrying it out.

7. They receive minutes of termly Health & Safety Committee Meetings.

HEADTEACHER

The Headteacher is responsible for:-

1. Co-ordinating the day to day activities of the running of the Academic and Support functions of the school in accordance with the Health & Safety Policy.

2. Liaison with Governors, Advisers and Enforcement Agencies on Policy issues and any problems implementing the Health & Safety Policy.

3. Ensuring regular inspections are carried out.

4. Submitting Inspection Reports to the Board of Governors and others, where applicable.

5. Ensuring action is taken.

6. Passing on information received on Health & Safety matters to appropriate people.

7. Carrying out investigations.

8. Co-operation with and providing necessary facilities for Trade Union Safety Representative, if applicable.

9. Communicating the school's rules and guidelines on Health & Safety to all staff, Contractors and their employees, Hirers and Visitors regarding the adequacy of facilities, equipment and evacuation procedures provided for their safety whilst on the premises.

10. Ensuring that all staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and, where necessary, certified as such.

11. Monitoring the implementation of the Health & Safety Policy, reviewing its contents on an annual basis and making recommendations to the Board of Governors.

12. The Headteacher will appoint 2 Health & Safety Supervisors from the Academic and Support Staff to assist him in discharging these duties.

HEALTH & SAFETY SUPERVISORS

The Health & Safety Supervisors (currently Mr John Clibbens and [ ]) are responsible for ensuring the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards.

ACADEMIC STAFF/KEY STAGE MANAGERS/SUBJECT CO-ORDINATORS

Responsible for:-

1. Day to day management of Health & Safety activities involved in the running of their Departments in accordance with the Health & Safety Policy.

2. Drafting and regularly reviewing Departmental Health & Safety procedures and Risk Assessments (to be included in the Departmental Handbook and in the Risk Assessment Folder on the shared area of the School's IT network).

3. Carrying out regular annual inspections and making reports to the Headteacher via their Departmental Plan.

4. Hazard analysis.

5. Arranging for staff training and information.

6. Maintenance of Health & Safety standards.

7. Ensuring that any Health & Safety information received is circulated to the appropriate people.

8. Acting on reports from above or below in the hierarchy.

SUPPORT STAFF DEPARTMENTAL MANAGERS

1. Day to day management of Health & Safety activities involved in the running of their Departments in accordance with the Health & Safety Policy.

2. Drafting and regularly reviewing Departmental Health & Safety Procedures and Risk Assessments (to be included in the Departmental Handbook).

3. Carrying out regular inspections and notifying the Bursar of any issues.

4. Hazard analysis.

5. Arranging for staff training and information.

6. Maintenance of Health & Safety standards.

7. Ensuring that any Health & Safety information received is circulated to the appropriate people.

8. Acting on reports from above or below in the hierarchy.

DEPARTMENTAL HANDBOOKS

In this Policy Document it is only possible to cover the broad issues that affect the whole school. There will be many other issues which are only relevant to individual Departments. For this reason, it is the responsibility of the each subject co-ordinator or Head of Key Stage to include a section describing the specific arrangements for Health & Safety in that Department in their Departmental Handbooks and in the Risk Assessment Folder on the shared area of the School's IT network. Each Support Staff Head of Department should have a folder containing relevant Health & Safety information for their particular Department.

The Health & Safety Section of each Departmental Handbook must, as a minimum, include the following information:-

- A copy of the School Health & Safety Policy Statement (page 2 of this document).
- Details of Health & Safety responsibilities of staff
- Risk Assessment Records
- Details of specific hazards, eg substances, machinery, manual handling etc
- Specific Health & Safety rules (staff and pupils)
- Safe working procedures
- Housekeeping standards to be observed
- Details of training required and arrangements for delivery
- Inspection procedures
- Emergency procedures for all reasonably foreseeable occurrences relevant to your Department. Reference to all generic Policies can be found elsewhere.
- First Aid arrangements

In all cases each Department must implement the General Health & Safety Arrangements listed in this section as the minimum standard.

Copies of each Handbook must be submitted to the Headteacher (Academic Staff) or Bursar (Support Staff) for approval at the beginning of each School year.

HEALTH & SAFETY SUPERVISORS (ACADEMIC AND SUPPORT STAFF)

The Health & Safety Supervisors will be appointed by the Headteacher. Their duties are:-

1. Establishing timetables and methodology for safety auditing.

2. Carrying out health & safety audits.

3. Advising on health and safety policy revisions.

4. Assisting in the implementation of the safety policy as necessary.

5. Helping in the investigation of incidents and accidents where appropriate.

6. Advising on inspection and monitoring procedures.

7. Keeping abreast of and giving advice on changes in legislation.

8. The implementation of training programmes throughout the school and for keeping them under constant review.

9. The Health & Safety Supervisors will advise on and monitor the practical implementation of the Health & Safety Policy.

10. The Health & Safety Supervisors will, in consultation with the Health & Safety Committee, review the contents of the Policy on a regular basis and make recommendations for updating the Policy to the Headteacher for presentation to the Governing Body.

HEALTH & SAFETY ADVISERS

The Headteacher will ensure that suitable arrangements are made for the School to receive competent Health & Safety advice from external sources when required.

HEALTH & SAFETY ADVICE

The School retain the services of Assurity Consulting to provide advice and assistance with all Health & Safety matters.

The school's insurers, Zurich Municipal, employ a number of Health & Safety Consultants who are able to assist with any queries by e mail/telephone. The first point of contact is Mrs Tonia Lewis-Monto as follows:-

E mail:tonia.lewis-monto@UK.zurich.com
Mobile: 07875 887959

Tonia will assess the nature of the query and suggest the most appropriate individual to contact.

In addition, the Royal Society for the Prevention of Accidents (RoSPA) now has a dedicated website offering help, guidance and resources for schools and colleges: www.rospa.com/schoolandcollegesafety/. For initial free help and advice on any aspect of safety in the school, RoSPA can be contacted on 0121 248 2235 or by e mail at educationhelp@rospa.com.

SCHOOL SAFETY AUDIT

A School Safety Audit was carried out by Assurity Consulting in May 2015. Several recommendations were made and these were discussed by the Health & Safety Committee on 21 September 2015.

HEALTH & SAFETY COMMITTEE

1. The Health & Safety Committee is a non-executive Committee for the purposes of providing a regular forum for the discussion of Health & Safety issues. Where appropriate, the Committee will make recommendations to the Headteacher and/or Governors in accordance with the established management structure of the school.

2. The Committee shall comprise Management and employee representatives, and has been established to facilitate consultation between Management and Employees in respect of the following issues:-

   - Any changes which may substantially affect the Health & Safety of staff or pupils, for example in procedures, equipment and ways of working.

   - The information staff and pupils need on the likely risks and dangers arising from their activities, the measures to reduce or eliminate these risks and action required if they have to deal with a risk or danger.

   - The planning of Health & Safety training.

   - Approving the Health & Safety sections of the Departmental Handbooks as recommended by the Health & Safety Supervisors.

   - The Health & Safety consequences of introducing new technology.

3. The Health & Safety Committee shall meet on a termly basis. An agenda for each meeting will be set and circulated in advance.

4. The Committee will be chaired by the Bursar who shall ensure that minutes are taken and that these are made available to all staff via the Health & Safety folder in the Staff Room. A copy will also be given to Governors.

TEACHERS, TEACHING ASSISTANTS AND SUPPORT STAFF

Are responsible for:-

1. Day to day management of Health & Safety within their Departments and the carrying out of active safety in the school.

2. Checking classrooms/work areas are safe.

3. Checking safety of equipment before and during use.

4. Ensuring safety procedures are used and maintained.

5. Assisting in hazard analysis and risk assessment.

6. Assessing the need for, and ensuring that, personal protective equipment is used.

7. Defect and hazard reporting.

8. Specialist tasks, eg first aid, swimming pool safety etc.

9. Participating in inspections and Health & Safety Committee, if appropriate.

10. Bringing problems to the attention of the relevant Manager or Health & Safety Supervisor.

TRADE UNION REPRESENTATIVE RESPONSIBILITIES

Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the School Leadership Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of Health & Safety related complaints and identification and reporting on all matters relating to Health & Safety in schools.

PUPIL RESPONSIBILITIES

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health & Safety Policy by:-

1. Complying with the school's safety rules and requirements at all times.

2. Complying with safety instructions given by members of staff.

3. Wearing the protective equipment provided and making proper use of safety devices at all times.

4. Reporting all safety hazards to members of staff.

5. Reporting all accidents, incidents and near misses to members of staff.

FIRST AID

PURPOSE OF SECTION

The school recognises its responsibility to provide first-aid and will ensure that staff and pupils have access to adequate facilities and materials at all times during the working day.

RISK ASSESSMENT

It is the responsibility of the school to make an assessment of all the school's activities to determine the first aid requirements that are appropriate in each circumstance.

It is the responsibility of each Key Stage Manager or, in the case of support staff the Bursar (Mrs V L Bates), to conduct this assessment. The agreed levels of first aid cover will be included in Departmental Handbooks.

GENERAL GUIDANCE ON RISK ASSESSMENT (FIRST AID)

Where the assessment identifies the need for trained First Aiders, they will be provided in sufficient numbers and at suitable locations to enable first aid to be administered without delay. A trained First Aider must hold a valid Certificate of Competence in First Aid at Work, eg First on Scene, British Red Cross or St John's Ambulance. There are 2 Training Courses, one takes 3 days and the certificate is valid for 3 years. (Prior to expiry, a 2 day refresher course and examination is required for renewal of the certificate's validity). The other is a 1 day Course known as Emergency First Aid at Work. The school tries to ensure that all Key Stages are covered by at least one trained First Aider. This individual will be known as an "Appointed Person" and the qualification will last for a period of 3 years. However, a 3 hour annual refresher training session is recommended within this 3 year period to ensure that all First Aiders are trained within the latest First Aid Guidelines.

In situations where a trained First Aider is shown by the assessment not to be required or is absent, an "Appointed Person" will take charge of the situation in which an ill or injured person requires attention. This individual should not render any first aid treatment, other than emergency first aid and then only where they have been specifically trained in these procedures, but should be responsible for calling for a Trained First Aider who, in turn, will be responsible for calling for professional assistance.

The provision of an "Appointed Person" may not be considered as a full time alternative for a Trained and Qualified First Aider.

The assessment of first aid requirements should take account of the type of premises and the activities that occur within them. In schools most classrooms and offices will come into what can be considered as low risk and only one "Appointed Person" is probably required for up to 100 persons.

Medium risk areas are likely to be Art and Design Rooms. One "Appointed Person" should be considered for every 20 individuals.

In high risk areas, eg science labs, swimming pool or rugby pitches, one "Appointed Person" is probably sufficient for up to 5 individuals present and 2 "Appointed Persons" or more for numbers between 5 and 50.

Any individuals who sustain an injury should be referred to a qualified First Aider as soon as possible. Alternatively, a Qualified First Aider should be asked to report to the scene as soon as possible.

Specialist first aid techniques may be required for locations or activities giving rise to specific hazards and risks, eg swimming pool use where an individual with a National Rescue Award for Swimming Teachers and Coaches (NRASTC) or National Pool Lifeguard (NPLQ) Qualification should be in attendance at all times.

FIRST AID KITS

Every Key Stage must have access to a fully stocked First Aid Box with the following contents:-

A guidance card on First Aid
20 individually wrapped sterile adhesive dressings (blue for catering)
2 sterile eye pads, with attachments
4 individually wrapped triangular bandages
6 medium individual sterile dressings, 12cm x 12cm
2 large individual sterile dressings, 18cm x 18cm
Disposable gloves

The School Reception will also have the following:-

An airway for mouth to mouth resuscitation
Eye wash bottle
Paracetamol tablets
Throat lozenges
Glucose tablets
Disinfectant solution such as TCP
Crepe bandages 10 cm x 4.5 m
Large cotton wool balls
Adhesive tape
Spare Blankets
Disposable apron
Blunt ended scissors (min length 12.70 cm)
Yellow plastic disposable bags for disposal of dressings etc
An up to date list of all School First Aiders

In the Catering Department, the following additional item is recommended:-

Blue catering grade plasters

TRAVELLING FIRST AID KITS

Kits used in school minibuses or to take to outdoor activities/events should contain at least:-

A card giving general first aid guidance
6 individually wrapped sterile adhesive dressings
One large sterile dressing
2 triangular bandages and 2 safety pins
Individually wrapped moist cleaning wipes
Accident Book for recording injury at the time

Melissa Dobbins is responsible for regularly checking the contents of the first aid boxes and replenishing them, where necessary.

MEDICAL SUPPORT PROTOCOL PROCEDURES

The school has a procedure covering the provision of medical support to pupils and staff which is published separately in the Staff Handbooks.

It is the responsibility of the Headteacher/Bursar to review and update this procedure as necessary.

ACCIDENT REPORTING AND RECORDING PROCEDURES

PURPOSE OF SECTION

The School recognises the duty to comply with its legal requirements in terms of the reporting of accidents and incidents, but is also committed to learning from events in order to prevent recurrences.

ACCIDENT RECORDING AND INVESTIGATION

It is the responsibility of all staff to report accidents and dangerous occurrences immediately.

The whole school approach is for an Accident Report, if required, to be forwarded to the Medical Centre as soon as possible. This includes any accidents which occur out of normal school hours and any offsite sports matches or trips.

The number of entries in the Accident Book will be reported to the Health & Safety Committee on a termly basis.

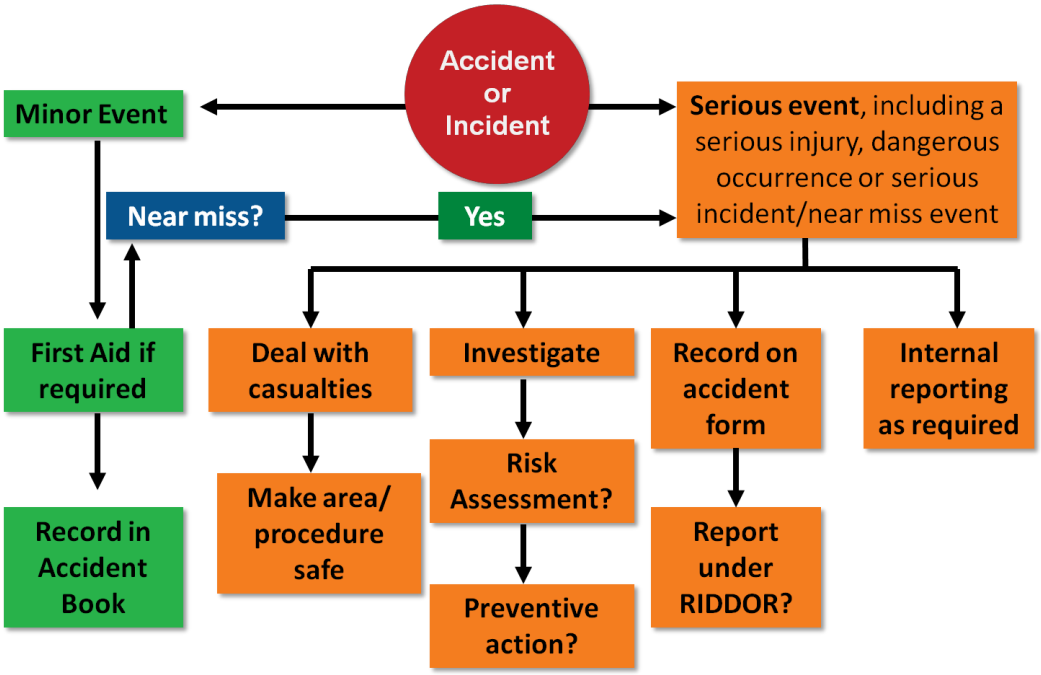
The regulations (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)) set out the circumstances under which we must tell the relevant authority (normally by phone) and complete a report (electronically using HSE form F2508) within 15 days of the event. These are:

- Death in school.
- Specified injury in school.
- A person who was injured at school but at the time of their death they were either at home or in hospital.
- A dangerous event.

An investigation must 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.

Figure 1 summarises the action to be taken following an accident or incident, depending on the severity of the event.

Figure 1- Accident/Incident Action Summary



The procedures set out below must be followed if the following occurs at School:

- Injury that causes death.
- Specified injury (including fractures, amputations, loss of eyesight, hospitalisation for 24 hours or more and so on).
- An injury resulting in the employee being absent for seven days (including weekends) or more.
- Occupational illness or disease (including dermatitis, permanent cramp due to repetitive movements and carpal tunnel syndrome).
- Any other accident resulting in damage to property or injury to staff, pupils or members of the public.

Employees must report the accident/incident to their line manager as soon as possible. It must be recorded in the accident book.

The details that must be recorded in the accident book are:

- The name of the person suffering the injury.
- The date and time of the injury.
- The name of the person reporting the injury.
- The cause of the injury.
- Any action taken as a result of the injury.
- The nature of the injury (for example, which part of the body is affected).

Accidents and incidents must be reported to the Bursar, who will decide if the accident or near miss needs to be reported to the enforcing authority:

- Seven-day accidents (accidents resulting in the injured person being unable to work for seven consecutive days) will be reported (within 15 days) to the

Health & Safety Executive.

- Fatalities, serious incidents/dangerous events will be reported by phone or fax to the Health & Safety Executive without delay.
- If an employee suffers from an occupational disease, it must be reported immediately to the relevant authority on form F2508A. The disease must only be reported if a written statement of diagnosis of the employee from a doctor.

The Bursar will take the appropriate steps to make sure that

- The accident or incident is investigated as soon as possible.
- The results of that investigation are recorded on the internal accident investigation form.
- Measures are put into place to prevent the accident or near miss happening again.

If a pupil or other person who is not an employee is injured as a result of school activities and that person is taken to hospital for treatment, the accident or near miss must be reported to the Bursar without delay.

Definitions of specified injuries, dangerous events and diseases that can be reported:

Specified injuries

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes respiratory system or other vital organs).
- Scalpings (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Diseases

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Dangerous events

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death.
- The accidental release of a biological agent likely to cause severe human illness.

FIRE SAFETY & EMERGENCY EVACUATION

PURPOSE OF SECTION

The school recognises the need to have detailed Fire Safety Procedures in place as a means of preventing any potential fire or explosion. It also recognises the need to plan for emergency measures to deal with any unforeseen fire/explosion related incidents. These plans include staff and pupil training in fire safety and prevention and emergency evacuation drills.

FIRE SAFETY ARRANGEMENTS

The Bursar (Mrs V L Bates) is responsible for ensuring that the requirements of the Fire Certificate are met and for ensuring that a Fire Risk Assessment has been conducted and any additional control measures required have been implemented.

Where additional control measures may require capital investment, the Bursar should liaise with the Headteacher who will, in turn, liaise with the Board of Governors.

FIRE EVACUATION ARRANGEMENTS

Fire evacuation procedures have been drafted and are published separately in the following handbooks:-

1. Academic Staff Handbook
2. Support Staff Handbook
3. Boarding Staff Handbook

These procedures will be reviewed regularly by the Headteacher.

MAINTENANCE OF FIRE EQUIPMENT

The Senior Caretaker (Mr John Clibbens) will ensure that all fire equipment, including extinguishers emergency lighting and alarm systems are maintained in an efficient condition.

Where appropriate, contracts with competent service providers will be established.

Fire Alarm systems will be tested weekly and a record of the test maintained in the Fire Log Book.

FIRE EVACUATION TRAINING

The Safety Supervisors will ensure that all members of staff are aware of the relevant standing orders for fire control and procedures for fire and emergency evacuation.

Every new member of staff must be given training on fire safety at the start of the first day of work and during any subsequent induction training.

Refresher training (including a Fire Evacuation Drill) is to be carried out at least every 6 months for all staff and quarterly for live-in or night staff. It is recommended that this training should be conducted in the first week of term.

Training notes for fire safety training will be kept up to date by the Safety Supervisors.

VISITORS/CONTRACTORS

All visitors to the site should, before being allowed access, be given information outlining the procedures to follow in the event of the alarm being raised and the relevant assembly points (see also Control of Contractors).

All visitors/contractors arriving at the school should sign-in at either the Main School Reception or the General Office. The visitors/contractors registration books are both safety and security documents and, therefore, it is necessary for all non employees having access to the school to register both their arrival and departure times.

Members of staff, at whatever level, will be responsible for the safety of their visitors at all times.

BOMB THREATS

Any bomb threats received by staff must be carefully evaluated and all details of the call logged on the "Action to be completed in the event of a bomb threat" form.

Any suspect packages found should not be touched or moved and staff should be fully aware of the communication system to call for emergency assistance.

Any advice or directions given by the police, fire brigade or bomb disposal officers must be followed.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich, the contact details for which can be found on page 8.

RISK ASSESSMENT

PURPOSE OF SECTION

The school recognises that procedures are necessary in order to comply with the Management of Health and Safety at Work Regulations 1999 (as amended in 2003 and 2006) and in particular the requirement to assess all risks to staff, pupils and others on school premises and elsewhere, including for fire safety, young persons and pregnancy.

RESPONSIBILITIES – KEY STAGES

It is the responsibility of Key Stage Managers to ensure that risk assessments are carried out, and that any necessary control measures, or safe systems of work, are implemented in the Key Stage under their control.

RESPONSIBILITIES – COMMON AREAS

Where an area is used by pupils and staff generally, it is the responsibility of the Bursar to ensure that risk assessments are carried out. Examples of such areas include (but are not limited to):-

1. Playground
2. School grounds
3. Main entrances
4. Footpaths/drives

SCHOOL TRIPS AND OUTINGS

The member of staff organising the trip is responsible for ensuring that a suitable and sufficient risk assessment is conducted and the appropriate control measures are implemented. Reference should be made to the Educational Visits Policy.

RISK ASSESSMENT GUIDANCE

Training will be provided for all staff who are required to conduct risk assessments.

The most recent training took place during an evening INSET in Autumn 2016.

Where necessary, to enable Risk Assessments to be completed, further advice, support and assistance are provided by the Bursar and the School's retained Advisers.

RISK ASSESSMENT – GUIDANCE

The purpose of the assessments is to identify the significant risks arising from the School's activities. There are two kinds of assessment carried out. These are:-

- General
- Specific

The General Assessments are conducted and recorded using the checklist on the General Risk Assessment proforma. Examples of the hazards to be considered are shown in the left-hand column of the table below.

Specific Risk Assessments are conducted using the individual proforma for each hazard listed in the right hand column below:-

GENERAL RISK ASSESSMENT	SPECIFIC RISK ASSESSMENT
Biological Agents (eg Legionella) Cleaning Operations Compressed Air Confined Spaces Contact with Hot/Cold Surfaces Electricity Explosives Fall of Object/Material from height Fall of Person from Height Fall of Person on Same Level Fire Flammable Substances Hand Tools Handling Unstable Substances Housekeeping Lighting Maintenance and Repair Operation of Vehicles (including mechanical handling equipment) Stacking of Materials Stored Energy/Pressure vessels Use of Machines Vibration Violence towards staff/pupils Work related stress	Display Screen Equipment Manual Handling Noise Use/exposure to Chemical Substances Fire Exposure to Asbestos

This list is not exhaustive and other hazards may need to be considered.

The Bursar will maintain a register of all assessments carried out and will regularly check to see that the requirements of the assessments are being met.

Using this register, the Bursar will notify each Key Stage Manager/subject co-ordinator of the assessments that require reviewing.

Reference should be made to the risk assessment policy.

Assessments must be reviewed by the Key Stage Manager/subject co-ordinators when significant changes are made which may affect the assessment and, in any event, at least every 2 years.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich or Assurity, the contact details for which can be found on page 8.

MANUAL HANDLING OPERATIONS

PURPOSE OF SECTION

The school recognises that manual handling of loads is one of the most common causes of injury at work and every effort must be made to prevent this. Over a third of all accidents reported each year to Enforcement Authorities arise from manual handling.

RESPONSIBILITIES

Manual Handling will be considered as a hazard when conducting risk assessments.

The Manual Handling Operations Regulations 1992 (as amended in 2002) requires the School to identify the Manual Handling tasks that can be eliminated and to assess the risk from the remaining tasks and to implement additional control measures where appropriate.

TRAINING

The School recognises that the majority of staff will be involved in some Manual Handling during their normal duties. Consequently, it is the Policy of the School to ensure that those members of staff who regularly carry out manual handling as part of their normal duties receive general Manual Handling training.

The need for additional training will be determined by risk assessments.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich or Assurity, the contact details for which can be found on page 8.

The school subscribes to an online training tool "Smartsafe", from where training can be allocated to individuals, the systems automatically prompts fresher training every 2 years. Certificates of completed training are held on individual personnel files.

A large number of manual handling operations go on each day at school and in the offices. The intention is to target operations which cannot be eliminated and which are liable to present a risk of injury and it is this category which will be given further 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.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

PURPOSE OF SECTION

The school recognises its responsibilities regarding hazardous substances and the need to ensure that all chemicals used on the site have been registered and assessed to ensure they are appropriate to the tasks for which they are required and the safest available product. Further, to ensure that, where an element of risk is present, measures have been taken to control that risk.

RESPONSIBILITIES

The hazards of the substances in use will be considered when conducting risk assessments.

The Control of Substances Hazardous to Health Regulations 1992 requires the School to identify the substances that can be eliminated or substituted and to assess the risk from the remaining risks and to implement additional control measures where appropriate.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich or by the school consultants, Assurity, the contact details for which can be found on page 8.

A separate policy is in place for COSHH

VISUAL DISPLAY SCREEN EQUIPMENT

PURPOSE OF SECTION

The school recognises that visual display equipment may affect users and, therefore, must identify how many genuine VDU "Users" there are. To assess the risks to the health and safety of those "Users" from the use of visual display equipment; and to asses the workstations and identify all necessary ergonomic preventive and protective measures needed.

RESPONSIBILITIES

Key stage and Department Managers will identify the "Users" of Display Screen Equipment in the Department.

The Deputy Bursar, Mrs Leak, will conduct a joint risk assessment with the Department Manager on the use of each workstation and ensure that the appropriate control measures are implemented.

These assessments will be reviewed when significant changes have occurred, or at intervals not exceeding two years.

EYE TESTS/CORRECTIVE APPLIANCES

Arrangements will be made for designated users of Display Screen Equipment (who request them) to undergo eye tests and for the provision of corrective appliances where necessary.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich or Assurity, the contact details for which can be found on page 8.

WORK EQUIPMENT SAFETY

PURPOSE OF SECTION

The School recognises the need to control the exposure to risk of staff, pupils and others arising from the provision and use of work equipment.

All dangerous parts of machinery will be adequately safeguarded. A machinery inventory is to 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 are to be carried out 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, catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

The main general requirements are to:

- 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
- ensure that new equipment in the workplace conforms with the relevant EC product safety directives.

The Regulations also contain specific requirements for equipment. There must be:

- protection against dangerous parts of the machinery
- protection against specified hazards, e.g. 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 on equipment
- good lighting, maintenance operations and warning markings.

Those in control of work equipment are required to assess the risks posed by the use of their present work equipment.

New equipment must comply with an appropriate British or CEN Standard and safe operating procedures must be provided to ensure that the equipment can be used safely.

RISK ASSESSMENT

The Subject Co-ordinators, Mangers and Senior Caretaker will conduct assessments of all work equipment to ensure that they comply with the Provision and Use of Work Equipment Regulations 1998.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich, or Assurity, the contact details for which can be found on page 8.

STATUTORY INSPECTIONS

Unless stated otherwise, the Estates Manager (Mr S Wright) will ensure that all items requiring statutory inspection are listed and that appropriate arrangements are made for the inspections to be conducted at the correct intervals.

Examples of items requiring statutory inspections are:-

- Lifting equipment
- Lifting gear (slings, chains etc) – *(Senior Groundsman)*
- Pressure vessels and systems
- Extraction equipment (dust extraction, fume cupboards etc) *(Head of D&T)*

The Senior Caretaker will maintain a written scheme of examination for all pressure vessels/systems and, where appropriate, for lifting equipment.

MAINTENANCE

All plant and equipment maintenance will be arranged by the Estates Manager who will also keep a record of the maintenance carried out.

ELECTRICAL INSTALLATIONS/SAFETY

The School recognises the potentially fatal hazards associated with electrical supply.

The Electricity at Work Regulations 1989 require employers to ensure, so far as is reasonably practicable, that all electrical equipment and installations are safe and without risk to health. Staff also have a responsibility to co-operate with the School procedures and to comply with those regulations that are within their control.

The School ensures that all electrical systems are designed, installed and maintained by competent persons in accordance with the Electricity at Work Regulations 1989.

The procedures below will be followed:

- All staff ensure that electrical faults and hazards are reported immediately to the Bursar who ensures that the relevant corrective action is taken immediately.

- Once a faulty piece of equipment is identified it is not used and if possible (without risk to personal safety) it is isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake then the plug is removed by a member of the Caretaking Team.

- All Class 1 portable electrical equipment receives regular appliance tests and any defects are rectified before being issued or re-issued to staff.

- Routine visual inspections are made.

- All staff are made aware that no person is to attempt to repair any faulty electrical appliances or carryout any electrical work without being 'competent' and without having management authority, suitable training and correct equipment. Where necessary a permit to work may be required before certain high-risk work can begin.

- The School will keep a record of all formal inspections and repairs carried out to equipment or installations.

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 revised 17th Edition).

Specific School Requirements

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

- Routine inspections and tests of all wiring and fixed electrical installations are 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, is inspected and tested after initial set up and regularly thereafter.

- In addition to normal employee vigilance, there is an adequate maintenance scheme for all School owned and used (eg employee owned) portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by trained persons. Inspection includes a

visual examination for defects and a check on the suitability of any fuse fitted.

- All fixed electrical installations will be tested by a competent person *(HT Electrical)* at intervals not exceeding five years. This will be arranged by the Senior Caretaker.

PORTABLE ELECTRICAL APPLIANCES

It is the Policy of the School that all electrical equipment will be tested for electrical safety by a qualified individual at appropriate intervals. The interval for each item may vary depending on the hazard. Qualified staff are to be found within Caretaking.

- Portable electrical items are uniquely identified and records are kept of inspection/test.

- Employees have been instructed not to use defective equipment which will be removed from general circulation for repair.

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

CONTROL OF CONTRACTORS

PURPOSE OF SECTION

The Health and Safety at Work etc. Act 1974 places duties on the School and the contractor to protect the health and safety of their own employees and other people who may be affected by work. These legal duties cannot be evaluated by contract. However, 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 safetyissues.

The School recognises its legal responsibility as an occupier of premises to all who have recourse to those premises, including contractors undertaking any work and visitors. However, this section relates principally to Building and Maintenance Contractors.

Contractors are defined as any person or organisation who enters into contract (written or orally) with the school to carry out services. Examples of Contractors are window cleaners, builders, electricians, plumbers, painters, fire alarm and fire extinguisher engineers etc.

RESPONSIBILITIES

The School will appoint a member of staff (Appointed Person) to act as the Contractors' main point of contact for the duration of the work. This will generally be the Senior Caretaker, Mr J Clibbens.

The Appointed Person is responsible for ensuring that the requirements of the Contractors' Code of Practice are met.

CONSTRUCTION DESIGN & MANAGEMENT (CDM) REGULATIONS

The above regulations apply when **any** of the following are applicable to construction work being carried out at the School:-

- The construction work will take more than 30 days
- The construction work will involve more than 500 person days of work
- Five or more people will be employed on site
- The work will involve demolition
- Some minor works within schools will be excluded, eg building a partition.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich or Assurity, the contact details for which can be found on page 8.

The School has specific legal duties under these regulations. These are:-

- To appoint competent "Planning Supervisors" who have sufficient resources to perform their duties
- To provide the Planning Supervisors with relevant health and safety information, eg drawings of existing structures/services or details of known areas of contaminated land affected by the proposed construction work.
- To appoint competent "Designers" with sufficient resources to perform their duties.
- To appoint a competent "Principal Contractor" with sufficient resources.
- To ensure that a "Health & Safety Plan" is prepared before construction commences.
- To ensure that the "Health & Safety File" is kept available after construction is completed.

The Acting Headteacher (Mr M Langley) and the Bursar (Mrs V L Bates) are jointly responsible for ensuring that these legal duties are discharged.

Selecting a Contractor

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

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

- Contractors must 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 are to 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 School, equipment the equipment must be safe and properly maintained at hand over, thereafter the contractor will be given the responsibility for the equipment and its safe use; evacuation and emergency procedures will be discussed and posted and employees and sub-contractors etc made fully aware of these.

  - during the work the person responsible for Health and Safety must be clearly identified. (A senior manager will 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 must be properly verified and any relevant documentation passed over including test certification, safe operating procedures, maintenance routines etc.

CODE OF PRACTICE FOR CONTRACTORS WORKING ON SCHOOL PREMISES

INTRODUCTION

Moorlands School demands a high standard of safe working of its employees and of other persons who are employed to carry out work on Company premises and requires Contractors to ensure their employees and Sub Contractors (where allowed):-

1. Have been adequately trained to have sufficient experience in the tasks that they will be required to perform.

2. Are properly informed as to the safe working systems and procedures for the contract.

3. Are properly supervised.

4. Are aware of the statutory obligations placed on them.

5. Are aware of the operational requirements of the client.

GENERAL

- The Contractor may not sub-contract any part of the work without informing the School of his actions.

- The Contractor must ensure that his employees, his Sub Contractors (and their employees) and any agent of the Contractor understand and comply with this Code of Practice.

- The Contractor shall nominate one employee who shall be responsible for his site activities, with respect to this Code of Practice. Likewise, Moorlands School shall nominate one employee who shall act as the Contractor's primary contact and who shall co-ordinate site activity with respect to this Code of Practice. Both shall sign acceptance of this code.

Contractors must ensure that work is carried out in accordance with:-

- The Health & Safety at Work etc Act 1974
- The Management of Health & Safety at Work Regulations
- The Provision and Use of Work Equipment Regulations
- The Lifting Operations and Lifting Equipment Regulations
- The Office Shops and Railway Premises Act
- The Construction (Design & Management) Regulations
- The Construction (Health, Safety and Welfare) Regulations
- The Control of Substances Hazardous to Health Regulations
- The Electricity at Work Regulations
- Control of Noise at Work Regulations
- Control of Vibration at Work Regulations
- Working at Height Regulations

- Confined Spaces Regulations
- Gas Safety (Installation and Use) Regulations
- Manual Handling Operations Regulations
- Health & Safety (First Aid) Regulations
- Regulatory Reform Fire Safety Order (RRFSO)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Hazardous Waste Regulations
- Controlled Waste Regulations
- Control of Asbestos Regulations
- Pressure Equipment Regulations
- Pressure Systems Safety Regulations
- Personal Protective Equipment Regulations

And any other relevant statutory requirements for the time being in force, including the keeping of proper records, registers, test certificates and the appointment of competent persons, where necessary.

The issue and amended dates of these Regulations will apply.

- Contractors must provide and maintain the plant, equipment, tools and materials necessary for the work in hand to be carried out safely. They must conduct their activities in such a way as to ensure that the health & safety of their employees, and any other person who may be affected by their acts or omissions, is not put at risk.

COMMENCEMENT OF THE CONTRACT

Before work can commence, the Contractor must supply the Moorlands School Appointed Person with:-

- Evidence of his public indemnity cover

- A Risk Assessment and method statement for the work in question.

- Details of the processes and procedures for safety that may affect or be affected by the contract work.

The Contractor and the Moorlands School Appointed Person shall agree the following:-

- The safe conduct of the work to be undertaken
- The defined site of operations
- The facilities available to the Contractor's employees

Particular attention should be paid by the Contractor to prevent disruption to any School activities.

SECURITY

All Contractors must remain in their designated work area and not access any educational or classroom areas where pupils may congregate without permission and supervision. This is for the protection of the Contractor as well as adhering to our Safeguarding Procedures.

ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported as soon as possible to the Moorlands School Appointed Person, and confirmed in writing within 24 hours thereafter.

Accidents resulting in Contractor's employees being unable to carry out their normal duties for more than 7 days (including weekends) must also be reported to the enforcing authority (RIDDOR).

FIRE SAFETY

- Contractors must familiarise themselves and their employees with the School's fire safety arrangements, and in particular take note of the fire alarm signal, location of fire extinguishers, and fire alarm call points.

- Smoking is not permitted anywhere on the school site.

- Before any hot work is carried out, the Moorlands School Appointed Person must be notified and a Hot Work Permit issued. This must be renewed daily. If appropriate, other Permits must also be completed such as those related to Electrical, Gas and Excavation Work together with Working at Heights and Working within Confined Spaces.

- Highly flammable liquids and liquefied petroleum gases must be used and stored in accordance with statutory requirements.

HEALTH & SAFETY

Tools and Equipment

The Contractor is required to provide all their own tools, plant and equipment necessary for the work in hand. Use of School equipment is not permissible. The requirements of the Provision and Use of Work Equipment Regulations 1998 must be complied with.

Protective Clothing and Equipment

Contractors are responsible for providing their own protective clothing and equipment appropriate to the work in hand taking into account the fact that they will be working in a school environment.

Excavations

- Before any excavation work is commenced, the location of any buried services must be ascertained.

- During excavation work, the surrounding area must be maintained in a safe condition.

- Excavations must be securely fenced or covered and suitable warning notices displayed.

- During hours of darkness, excavations must be marked by a sufficient number of warning lights and suitably positioned.

- Precautions must be taken to avoid the collapse of the trench walls or other excavations.

- All excavations will be inspected on a daily and ongoing basis.

Scaffolds and Ladders

- Scaffolds, ladders and other access equipment must be sound, of good construction, adequate for the purpose for which they are being used and properly maintained. Appropriate statutory conditions should be complied with.

- Crawling Boards or ladders must be used for work on sloping or fragile surfaces.

Lifting Operations

Where they form a necessary part of the work, lifting appliances, lifting gear, mobile cranes, hoists, chains and ropes etc will be provided by the Contractor in accordance with statutory requirements.

The Contractor must comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Confined Spaces

Contractors must not enter any confined space without first notifying the Moorlands School Appointed Person and a Permit to Work having been issued.

Where a Permit to Work requires testing for fumes, vapours, gas or lack of oxygen, appropriate arrangements should be made by the Contractor.

Hazardous Substances

- Prior notification of the proposed use of hazardous substances must be given to the Moorlands School Appointed Person, who will satisfy themselves that suitable and sufficient risk assessments, as required by the Control of Substances Hazardous to Health Regulations have been carried out by the Contractor.

- Containers must be suitably labelled with the name and hazard classification of the contents.

- Whilst dust, fumes, vapours and other contaminants of a type or quantity likely to be a risk to the health of any person are produced as a result of the Contractor's activities, the Contractor must take all necessary steps to ensure that the exposure of all persons to those substances is as low as is reasonably practicable.

Electrical Supplies and Equipment

- No live electrical system, equipment, conductor or terminal shall be left exposed.

- Electrically powered tools and equipment must be properly used and maintained in accordance with the Electricity at Work Regulations 1989.

- Trailing leads and other temporary connections must be properly protected, insulated, terminated and positioned so as to prevent danger.

- Wherever possible, electrically powered hand tools should be of the 110V centre tapped earth type and connected to an earth leakage circuit breaker or RCCB.

Environment

- Contractors are responsible for the regular removal of all waste materials, spoil, rubble etc arising from their work activities, including all waste produced by their own chemicals or chemically based materials (irrespective of quantity).

- Toxic, harmful and highly flammable wastes must be disposed of in accordance with the Special Waste Regulations.

- Asbestos waste must be dealt with in accordance with appropriate statutory requirements.

- Oils, solvents and chemicals must be stored in leak proof containers, and must not be disposed of down drains.

Hours of Work

- Hours of work are normally from 8.00 am to 5.00 pm, Monday to Friday.

- Work outside normal hours may only be performed with the prior agreement of the Moorlands School Appointed Person. A list of all personnel working out of hours must be submitted to the Appointed Person.

- Security Badges are to be worn by all Contractor's employees whilst on Moorlands School premises.

- All Contractors should wear high visibility vests to identify them as Contractors.

Alcohol and Drugs Policy

- Any Contractor under the influence of alcohol or drugs or in possession of banned substances will be removed from the premises and the Police informed.

Driving on Site

- Contractors must obey all traffic signals and speed limits as they would on public roads and park vehicles in designated areas.

Welfare Arrangements

- Moorlands School will provide designated toilet facilities and any other prior agreed provisions to Contractors.

- Contractors are expected to provide their own First Aid provisions as required by regulation.

Monitoring and Control

- Contractors shall re-connect and test all utilities such as water, gas and electric supplies to ensure that these facilities are in a safe working condition.

- The School Appointed Person will inspect and monitor any work carried out at regular intervals to maintain control and monitoring of this Code of Conduct.

Enforcement of the Code of Practice

The attention of Contractors is specifically drawn to the fact that failure to follow the provision of this Code of Practice, or a pre agreed alternative, may result in the Contractor or individual employees of the Contractor being required to leave the site permanently.

THE WORKING ENVIRONMENT AND RELATED HOUSEKEEPING

PURPOSE OF SECTION

The School recognises that it is under a duty to meet the health, safety and welfare needs of each member of the workforce and the pupils in its care. This duty extends to those with disabilities. The school also recognises that providing a health working environment can help to reduce time loss, accidents and workplace stress.

RESPONSIBILITIES

Heads of Department and Managers are responsible for ensuring that the working environment (ventilation, lighting etc) are satisfactory.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich and Assurity, the contact details for which can be found on page 8.

VIOLENCE AND STRESS

PURPOSE OF SECTION

The school recognises that work related stress and/or incidents of violence can impair the safe performance of individuals whilst at work. It can also affect sickness absence and lead to high staff turnover. To combat work related stress and possible violence towards staff, the school has produced a written statement to outline its commitment to the identification and control of stress and violence towards its employees.

Dealing with violence and stress at work is a continuing process to which the Senior Leadership Team is fully committed. The school accepts that the written policy statement alone cannot ensure problems of stress and violence will be alleviated. It will, however, be an important step towards legitimising debate on the subject and encouraging support by staff at all levels for the victims of these problems.

DEFINITIONS

The Health and Safety Executive's working definition of violence is:-

"Any incident in which an employee is abused, threatened or assaulted by a student, pupil or member of the public in circumstances arising out of the course of his or her employment."

The Health & Safety Executive's definition of stress is:-

"A process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and an individual's ability to cope."

RESPONSIBILITIES

The Heads of Department and Managers will consider both stress and violence as potential hazards when conducting risk assessments. Where individuals are found to be exposed to the risk of stress or violence, this will be raised immediately with the Headteacher and the appropriate course of action determined.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich, or Assurity, the contact details for which can be found on page 8.

A separate policy is in place for Stress Management.

PREMISES

PURPOSE OF SECTION

The School recognises the need to eliminate or control the risk to staff, pupils and others arising from the buildings and facilities provided.

RESPONSIBILITIES

The Bursar is responsible for identifying the presence of asbestos and determining whether it should be removed, encapsulated or left in its current condition and managed.

An Asbestos Register will be maintained for the School. No work should take place in any building without first determining whether asbestos is present and take the appropriate precautions.

If asbestos is to be removed, specialist contractors should be engaged. Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich and Assurity, the contact details for which can be found on page 8.

LEGIONELLA BACTERIA

The Bursar will ensure that a suitable and sufficient risk assessments are conducted in order to identify potential for exposure to Legionella Bacteria, and for appropriate control measures to be implemented. A Legionella Management and Control Policy is available to all staff in the Health & Safety Folder on the Shared Area.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich and Assurity, the contact details for which can be found on page 8.

BUILDINGS MAINTENANCE

The Bursar is responsible for ensuring that appropriate arrangements are in place for ensuring that all Buildings and Facilities are maintained in a condition that is safe and without risk to health.

Where necessary, structural surveys of buildings will be commissioned.

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 will 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 are to be lit after dark.

- Cleanliness - floors and indoor traffic routes are cleaned at least once per week.

- Window cleaning - competent window cleaners have been 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. Before contract work begins the contractor and the contract initiator together will discuss the working methods to be used and the contractor must provide written safe working method statements.

- 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.

- 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, pupils 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 and British Standard BS 6206.

- Provision of guarding or other protection - this is required at any place where any one might fall 2 metres or more eg from a window.

- Signed gas shut-off valves and electric isolation switches are 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, eg from 6 -25 employees - 2 water closets and 2 handwash basins, for 26 - 50 employees - 3 water closets and 2 handwash basins. This regulation does not apply to the pupils as they are not covered by the legislation.

- Facilities - accommodation for employees' clothing is provided and facilities for rest and eating meals are provided. The School operates a "no smoking" policy throughout the school site.

SCHOOL VEHICLES AND MINIBUSES

PURPOSE OF SECTION

The school recognises that there is a need for control of school vehicles in order to ensure:-

- Safety of pupils and staff
- Reduction of damage to property
- Reduction of damage to vehicles and equipment

SELECTION OF DRIVERS

Qualifications/Training

At present, if individuals have an entitlement to drive cars prior to 1st January 1997 (shown as Group A (B for automatics) on an old style Licence or has category B and D1 not for hire or reward on a new style Licence, then they can drive a minibus provided that they are over 25 years of age, the minibus has a maximum of 17 seats, including the driver's seat, and is not being used for hire or reward. Any individual who wishes to drive a minibus which has 9 or more passenger seats for hire or reward will normally require passenger carrying vehicle entitlement (PCV) (Category D1 or D). To obtain this, higher medical standards must be met and a further driving test will need to be taken.

To take minibuses abroad, all continental EU countries will require a PCV Licence even though this is not required, in general, in the UK.

The Driving Licenses of those individuals who passed their Driving Test after 1st January 1997 will not contain a category D1 entitlement. In such circumstances, the MiDAS Driver Assessor/Trainer (Mr S Downing) will make arrangements for such individuals to undertake a qualifying course which will allow them to gain the D1 Category on their Driving Licences.

Prior to driving a school minibus, all staff will undertake a MiDAS Training Assessment which will be arranged by the MiDAS Driver/Assessor/Trainer. These individuals will be reassessed every 4 years.

An annual check of driving licences is to be conducted at the start of the Autumn term to confirm eligibility to drive, endorsements etc.

HEALTH APPRAISAL OF DRIVERS

- A register of all qualified minibus drivers is held by the MiDAS Driver Assessor/Trainer.
- Standards of health applied to drivers of internal school vehicles will follow the recommendations of the Employment Medical Advisory Service Notes of Guidance.

ACCIDENTS

- All accidents involving school minibuses should be reported to the MiDAS Driver/Assessor/Trainer as soon as possible thereafter.

- All accidents involving the use of all school vehicles should be thoroughly investigated as an accident at work and the resulting recommendations implemented to prevent a recurrence.

PRE JOURNEY CHECK

It is the driver's responsibility to always check brakes, tyres, horn and all controls at the beginning of a journey. For long trips, the oil and water levels should also be checked.

DRIVING TIME

The following recommended times should be adhered to:-

- In a 10 hour day no driving above 4 hours
- A maximum period of 2 hours continuous driving
- Minimum break period of 15 minutes

SPECIAL NEEDS CHILDREN

A second adult should be present when special needs children (ie those with a Statement) are being transported.

REVERSING

Nearly a quarter of all deaths involving vehicles at work occur while vehicles are reversing.

Reversing should not take place until the driver is satisfied that all is clear (unless he is being guided by a competent signaller which includes a trusted student).

Vehicles that are used regularly for the delivery of goods should be fitted with reversing alarms.

MAINTENANCE OF VEHICLES – SAFETY

- Maintenance of school vehicles should be carried out in accordance with a service schedule recommended by the vehicle manufacturer. Maintenance for school minibuses will be arranged by the Deputy Bursar. Maintenance records should be kept for every vehicle.

OCCASIONAL BUSINESS USE POLICY

For those members of staff who normally use their own private cars for business use, or for transporting pupils, and only have "for social domestic and pleasure use" on their own car insurance policies, the school has an Occasional Business Use Policy. However, in order to be insured under this Policy, our Insurance Company requires an individual to complete a Declaration Form which is available from the HR Manager (Rachel Atak). All information will be stored securely and treated in the strictest confidence.

NEW AND EXPECTANT MOTHERS AT WORK

PURPOSE OF SECTION

The school recognises its responsibility to protect employees during the various stages of pregnancy and will ensure that procedures are in place to identify hazards, assess risks and control those risks adequately so that there is no damage to health.

RESPONSIBILITIES

On receiving notification that an employee is pregnant, the Head of Department or Manager must carry out a risk assessment for that employee and take action to ensure that she is not exposed to anything that will damage either her health or that of her developing child. They should also notify the Bursar.

Further guidance can be obtained from the Health & Safety Consultants employed by the school's insurers, Zurich, the contact details for which can be found on page 8.

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 governors 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, paid leave, or if there is any doubt, professional advice will be sought.

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

Examples of Risks and Ways to Avoid Them

Risk
Tiredness from standing for long periods or carrying out heavy physical work, stress caused by work or conditions at work or fears (eg ill founded fears associated with display screen equipment), work at heights, up ladders or steps.

Avoidance
Volume and pacing of work must not be excessive. If possible, employees will be given some control over how work is to be organised. Seating is made available. Rest breaks may need adjustment. Employees are allowed to gain access to help from other employees. Proper information and training will be provided.

Risk
Chemicals which may be absorbed through the skin, some pesticides are included.

Avoidance
Assessments required under the Control of Substances Hazardous to Health Regulations will identify these and the remedial measures to be taken. It is best to substitute less hazardous substances but if this is not possible proper precautions to prevent skin contact should be taken. The risk of contamination will be reduced and personal protective equipment such as overalls, gloves and face shields should be provided.

Strict compliance with the requirements of the Control of Pesticides Regulations 1986 is necessary.

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.

Avoidance
An assessment under the Manual Handling Operations Regulations 1992 will identify the steps to reduce the risks to the lowest reasonably practicable level.

The School requests that any new or expectant mother, in order that her own safety or health, or that of her child may be protected, to inform the Headteacher / Bursar if or when she becomes a new or expectant mother.

LETTING OF SCHOOL PROPERTY

The School recognises the duty to ensure so far as is reasonable practicable the safety of all third parties using the School premises.

CLIENTS RESPONSIBILITY

When organising an event on the school premises, the Client is responsible for, and must ensure, full compliance with the School's Health & Safety Rules and Policy.

The client must ensure that their staff and guests are familiar with the arrangements for evacuation in the event of an emergency.

Each client is sent a copy of the school's Risk Assessment for the specific area of the school they will be using by the Deputy Bursar.

SCHOOL RESPONSIBILITIES

The Deputy Bursar is responsible for ensuring that the client is informed of their responsibilities.

The Deputy Bursar or Senior Caretaker is responsible for ensuring that the premises and facilities to be used by the client are in a safe condition before the client takes possession.

The Deputy Bursar or Senior Caretaker shall conduct regular inspections of the event to ensure that the clients risk assessments are being observed.