



# **Health and Safety Policy**

**Park House School**

**November 2021**

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## REVIEW DATA

### Initial Production

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Simon Edmond	Southalls	R	8 Nov 2021
Tacita Crossland	Park House School	A	8 Nov 2021
Gemma Simper	Park House School	C	8 Nov 2021

**R** = Responsible for document production;

**A** = Accountable;

**C** = Consulted;

**I** = Informed

### Change History

Version	Date	Details of Change	Author/Company

## HEALTH AND SAFETY POLICY

### Statement of Intent

The Directors of Park House School Ltd (hereinafter referred to as "the School") recognise and accept that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the school, and that they have certain duties towards students, the public and people who from time to time use the premises of the School:

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and students and to protect all employees, students and visitors in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and students.
4. To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all employees in the School and the School's Health and Safety Committee. This consultation will take place on a day-to-day basis on immediate needs with the appropriate employee.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the School's Health and Safety Committee and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to cooperate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Directors bear ultimate responsibility and provide leadership. Operational responsibilities are delegated to the Principal in conjunction with the Senior Management Team. The Senior Management Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, students, contractors and others can work.

The Senior Management Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with the employee representative with regards to health and safety issues

In order to achieve the aims and objectives of the health and safety policy any issues will be brought regularly to the attention of the Principal, School Business Manager and then to Directors.

Dated: 8 November 2021

Signed: *Tacita A Crossland*

Director

## ORGANISATIONAL/INDIVIDUAL RESPONSIBILITIES

## Overall and Final Responsibility for Health and Safety

Tacita Crossland, Tom Crossland, Beth Crossland – Proprietor/Directors

### Responsibilities of the Directors

The Directors of Park House School are responsible for personnel decisions, for tenant duties and for formulating policy, therefore it is incumbent upon the Directors to act within the Health & Safety policy, and to work in partnership in supporting the Principal and School Business Manager in their responsibilities. This will be achieved by the Directors or Park House School by:

1. ensuring that the School's Health and Safety Policy is implemented and monitored within the school
2. providing a lead in developing a positive Health and Safety culture throughout the school
3. appointing a committee which will review and report upon matters of health and safety
4. ensuring that health and safety is a regular item on the Directors' agenda
5. ensuring that the policy is reviewed annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working.

### Responsibilities of the Senior Leadership Team

The Senior Leadership Team has a responsibility to ensure compliance with Health and Safety legislation for the day to day running of the school but may delegate the responsibility for implementation to another employee (any delegation must be approved by the Directors prior to any action).

The Senior Management Team will assist the Principal to ensure that:

- the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a Health and Safety plan of continuous improvement is created and that progress in achieving agreed targets is monitored
- all staff are trained in how to access Safety Cloud and the health and safety documents
- employees designated with Health and Safety responsibilities are provided with

training and support to enable health and safety objectives to be met

- a positive Health and Safety culture is promoted and that employees develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored and actions decided in conjunction with the Principal and School Business Manager
- risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of employees who may be affected
- completed risk assessments are implemented and any action required is monitored
- health surveillance as identified by COSHH assessments is carried out
- health and safety records are kept up to date
- health and safety notices are displayed
- accidents, ill health and 'near miss' incidents reported, recorded and investigated, where relevant, to the Directors and to the enforcing authority
- contact with external organisations such as the emergency services is co-ordinated
- adequate arrangements for fire and first aid are established, to include maintaining the Fire and Accident records
- a procedure is established for the reporting of Health and Safety issues and that issues raised are considered for action
- a report on the safety performance of the school is prepared by the Principal to present to the Directors at the end of every term
- students have opportunity within the curriculum and school environment to be informed of health and safety issues and encouraged to promote a safe and secure environment.

### Responsibilities of Employees

To achieve and maintain high standards of health and safety within the School, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.

- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Cooperate with management on matters of health and safety.
- Report all incidents, incidents or dangerous occurrences to their manager or Directors whether injury sustained or not.
- Attend any training designed to further health and safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.
- Assist the School to produce the appropriate risk assessments and safe systems of work required as a result of the School's work activities.
- Monitor the effectiveness of the School's health and safety management systems by:
  - Site audits.
  - Monitoring incident and incident statistics & investigating incidents and incidents.

Southalls can provide the following on request:

- Assistance to the School in provision of training of employees.

**Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.**

### Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the School engages the services of Southalls

Southalls provide the following:

- Assist the School in formulating the policy and procedures required to comply with the Act
- Assist the School to identify the risks and hazards which are associated with the School's work activities.



## ARRANGEMENTS FOR IMPLEMENTATION

### Employer's Liability Insurance

The Directors are responsible for insuring the activities of the organisation. The school will at all times have a valid employer's liability insurance policy for at least £5 million.

Insurance certificates shall either be displayed at the office or in an area where it can be read by employees, or, it may be made available electronically to employees through the Safety Cloud system.

There is no legal requirement to keep copies of out-of-date certificates, however, as far as is possible, a complete record of the school's employer's liability insurance will be kept.

### Safety Cloud

Safety Cloud is a web based system that provides a modern approach to Health and Safety. Safety Cloud is designed to record and store accident information and, to produce hold and manage, risk assessments, clear due diligence trails and policy documentation. Additionally, Safety Cloud stores all work equipment and advises of impending checks.

All employee training can be managed through Safety Cloud including the provision of e-learning tutorials or storing details of other training.

### Risk Assessment

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the school will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. The principle 5 steps to risk assessment will be followed.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All risk assessments relating to the school's activities are held on the Safety Cloud. We recognise that health and safety standards are moving targets and we aim to continually improve.

Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Principal and Directors.

General or Model risk assessments have been produced to assist with risk assessment and provide

a basis for teachers or volunteers to consider their specific circumstances.

Generic/Model risk assessments are acceptable as long as schools:

Satisfy themselves that the "model" risk assessment is an appropriate and true reflection of their work activities and environment.

Adapt the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

#### Design and Technology

- CLEAPSS Risk Assessments in Technology
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

#### Science

- CLEAPSS - All information is available via the CLEAPSS Science Website: <http://science.cleapss.org.uk/>
- CLEAPSS Hazcards - Advice and guidance, including hazard classification and appropriate general control measures for the use of chemicals in schools and colleges.

#### Art

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

#### Physical Education (PE)

- "Safe Practice in Physical Education, School Sport and Physical Activities"  
<http://www.afpe.org.uk/>

#### Offsite Visits

- Health and Safety of students on Educational Visits (DfE).

### Accident / Injury Reporting Procedures

The School, through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

All accidents, incidents and near misses that occur during our activities will be reported/ recorded on Safety Cloud by the relevant first aider or Manager,



by completing the relevant minor incident, accident or near miss form underneath the Accidents and Ill Health module. This should be completed as soon as is reasonably practical after the incident.

Accidents to non-students, accidents where the injured party (including students) is taken from the scene to the hospital and any accident involving head injury or unconsciousness or an injury relating to the use of / failure of equipment will be logged underneath the Accidents and Ill Health module on the Safety Cloud system.

Upon completion of the form Southalls will receive an email notifying them of the accident. They will then advise the School on any further action required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The School is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness. Southalls will aid with major accident investigations and recommend remedial action where required.

Southalls will report reportable accidents/ occurrences on our behalf once we have notified them.

## First Aid Arrangements

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective the school will:

- appoint and train a suitable number of qualified first aid personnel to ensure that there will be at least one qualified first aider at the school.
- put in place contingency plans so that first aid cover is still provided if one qualified first aider is absent or accompanying a trip.
- display first aid notices with details of first aid provision.
- provide and maintain suitable and sufficient first aid facilities including first aid boxes.
- provide any additional first aid training that may be required to deal with specific first aid hazards.
- provide employees with information about the particular hazards in the subjects that they teach or the activities they supervise and provide appropriate training and access to first aid kits

- provide information to all employees about the medical condition of students such as diabetes, epilepsy, asthma, and severe allergies, the trigger signs to look for and the detail of the action to be taken. Training will be provided where required to administer medication.

This policy should be read in conjunction with the National Guidance on First Aid for Schools to ensure that independent regulatory requirements for first aid are met.

### First Aiders

A First Aider is a person who has been trained and has a valid certificate in either first aid at work or emergency first aid at work.

First Aiders training will be refreshed every three years. First aiders should follow the guidelines given on their training course.

### Additional First Aid Provision

A qualified first aider must be available at all times whilst people are present on school premises during school hours. Adequate first aid provision for out of hours activities and school visits is provided. This assessment of need should be reviewed at least annually.

### First Aid Boxes

All schools should have sufficient first aid supplies including a minimum of one first aid kit, clearly marked, readily accessible and its location known by all employees and students.

Additional kits may be needed for high risk areas and off-site visits.

First aid containers are available within specific curriculum areas where an increased risk exists. i.e. Design and Technology workshops.

Travel first aid kits should be kept in school vehicles.

First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. There is guidance on recommended contents for First Aid kits available. Named first aiders are responsible for checking the boxes at the start of each half term so that stock can be ordered and out of date items replaced and disposed of. Out of date items should be replaced and disposed of as quickly as possible. Items should be replaced as stock is used.

When completing the accident form, staff are required to write down which first aid items from a first aid box were used.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid arrangements must also be in place where used by the community out of 'normal' hours; arrangements must be in place to ensure a first aid kit is available to persons who may require its use.

### First Aid Rooms

The Education (School Premises) Regulations 1999 require that every school have suitable medical facilities that can be used for medical examination and treatment when required. It need not be used solely for medical purposes. This room for the short term care of the sick and injured should be equipped with a sink, be reasonably near a WC and allow a person to lie down quietly in private.

The school has a designated first aid room. Consideration should be given to any fabrics or soft furnishings in first aid rooms that may increase the risk of infection from blood or bodily fluids. Where duvets, pillowcases and blankets are used in medical rooms, a cleaning schedule is in place and clear procedure of action is highlighted to be taken in the event of a spillage. This forms part of the risk assessment for the management of infection.

### Emergency Treatment

If emergency assistance is required then a First Aider, or the senior member of staff on the scene, will telephone the emergency services giving the following details:

- Location of casualty.
- Nature of injury/illness.
- Nature of assistance required.
- The name and telephone number of the caller.

### Out of school visits/trips

When going out of school on any visit staff must ensure they have a mobile phone and the school telephone number. All staff are trained in basic life support in the event of an accident on an out-of-school trip. As soon as it is safe and possible staff must alert the school of the accident and what actions have been taken. A member of the SLT will then contact the parents of pupils involved and advise them of the situation, and any action required by them.

### Treatment at Accident and Emergency

When a person is deemed to require treatment beyond the protocols of the designated First Aider the person will be advised that they need to go to Accident and Emergency (A&E). In this instance, the next of kin will be notified and be expected to attend A&E as a matter of urgency.

Where a specific procedure is required, the First Aider **cannot** authorize any treatment; this **must** come from the parent/carer.

### Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood-borne viruses, and illnesses involving diarrhoea and vomiting, such as norovirus.

A spillage kit has been provided, available in the first aid room, to deal with blood and body fluid spillages. The Principal will allocate a person responsible for checking and replenishing the kit regularly. COSHH assessments have been created for any hazardous chemicals used in spill cleaning, and staff trained in accordance with these assessments. Copies of COSHH assessments are available on Safety Cloud, and key locations in school, and will be subject to regular review.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area. Protective clothing should be worn when dealing with the spillage such as gloves and aprons. Goggles should be worn if there is a risk of splashing.

A separate *Spillage Procedure* is available, indicating how different spillages should be cleaned. NB this procedure is not applicable to cleaning after confirmed cases of COVID-19 - refer to the latest risk assessment and Government guidance.

### Infection Control

School employees and students are from time to time at risk of infection or of spreading infection. Where a specific risk is identified a risk assessment will be completed. The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures. Please see additional section on "Dealing with Unprecedented Situations".

A colour coding system is in place, to distinguish cleaning equipment designated for different locations/circumstances.

### Employee Illness and Reporting

Employees should notify their Line Manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB, COVID19)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella

The Line Manager will need to discuss with the individual suitable controls and support. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Employees should report diseases, including Leptospirosis, Hepatitis, TB, and Tetanus, which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

### Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

### Indemnity

Existing Employers Liability and Public Liability insurance will indemnify qualified First Aiders if they are acting as first aiders on behalf of the School. This insurance protection is subject to normal Policy terms, exceptions and conditions.

## Supporting Students with Medical Needs

The School's policy is to support students to attend school who have a medical condition. The school will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at school. The school will also put in place procedures to deal with emergency medical needs.

The school will establish procedures to ensure that all concerned; employees, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by employees and it will only be done where the procedures are agreed by all parties and are subsequently followed in line with the medical agreement.

### Epilepsy

Parents must be notified if a student has a seizure while in school. It is important that employees are aware of students who have epilepsy but also that students take a full and active part in the life of the school. Parental consent must be obtained for a child who has epilepsy to go swimming and that child must be allocated a helper who is able to swim, life save and carry out resuscitation procedures. If a child has seizures, the school should discuss activities with parents and undertake a risk assessment. It may be determined that activities such as use of high-level equipment in gym classes is not suitable.

### Diabetes

It is important that students suffering from diabetes are identified and if a student becomes comatose it is essential to get help immediately. All medication will be stored correctly and administered by the child. In some situations such as in an emergency or where it has been arranged with the students parent or guardian, medication is to be administered by trained employees only.

### Head Lice

In the event of a child being identified as having head lice, in accordance with DfE guidance there is no need for them to be sent home or remain off

school. Letters will be sent out notifying other parents of cases and practical advice will be provided to individual parents on a case by case basis on effective home treatment.

### **Administering Medicines**

No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.

If in doubt about any procedure, employees should not administer the medicines but check with the parents or a health professional before taking further action. If employees have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

### **Self-Management**

All medication is administered for students in years up to and including Year 6. It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of a parent / carer. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Where children have been prescribed medicines, employees need to be aware that these should be kept safe and secure. However children could access them for self-medication if it is agreed that it is appropriate. Children should know where their medicines are at all times and be able to access them immediately. Where relevant they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be readily available to children and not locked away.

### **Refusing Medicines**

If a child refuses to take medicine, employees should not force them to do so, but should note this

in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

### **Educational Visits**

The school will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines, e.g. adrenaline pens and asthma inhalers, will also need to be taken into consideration. Employees supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

### **Sporting Activities**

Any restrictions on a child's ability to participate in PE will be identified and a health care plan produced for the student. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Employees supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **Transport - school trips**

Where students have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations. All drivers and escorts should have basic first aid training. Additionally trained escorts may be required to support some students with complex medical needs. These can be healthcare professionals or escorts trained by them.



Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

### Non Prescription Medication

It is strongly recommended that non-prescription medication is not administered by schools. This includes paracetamol and homeopathic medicines.

Staff may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.**

Where individual schools have decided to administer non-prescription medicines, specific written permission must be obtained from parents/carers and the administration documented. If a student suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. Only prescribed medication will be administered to students in EYFS up to Year 6.

### Alcohol and Drugs

Consumption of alcohol is not permitted on the school premises with the exception of social events which are held outside of normal school hours.

This policy will apply on the school premises and beyond whenever students are within the care of school staff; including school trips and educational visits.

Staff must not be under the influence of alcohol or non-medically prescribed drugs that may have an adverse effect on safety. Staff members who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their Manager immediately.

The School expressly prohibits the use of any illegal drugs or prescription drugs that have not been prescribed for the user. It may be a criminal offence to be in possession of, use or distribute an illicit substance. If such incidents take place or are suspected to have taken place on School premises, in School vehicles, at a School event or which may bring the School into disrepute, this will be investigated and guidance related to misconduct will be sought leading to potential disciplinary action. Incidents may be reported to the Police.

If you suspect that another employee may be under the influence of drugs or alcohol, or involved with any suspicious activity at work - you should make your suspicions known to your line manager. If the person you suspect is your line manager, then you should alert the next level of management or the Principal.

Any employees thought to be under the influence of alcohol or drugs will be removed from the premises and may face disciplinary action.

If you are concerned about your levels of alcohol consumption, or you are taking non-prescribed or illegal drugs we can look at providing a confidential advice service through a third party or allow time off to attend sessions in relation to your issues where necessary. Please speak to your line manager in confidence to look at options.

### Asbestos

To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos the School will:

- Find out if there is asbestos present in buildings, the amount and condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Assess the risk from the material;
- Prepare and keep up to date records of the location and condition of the asbestos containing materials;
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

**No installation, maintenance or repair work will be undertaken until it has been established that Asbestos materials are not present.**

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos he/she will adopt the following procedure:

- Cease work immediately.
- Identify the material found to their Manager.
- Under no circumstances attempt to remove the material.

Once the above procedures have been executed, management will seek professional advice as to

whether the material may contain asbestos and/or consult their asbestos register. If further suspicion remains, work will not resume in the area until a survey has been conducted by a qualified asbestos surveyor and the area is deemed safe to continue work. Removal of asbestos will always be undertaken following the relevant HSE guidance.

## Consultation with Employees

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the school to promote a culture whereby employees are encouraged to bring to the attention of their Manager and ultimately the Director(s) any issues relating to safety. Should employees wish to form a safety committee this would be facilitated.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. All employees will have access to read this and other policies via the Safety Cloud website and can raise concerns at any time with their Manager.

## Dealing with Unprecedented Situations such as Pandemics – e.g. COVID-19

Where unprecedented situations arise, the school will act in the following manner:

1. Follow Government guidance wherever practicable.
2. Undertake a risk assessment for example where operating during COVID-19 and review as necessary. This should cover all school activities.
3. Undertake audits where appropriate to check on compliance with the risk assessment.
4. Where staff return to work following periods of sickness screen them.
5. Provide suitable information for home workers, support staff and teaching staff.
6. Provide suitable information in key areas (for example welfare areas and reception) about infection control and social distancing.
7. Provide adequate information and instruction for staff for example in the format of posters and e-learning.

8. Provide information (to our staff, students and visitors) by displaying the Staying COVID-19 Secure in 2020 poster at our site. This poster will be displayed in a prominent place.
9. Provide suitable equipment to enable us to continue to operate for example appropriate cleaning equipment and PPE.
10. Review the efficacy of control measures in line with new guidance issued by the Government or other reliable sources such as the World Health Organisation.

## Design and Technology (DT)

All equipment in use in DT will be subject to routine maintenance. This will range from ensuring that hand tools are maintained with sharp cutting edges to ensuring machine tools are correctly lubricated and maintained in good order.

Only competent persons will undertake maintenance of gas or electrical equipment. Where covers or guards are removed from machines or other equipment, to allow maintenance or repair, then the equipment will be isolated from the power supply through the use of interlocking switches or by unplugging from the socket.

Wood dust must be collected by a vacuum fitted with an industrial filter, rather than by dry sweeping. When using machinery liable to produce wood dust, appropriate RPE must be worn. This will be identified in the relevant risk assessments.

Electrical cables should be visually checked before equipment is used, and the operation of all switches should also be checked and recorded on a pre-use form.

Further guidance can be found in CLEAPSS G254 "Health and Safety Maintenance of D&T Workshop Equipment"

## Display Screen Equipment

The school will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training and/or instruction regarding ergonomics



and safe working practices provided by the SafetyCloud e-learning module.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment.

## Driving on School Business

The school is committed to reducing the risks to its employees, students, parents and others when driving or being driven in a school vehicle or own car.

Driving is restricted to employees with a valid current driving licence for the category of vehicle to be driven. Validity of employee driving licences will be checked by the School on a periodic basis.

A clear system should be in place for all to be able to check that the legal requirements are being met. The school has considered controls needed for school owned buses and vehicles.

A risk assessment has been carried out for the movement of traffic in and around school premises, taking into consideration the vehicle, employees, parental vehicle/taxis and pedestrian movements. All employees and parents/taxis should be made aware of the procedure for drop off and pick up at or outside school premises.

Any collisions that occur involving the school vehicles or other vehicles carrying employees or students as part of the school day should be reported to the School and reported as an accident on Safety Cloud.

We will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure drivers are competent and fit to drive
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- all school vehicle drivers have access to the Vehicles and Driving Policy
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving

- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- if required, produce an individual travel plan for a student with SEN/disability in conjunction with the SENCo
- require drivers to annually submit copies of their current driving licence
- provide adequate insurance for the vehicle, the driver, occupants and third parties
- maintain them to the required legal standard and ensure suitable for their purpose (including all legal testing and certification, and weekly condition checks)
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle

## Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Principal of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability to drive safely
- any accidents or incidents that occurred whilst driving on behalf of the school

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not be under the influence of drugs that may affect their ability to drive
- have had an eye test in the last 2 years and be using any corrective appliance required by an optician



- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke, eat or drink
- Not use a mobile phone whilst driving under any circumstance - the vehicle must be parked and stopped and engine turned off before using a mobile phone
- If mobile phones are being used for satellite navigation they must be placed in a suitable cradle
- Ensure passengers are wearing appropriately- adjusted seat belts or restraints
- Ensure any required child restraints and booster seats are fitted/adjusted correctly
- Child locks are activated (under no circumstances should a pupil sit next to a door which does not have a child lock activated unless an individual risk assessment has been carried out and approved by the SBM)
- Follow the Vehicle and Driving policy regarding breakdown situations
- Clean and check vehicles at the end of the journey
- Return keys to the cupboard in the main school office

## Educational Visits

The School recognises the increased risk of off-site educational visits but believe these trips to be an important part of the educational process. Off-site educational trips will be fully risk assessed prior to the event. If the visit is to an unfamiliar location a pre-trip site inspection will be conducted.

The assessment will take into account guidance set out in the Government document Health and Safety of Students on Educational Visits.

Refer to the *Off-Site Activities and Visits Policy* for more information.

## Electrical Safety

We will comply with the Electricity at Work Regulations 1989, with regard to electric shock, socket outlets and plug tops, switches, conduits and cables etc.

To ensure this objective the school will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test by a competent person all portable and transportable equipment within the school regularly to ensure safety
- inspect and test second-hand electrical equipment donated, lent to, or borrowed by, the school
- ensure that all portable electrical appliances that are brought onto school premises that are not new are inspected/tested before being taken into use. (Note: new electrical equipment does not require testing)
- promote and implement a safe system of work for maintenance, inspection and testing
- prohibit live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain an asset register of electrical appliances and up to date test and inspection records.

## Employees at Special Risk

We recognise that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. All employees must advise their Manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunities employer we would ensure that we make reasonable adjustments of our employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

## Environmental

It is the policy of the school to help protect the environment in which we operate. The management

will seek, so far as is reasonably practicable, to minimise the school's effects on the environment by:

- Taking environmental issues into account when planning and conducting business activities.
- Complying with regulatory requirements and working with regulatory bodies.
- Providing environmentally-friendly products where possible and informing customers and suppliers of our policy and aims.
- Seeking to control and reduce energy consumption, water usage, waste, noise, dust, light emissions and traffic movement.
- Seeking to continually improve the school's performance in the above areas.

## Emergency Closure

From time to time circumstances arise which could lead to the emergency closure of the school. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, disruption of fuel, power or water supplies. The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days. Parents/guardians will be advised via the website and social media, and through standard advice in the school handbook, that there may be occasions when emergencies make it necessary for students to be sent home prematurely and that in these circumstances parents/guardians should have advised their children of where they should go.

Decisions as to the actions that will be taken will normally be made by the Principal in conjunction with the School Business Manager and consultation with the senior teaching staff.

## Emergency Evacuation Procedure

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees should stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees should then assemble at the designated assembly point.

A fire drill will be undertaken each term. Advance notice of this will be given to limited personnel only.

The school does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so by trained employees.

Immediate evacuation of the building must take place as soon as the evacuation signal is given. All

occupants should report to the predetermined assembly point.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

## Evacuation during examinations

A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other students. Silence is maintained. Examination guidance is followed.

## Emergency, Critical Incident, Lockout and Lock-down procedures

The school has drawn up and put in place a separate policy and procedures to cover for the management of serious incidents, and it is of utmost importance that employees familiarise themselves with these procedures. Employees must be able to clearly differentiate between the following categories in order to action the correct procedure:

**Emergency:** A situation that requires immediate action such as evacuation or attendance of emergency services. This could be a fire, death or serious injury.

**Critical Incident:** Broadly defined as a traumatic event, real or imagined, or threat of such, that could seriously affect the welfare of individuals within an organisation or cause disruption to an organisation.

**Lock Down:** The procedure used to preserve the security of the School, and the safety of its personnel, in the event of threat of harm from inside or outside the School grounds.

The aim of these policies and procedures is to minimise the impact and trauma of any incident affecting School personnel, and to facilitate the return to normal School operation as soon as possible.

## Fire Safety

We will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.



Premises are equipped with appropriate fire fighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

Arrangements are to be in place to ensure that all fire fighting equipment is regularly maintained. Suitable records of such maintenance should be kept.

Managers are responsible for checking fire safety hardware during monthly site safety audits.

We have an emergency plan to follow in the event of fire or sounding of the alarm.

Managers are responsible for giving new employees a basic fire safety induction, covering the risk of fire; control measures in place to protect them; and location of the fire assembly point. Further training on fire awareness will be provided for employees via the fire awareness e-learning module on Safety Cloud.

See the *Fire Safety* policy for more information.

## Gas Safety

Gas boilers and all associated flues and fittings are subject to an annual service by a GAS SAFE registered engineer. A suitable report shall be maintained following such works.

Employees are not permitted to interfere with gas supplies or associated attachments under any circumstance.

## Gas Emergencies

Where a leak is identified within a workshop, or laboratory, the supply should be immediately isolated and the School Business Manager informed. Unless the leak cannot be isolated, there should be no need for an evacuation.

If a gas leak is suspected in any other area of the school this should be immediately communicated to the main school office, who should then inform the School Business Manager who will liaise with a member of the Senior Management Team.

In the event of a suspected gas leak:

1. Call 24 hour gas emergency service on 0800 111 999

2. Evacuate the buildings and move the students and majority of the employees to a distance of at least 250 metres away. Nominate some employees to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.

3. If it is safe to do so:

- Put out naked flames
- Open doors and windows
- Turn off the gas supply

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

4. If the general public in the neighbourhood are at risk contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## Glazing

Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed. Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

A glazing survey and risk assessment has been undertaken to ensure compliance with the Health and Safety Welfare Regulations 1992 and EN12600/BS6206. This risk assessment will be reviewed on a regular basis.

## Hazardous Substances

The school will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

All employees exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions. Personal protective equipment appropriate to the hazardous substance will be provided and supervisors will ensure usage on a day to day basis.

Employees required to use certain substances/chemicals will be required to comply with the following procedures:

- To use substances/chemicals in accordance with the manufacturer's instructions. If in doubt, they should check before use with a senior member of staff.

- To use protective clothing, footwear, gloves, masks and/or eye protection as appropriate.
- To clean any spillage or soiling of such substances in an appropriate manner.
- To report any accidents, incidents or injuries to a senior member of staff.

## Health Surveillance

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments.

## Housekeeping

The school will ensure that standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair so as to reduce the health and safety risk to employees, students and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all employees to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and walking areas and exits must be kept clear and free from obstructions at all times
- If water is spilled on the floor it should be wiped immediately to avoid slipping
- Trailing cables should not be left in any walking area
- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area

Any concerns regarding cleanliness and hygiene should be reported to the School Business Manager.

## Inclement Weather

The following key points could all have different implications to the operation of the school, the safety of the students and employees.

- Risks of slips on icy surfaces
- Traffic conditions hindering employees and students getting to school
- Road traffic accident that involves employees or students
- Temperature problems due to heating failure or similar
- Equipment failure due to low temperatures e.g. water supply frozen

The school must carry out risk assessments for how these (and other) issues may affect persons and create a written Contingency Plan to cover the eventualities. Once the assessment has been carried out then the plan can be written.

## Information, Instruction, Training and Supervision

The School will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

An employee health and safety handbook is available on Safety Cloud and contains important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they should follow in order to remain safe.

Written records of training will be maintained, with all new starters given induction training relevant to their duties. Training will include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures, if it is agreed as part of an employee's training and development plan or to inform employees of a specific health and safety concern. Any training and development needs should be reported to the relevant Manager.

Employees have personal logins to Safety Cloud which enables them to view risk assessments relevant to their work and are instructed on any reviews that are relevant to their work area.

Note to employees: If you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be taken.

## Legionella

Legionnaires' disease is a potentially fatal form of pneumonia that causes flu-like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria.

The School is committed to managing the risks associated with legionella to comply with the terms of ACoP L8. The School has completed a Legionella risk assessment and has a management system in place to control the risk.

This includes water temperature checks, flushing of showers and the regular cleaning of shower heads and tanks. Records of checks are held on site.

#### Hot water

Risk assessments will be made to assess the risk of scalding from hot water supplies including showers, taps and radiators. Where practically possible, thermostatic mixing valves (TMVs) will be fitted to reduce any risk of scalding particularly in showering facilities where there is a risk of full body scalding. At no outlet should hot water exceed 43°C (unless a risk assessment specifies otherwise).

### Lifting Equipment

Lifting equipment is maintained in accordance with manufacturer's recommendations. It receives periodic servicing and thorough examinations in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Employees are only permitted to use the lifting equipment where they have been trained and authorised to use it by the school. Refresher training is provided if deemed necessary after observation of poor practices.

### Lone Working

Lone working should only be undertaken if absolutely necessary. Prior to working alone it is school policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication.

If employees are working alone on site, or after normal working hours, they must:

- If a staff member is in an isolated room within the school it is their responsibility to advise other members of staff of where they are and what time they intend to leave.
- Ensure that regular communication is maintained throughout the day with other members of staff.
- If you are working within an isolated area you must have provisions in place to be able to summon assistance or raise an alarm.
- You should sign out/ sign in when leaving or returning to school.
- Ensure other staff members are made aware of where you are going, how long you will be gone and what your approximate time of return may be.

- Ensure you have a means of communication with you at all times whilst offsite.
- Make an assessment of all the risks before working alone.
- Ensure you have a plan for a reduction of risks if you are going to work alone.
- Take precautions to ensure their own safety.
- Ensure you are fully conversant with the Health and Safety Policy regarding risk assessment and removal and/or reduction.
- After hours, ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them.
- Phone the Police if they are suspicious about someone attempting to enter the building.

**Persons working alone must not enter any confined space or undertake hazardous tasks.**

### Liquid Petroleum Gas (LPG)

There is currently no use of LPG on site. If LPG is to be stored, it shall be done so in accordance with the LPG Association Code of Practice no. 7. LPG cylinders will be stored externally in a compound/cage, away from combustibles, vehicle movements, open drains, openings to buildings and in a well ventilated area.

### Managing Contractors

The competency of contractors is checked before services are engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.

Prior to appointment, contractors undertaking high risk works (e.g. work at height, steel erection, demolition) will be requested to provide a risk assessment and method statement for any work they intend to undertake at the premises. This should include information on:

- Hazards involved in the work.
- Assessment of the risks arising from the hazards identified.
- How the risks will be controlled.

It is the responsibility of the supervisor to ensure that work is carried out in accordance with the method statement.



Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The school will undertake regular checks on the contractor's mode of operation and stop any work suspected to pose a risk to either our employees or the contractor.

## Manual Handling and Lifting

The school will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible we are committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling.
- Understanding of how to assess the risks posed by manual handling.
- How to use any mechanical aids provided.

### Precautions:

Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## Monitoring and Inspection

We will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Southalls will undertake six-monthly site safety audits dependent upon the assessed risk at each site.

Responsibility for carrying out monthly Health and Safety inspections will be delegated to the designated Manager. The Manager will conduct this check on the Safety Cloud system and should report findings of the inspections to the Principal, as required. The Manager or other senior members of the management team will also do occasional health and safety spot checks.

This policy will be reviewed to reflect changes in best practice guidance, techniques and legislation as required and as a minimum once every two years.

## New and Expectant Mothers

Once the school has been informed in writing that an employee is pregnant, a risk assessment will be carried out. The risk assessment will take into account the type of work normally undertaken and also the working environment. Pregnant workers and nursing mothers will not be allowed to come into contact with hazardous substances or processes that could affect the health of the child.

Job roles will be adjusted where the risk to the pregnant worker or nursing mother is considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- Reduced shifts are provided on demand.
- The employee is offered warm protective clothing if working in cold environments.
- COSHH assessments will be reviewed to assess impact of working with hazardous chemicals.

If all control measures that are reasonably practicable have been taken and a risk still exists to an expectant or new mother then a hierarchy of steps will be followed:

### Step 1.

temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so or would not avoid the risk:

### Step 2.

offer her suitable alternative work if any is available, or if this is not feasible you must:

**Step 3.**

suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

If a student enrolled at the school becomes pregnant the school will ensure that a risk assessment is carried out to take into account the type of activities normally undertaken by the student, and to manage risk.

**Noise**

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80 dBA or 85 dBA) a noise assessment will be undertaken and any necessary protective measures put in place to reduce the risk of hearing damage such as:

- Providing hearing protection for those at risk and hearing protection zones defined with signage.
- Instructing workers in the risks of noise exposure, the controls in place, hearing protection provided and safe working practices.
- Providing health surveillance (hearing checks) for those at risk with results used to review controls and further protect individuals.
- Reviewing arrangements for the control of workplace noise whenever there is a substantial change in work practice, equipment or exposure e.g. purchase of new machinery, relocation of machinery, increased use of machinery etc.

**Personal Protective Equipment (PPE)**

PPE includes safety equipment such as protective footwear, gloves, high visibility vests/jackets and hard hats. The school acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the school will:

- Assess the risks and the PPE to be issued to ensure it is suitable.
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.

- Give training and instruction to personnel on its use and how to look after it.
- Monitor use and condition of PPE.

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees sign a record of issue upon receipt of their PPE. All PPE is provided free of charge.

PPE, including eye protection, will be issued to students for use in Design and Technology and Science. This will be issued following risk assessment and CLEAPSS guidance on use, storage and cleaning of the equipment.

**Personal Security**

It is not practical to restrict access to the site.

Visitors should report to the reception. All visitors are required to sign into the visitors book upon arrival at the school and must be wearing a clearly visible badge and be accompanied by an employee at all times.

Unwelcome visitors may at times enter the site, and employees should be alert to this possibility, and should be observant. Un-recognised individuals should be approached in a courteous manner and escorted to their destination where they should be passed on to the appropriate employee. Employees should escort those who appear to have no genuine reason for being on site to the School Office.

If an employee witnesses a theft or other law-breaking activity they should immediately dial 999 and inform the police.

**Provision and Use of Work Equipment**

It is the school policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. We will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. New or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

All workers will be provided with adequate information and training to enable them to use work equipment specific to their job role safely. The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment they use is in a good and safe condition. Any device or equipment that is defective must be reported to the Manager.

No device or equipment should be used outside of the manufacturer's guidance. Employees are prohibited from using any device or piece of equipment for any purpose other than its intended purpose.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The School Business Manager shall be the point of reference for queries regarding equipment maintenance and testing. It is the responsibility of the delegated Managers, i.e. Science and DT Heads of Departments to ensure that appropriate servicing/maintenance of equipment is carried out, to record the maintenance checks and inform the School Business Manager of the findings.

## Machinery and Powered tools

Use of machinery and powered tools is included in risk assessments.

It is School policy that all relevant employees and students working in the woodworking room will be trained in the safe operation of the equipment and employees and students are required to use all work equipment correctly, in accordance with their training, and the manufacturer's recommendations. All students will be supervised whilst using woodworking equipment.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

Employees and students must NEVER:

- (a) Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- (b) Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- (c) Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

## Play and Sports Equipment

Play and sports equipment is routinely visually checked for damage, wear and tear. A thorough visual check is undertaken and recorded on a termly basis. Employees are responsible for informing the School Business Manager if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

## Pressure Systems

All boilers and pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems e.g. coffee machines or air compressors in accordance with the insurance schedule and relevant regulations.

Written schemes of examination and records of inspection shall be maintained.

The school will provide sufficient information, instruction and training to all those involved in the operation of pressure systems.

## Safety Signs

Where required, suitable and sufficient safety signs shall be posted in accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996. Signs will be positioned to provide a suitable warning of the work activity being undertaken.

All safety signs shall be maintained in a clean and clearly visible condition.

Safety signs shall be removed when they are no longer required.

## School Laboratories

It is recognised that water in school laboratories is classed as non-domestic. As high risk contaminants are likely to be present in a school laboratory, the distribution system supplying water to laboratories must be separated by appropriate backflow protection from that supplying water for domestic purposes. You must ensure that the air gap between tap and the spill-over level of the sink, bowl or



receptacle below it is maintained, and not defeated by hose attachments.

Chemical stores should be kept in a good state of tidiness, and excessive levels of stock should be avoided. All bottles should be labelled with the use and name of chemical, and appropriate hazard symbols(s). Spill containment measures should be employed including the use of plastic trays and absorbent material e.g. cat litter. Ensure that flammable chemicals are separated from corrosives.

All laboratories, stores and preparation rooms should be securely locked when not in use to prevent unauthorised student or visitor access.

Adequate eye washing facilities should be provided within laboratories; this should be in the form of a length of rubber tubing which is stored in a sealed, clear and clean plastic bag, labelled "eye wash" and kept near a suitable sink and tap. (Do not leave connected due to possibility of contamination and back-wash). Eyes should be irrigated for 10 minutes in the event of chemical exposure.

Student coats and bags should be placed where they cannot pose a tripping hazard. They should not be placed on the floor and coats should not be placed over chair backs where they can be damaged by chemicals.

Arrangements will be in place to ensure that there is suitable ventilation within the science room. Extractor fans should be installed enabling there to be 2-5 air changes per hour; 24 hours a day, 365 days a year.

The science room has a clearly identifiable electrical cut off switch.

## Site Traffic Management

One of the most common causes of fatalities and serious injuries at work involve the operation of vehicles, including lorries and coaches.

The main problems include collisions with pedestrians and between vehicles; reversing of vehicles; falls from vehicles and overloading and overturning of vehicles.

The school will take all reasonable steps to segregate the risk of vehicle – pedestrian collision. Control measures in place are detailed in the 'workplace transport' risk assessment.

Drivers are aware of pedestrian presence on site and this is reinforced through the employee health and safety handbook.

## Smoking

Smoking is not permitted anywhere inside school buildings or vehicles.

## Stress and Bullying

The Health and Safety Executive defines stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The School recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The School ensures all managers and supervisory staff are trained in good management practices and employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the School and students can report bullying and other matters of concern. The School can also, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

## Vibration

The use of certain hand held tools used by company employees pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by using vibrating tools for a limited period of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g. white finger).

## Working at Height

The Work at Height Regulations 2005 require:

- Work at height to be avoided as far as reasonably practicable.
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury.
- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall.

Employees are responsible for using work equipment provided for working at height in the correct manner and to report any safety hazard,

fault or deficiency in the equipment promptly to their Supervisor.

### Working at Height - (Ladders / Step Ladders)

All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for employees to follow within the employee safety handbook. Aeroplane style steps with upper guard-rails and handrails or A-frame ladders are always used in preference to single section ladders.

Ladders and stepladders should be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded on Safety Cloud. Defective ladders are labelled and removed from use.

### Working at Height - (Fragile Roofs and Roof Work)

A fragile roof is one that does not safely support the weight of a person and any load they may carry. Personnel are not permitted to access any roof without the express permission from the site manager. Permission will only be granted where the individual(s) are properly trained and the work has been thoroughly planned with the implementation of an appropriate risk assessment.

Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken.

The risk assessment and method statement shall be signed by the competent person and communicated to all those involved in the roof access/work. A permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

Fragile roofing is signed throughout the site.

### Working at Height - (Scaffolds and Platforms)

Fixed scaffolding (where applicable) must not be altered by anyone other than a competent site scaffolder. If alterations are required the Project Manager/Site Agent or Supervisor must be notified and a new scaffold safety certificate issued if necessary.

Trestles and Batten, Tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

### Working Hours

The school complies with the EU Working Time Directive by keeping a record of hours worked by our employees.

### Workplace Facilities and Welfare

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the school is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

### Workplace Stress

The Health and Safety Executive defines stress as **the adverse reaction people have to excessive pressure or other types of demand placed on them.**

The school recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The hazard of workplace stress has been included within the school risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The school ensures that employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the workplace and the school can, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

### Young Workers

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of

work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Induction training is provided, and clear instructions on the tasks young people should not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.