CATERHAM PREPARATORY SCHOOL

HEALTH & SAFETY POLICY PART C
ARRANGEMENTS
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RISK ASSESSMENT

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

Assessment take into account risks faced by all employees, particular employees and other persons who may be affected by work activities: for instance, the employer is required to take account of risks to employees who are new or expectant mothers; and pupils and employees with known and significant health problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety.

The Management Regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire risk is the main matter to be considered. Other risks include bomb threats, inadvertent mixing of chemicals used for swimming pools and gas leaks. All procedures should be regularly practised.

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

Heads of departments, line managers and supervisors are responsible for assessment and for producing written risk assessments. Adequate training in Risk Assessment will be provided to those staff expected to carry out these assessments. Heads of departments, etc. will review risk assessments and carry out an inspection of their own areas of responsibility at least annually. The written record of this work will be kept in the department and a copy stored in the appropriate file on the shared area.
RISK ASSESSMENT

<table>
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ACCESS EQUIPMENT and WORK AT HEIGHT REGULATIONS 2005

Introduction

These Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. There are now no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control (for example the bursar who may contract others to work at height, such as window cleaners). The Regulations do not apply to the provision of instruction or leadership in caving or climbing by way of sport, recreation, team building, or similar activities.

Requirements

The Regulations require duty holders to ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled;
- equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height wherever possible;
- use work equipment or other measures to prevent falls where working at height cannot be avoided;
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

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

Operational information is summarised in the following sections:

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

Employers follow current good practice for work at height and comply with the Regulations. The school has risk assessments already in place for work at height activities, reviewed annually. Duty holders must make sure that all work at height is planned, organised and carried out by competent persons and that the hierarchy for managing risk for work at height is being followed. Duty holders must also ensure that the most appropriate work equipment is to be used and that collective measures to prevent falls (such as guardrails and working platforms) are in place before measures which may only mitigate the distance and consequences of a fall (such as nets), or which may only provide personal protection from a fall.

All fragile roofs must be hazard signed.

Window cleaning

The Health and Safety Executive (HSE) has produced guidance leaflets INDG401 Working at height and INDG455 Safe use of ladders and step ladders.

- These publications are used to evaluate the safety of window cleaning operations carried out by our staff and contractors
- The school ensure that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

Roof safety systems

A latchway cable system is installed on the sports centre for work restraint and for fall arrest as an alternative to provision of edge protection. Eyebolts are installed for work positioning in conjunction with fall arrest systems for window cleaning.

- All systems are examined every 12 months. Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be substandard.
- Fall protection equipment (FPE) is supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more than 5 years.
- Training is provided for all employees who need access to the roof etc. Individuals are not allowed to use these safety systems unless they have received appropriate training. Contactors must provide a method statement with risk assessment and proof of training before commencing work.
- The school has the following items of FPE:
2 x Screwgate Karabiner
2 x Full Body Harnesses
2 x Energy absorbing Lanyards
Plus additional equipment as supplied for specific installations

- FPE is visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.

- Contractors are responsible for provision of the own full body harness and lanyards.

Ladders and mobile elevating work platforms (MEWP)

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

Ladders (including step ladders)

- The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:
  
  - the work can be reached without stretching;
  - the ladder can be secured to prevent slipping;
  - a good handhold is available (unless, in the case of a step ladder and when carrying a load, the maintenance of a handhold is not practicable).

- Timber and aluminium ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 or BS 1129 Class 1 – heavy duty. Class 3 ladders are intended for domestic use only and are not recommended for use at work.

- Ladders must be in good condition. There must be a visual inspection before each use, which involves checking that:
  
  - the stiles are not damaged, buckled or warped;
  - no rungs are cracked or missing;
  - safety feet or other safety devices are not missing.

  Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).

- Ladders (not step ladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access they must extend approximately one metre above the access platform, unless some other adequate handhold is available.
• Ladders must only be used on a firm, level surface they must rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling; if a ladder cannot be secured by a physical fixture, then a second person must foot the ladder during use.

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

Mobile Elevating Work Platforms (MEWPs)

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

• MEWPs must be maintained in accordance with the manufacturers’ instructions and thoroughly examined at six monthly intervals by a competent person. Records of regular maintenance and thorough examination must be retained.

General access scaffolding

This is used primarily on work under the control of ‘main’ contractors but some may be used via direct contracts placed by the school. Where the latter is the case scaffold contract companies must provide written detailed evidence of their competence.

• Scaffolding must be inspected by a competent person:
  • before it is put into use;
  • at seven day intervals until it is dismantled;
  • after bad or excessively dry weather or high winds or another event likely to have effected its strength or stability;
  • after any substantial additions or other alterations.

A written report must be prepared by the competent person. The report must utilise the format laid down in the Construction (Health, Safety and Welfare) Regulations 1996. The report will normally be written out at the time of the inspection but must be provided within twenty-four hours.

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

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

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

In the event that a scaffolding fails inspection this must be verbally reported to the person
responsible for placing the original contracts as soon possible by the person carrying out the inspection. The necessary remedial action must be carried out by scaffolding company and a re-inspection carried out by the competent person before the scaffolding can be put back into use.

Where scaffolding is erected in an area accessible generally to pupils, employees or the general public the following should apply:

- equipment and materials stored on the scaffold must be kept to a minimum;
- physical barriers will be used to prevent from walking under or near the scaffold;
- all ladders at ground level will be removed when scaffolding is left unattended.

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

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

  Inspections are required:
  - Before first use;
  - After substantial alterations;
  - After any event likely to have affected it stability;
  - If the tower remains erected in the same place for more than seven days. Any faults should be put right before further use.
- The area around the base of the tower needs to risk assessed and if necessary designated hardhat area.
- Only the minimum amount of equipment and materials may be stored/used on the working platform.

- Barriers must be erected at ground level to prevent people walking into the tower.
- If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.
**ACCIDENT RECORDS AND NOTIFICATION Inc. RIDDOR**

The Online reporting system for accidents (and near misses) is used and accessible on Caterham School Helpdesk. This is data protection friendly (the statutory version is ISBN 0 7176 2603 2) and available for recording the details of all injuries (and near misses) which occur at work. An entry must be completed as soon as possible after any accident occurs.

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](image-url)
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 manager as soon as possible. It must be recorded through the online form.

The details that must be recorded in the accident report 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 Estates 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.

To report an accident you must go onto the school help desk. This must be used to report all accidents and near misses and is monitored by the Estates Bursar, Health Centre Manager and Deputy Heads of each School.

The Estates 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 Estates 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.
ASBESTOS
Introduction

Many of the people now dying from asbestos-related diseases worked as building tradesmen, such as carpenters, electricians and plumbers, and it is thought that their repeated low level exposures to asbestos fibres have lead to these diseases. Asbestos containing materials (ACMs) were very commonly used in buildings until the 1980s and may have been used in some buildings up to 1999. Many premises still contain asbestos so tradesmen, maintenance workers, computer and cable installers etc. are still at risk.

Asbestos can be found:

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

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

The Control of Asbestos at Work Regulations 2012 places specific duties on those responsible for the property to institute an asbestos management plan where ACMs are present and to presume that materials contain asbestos unless there is strong evidence to the contrary.

Asbestos Licensing Regulations effectively prohibit any School employees from work with asbestos.

The Asbestos Management Plan (The duty to manage asbestos is not restricted to workplaces,
it also applies to common parts of domestic premises owned by the School and where the School is a landlord it is required to take reasonable care for tenants and visitors inside their individual domestic units).

- The Estates Bursar will use a competent professional to carry out a survey in accordance with HSE HSG264 Asbestos: The Survey Guide. Asbestos is likely to be present if any building was constructed or refurbished between 1890 and 1985 and particularly if it also has a steel frame and/or has boilers with thermal insulation.

Records are kept on:

- the location of any “visible” ACM
- the form of the asbestos (lapping, ceiling tiles, partition board etc.)
- the condition of the asbestos (is there a risk of fibres being released?)
- and preferably the type of asbestos.

Sampling and analysis of materials have been undertaken by suitably trained persons. Laboratories that analysed the samples are accreditation to ISO 17025 or equivalent and be UKAS accredited.

- Decide what to do –

Asbestos in good condition which is not liable to be damaged is likely best to be kept in place. An asbestos register is kept noting the details above and where it is acceptable, label the asbestos with a warning sign. Managers must ensure that all those, who might work on or disturb the material, including contractors, are formally told that materials contain asbestos and that they must not carry out work except as described below (keeping in mind the fact that only the visible asbestos has been identified). If intrusive works are planned than a risk assessment and/or an intrusive survey must be carried out before the work starts. The condition of the asbestos is inspected every six to twelve months to ensure its condition remains safe.

Some damaged asbestos can be made safe by repair to prevent the fibres becoming airborne. If this can be done safely, have the repair carried out as described below, sign the area and then treat as recommended in the paragraph above. If the asbestos is likely to release dust, or if damaged areas cannot be easily repaired and protected or if it is likely to be disturbed during routine maintenance work, it should removed as described below.

- Work on asbestos materials:

Materials already known to contain asbestos should be apparent from warning labels and from the asbestos register. Often however, asbestos is not known to be present but its presence is foreseeable or may be suspected. There is now a legal presumption that materials contain asbestos unless there is strong evidence to the contrary. Whenever work is to be carried out which could involve the disturbance of materials which may contain asbestos (for instance work on wallboards, old fire doors or pipe insulation) then the person in charge of the work...
must first make an assessment of the composition of the materials involved and this might well involve having samples taken of suspect materials for identification by an accredited laboratory.

All work on asbestos, including sealing and removal but excluding non-invasive work with asbestos cement, must be carried out by a contractor licensed by the Health and Safety Executive (HSE).

The contractor must confirm that he is aware of the CAWR and the associated Approved Codes of Practice. (The work must be carried out in accordance with the Regulations and Approved Codes of Practice).

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

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

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

The contractor must provide an assurance that he will take reasonable steps including signing to ensure that no persons other than his employees will enter any designated asbestos area or respirator zone.

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

- Ongoing safety

This is determined by monitoring and reviewing the effectiveness of the risk control measures.

All ACMs need to be inspected periodically to check that they have not deteriorated or been damaged and as stated previously monitoring should take place every six to twelve months. The frequency of the inspections will depend upon the condition/location of the material e.g. ACMs in positions where they might get damaged will need to be inspected more frequently than those which are not. Any changes in the condition of the ACMs will necessitate a review of the assessment process above to determine whether the plan needs revising. Similarly, periodic reviews must be undertaken to check that the management plan is working effectively and that relevant employees are fully appraised of its requirements.

**Future Action**

Always have an identified employee who is responsible for the asbestos management plan.
Amongst other things this employee must induct all relevant employees and contractors before intrusive work commences. A permit to work identifying the hazards may be appropriate.

Headteachers and chief executives must ensure that they have an asbestos management plan in operation.

The School’s Asbestos Register is located in the Bursary.
CONSTRUCTION (DESIGN & MANAGEMENT) PROJECTS

Introduction

The Construction (Design and Management) Regulations 2015 ("CDM") impose duties concerning the safe design and management of construction projects. These Regulations are in addition to existing safety regulations associated with construction.

The Regulations apply to the school if building maintenance and construction works are carried out.

A summary of the roles and duties under CDM 2015 are as follows:

<table>
<thead>
<tr>
<th>CDM Duty Holder</th>
<th>Summary of role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clients</strong> are organisations or individuals for whom a construction project is carried out.</td>
<td>Make suitable arrangements for managing a project. This includes making sure: a. other dutyholders are appointed; b. sufficient time and resources are allocated. Make sure: a. relevant information is prepared and provided to other dutyholders; b. the principal designer and principal contractor carry out their duties; c. welfare facilities are provided.</td>
</tr>
<tr>
<td><strong>Designers</strong> are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</td>
<td>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: a. construction; and b. the maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.</td>
</tr>
<tr>
<td><strong>Principal designers</strong> are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</td>
<td>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: a. identifying, eliminating or controlling foreseeable risks; b. ensuring designers carry out their duties. Prepare and provide relevant information to other dutyholders. Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</td>
</tr>
<tr>
<td><strong>Principal contractors</strong> are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</td>
<td>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: a. liaising with the client and principal designer; b. preparing the construction phase plan; c. organising cooperation between contractors and coordinating their work. Ensure: a. suitable site inductions are provided; reasonable steps are taken to prevent unauthorised access; b. workers are consulted and engaged in securing their health and safety; and c. welfare facilities are provided.</td>
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</tbody>
</table>
Contractors are those who do the actual construction work and can be either an individual or a company. Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, prepare a construction phase plan.

Workers are the people who work for or under the control of contractors on a construction site. They must:
- a. be consulted about matters which affect their health, safety and welfare;
- b. take care of their own health and safety and others who may be affected by their actions;
- c. report anything they see which is likely to endanger either their own or others’ health and safety;
- d. cooperate with their employer, fellow workers, contractors and other dutyholders.

School’s Duties as Client

Discharge of the principal duties on the School will be undertaken by the Estates Bursar. The key duties of the client under CDM 2015 are to:

1. Appoint the right people at the right time.

2. Ensure there are arrangements in place for managing and organising the project.

3. Provide information to the designer and contractor.

4. Communicate with the designer and building contractor.

5. Ensure adequate welfare facilities on site.

6. Ensure a construction phase plan is in place.


8. Protect members of the public, including employees and pupils.

9. Ensure workplaces are designed correctly.

Health and Safety Plans

Health and safety plans must be prepared for all projects covered by the Regulations. Plans are required at the pre-tender stage and for the construction phase.

- Pre-tender stage health and safety plan
Items that may be necessary to include in the pre-tender plan are nature of the project, the existing environment, available drawings, design including hazards identified, precautions needed and any specific problems, hazards from constructions materials, site wide elements such as access/egress, traffic, pedestrian routes, storage areas etc, overlap with existing activities, site rules, and any liaisons necessary.

• Construction phase health and safety plan.

Items to be included are nature of project, any restrictions affecting the work, management structure, health and safety standards to which project will be carried out, means of communication with contractors, methods of ensuring competent contractors, activities with risks to health and safety, emergency procedures, accident reporting and welfare provisions, site rules, and arrangements for monitoring.

Health and Safety File

A health and safety file must be prepared for each project. The file is basically the record of health and safety information for the end user. The responsibility for preparing the health and safety file rests with the planning supervisor. A copy of all health and safety files is to be kept with the chief administrative officer in each organisation covered by this policy.

Information to be included in the health and safety file is as follows: record or 'as built' drawings and plans, design criteria, details of the construction methods and materials used, details of the equipment and maintenance facilities within the structure, maintenance procedures and requirements for the structure, manuals of operating and maintenance procedures together with schedules for plant and equipment installed as part of the structure, details of the location and nature of utilities and services, including emergency and firefighting systems.
CONSULTATION WITH EMPLOYEES

Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) work alongside the Safety Representatives and Safety Committees Regulations 1977 (SRSCR).

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

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

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

Consultation is via a termly Information and Consultation Committee (ICC) and the safety committee:

- agendas are readily available for input from all categories of employee, both teaching and non-teaching, and minutes will be made available to all
- it will be clear that any employee who wishes to have an input will be given ample time and opportunity to do so

CONTRACTORS

GENERAL

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

The Law and the Contract

The Health and Safety at Work etc. Act 1974 places duties on the 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 safety issues.

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.
Essential Information for Contractors

Contractors will be given information concerning:

• these Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary

• items identified as necessary for health and safety

• all relevant hazards known to the occupier of the premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams will be provided to the contractor.

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

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

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

Planning the Work

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

The premises occupier and the contractor should consider together:

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

• how the contractor's work may affect School employees, pupils or visitors, written method statements to control risks may be necessary

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

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

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

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

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

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

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

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

• access/exit to premises from the street;
• access/exit to and within the buildings;
• playing facilities;
• service arrangements, eg. food and stores deliveries;
• access routes for Emergency Services.

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

• access/exit requirements from the street and to and within the buildings;
• proposals for the use of scaffolding and ladders;
• proposals for separating the work areas from open access areas;
• proposals for the positioning and fencing of skips and storage areas;
• any dangerous, noxious or offensive substances or processes to be used and the contractor’s proposals for protecting staff and pupils;
proposals for the contractor's essential services (sanitation, telephone, power, parking etc);

whether visitors to the building works need to report to the school office as well as to the site office.

The HSC say that during the course of the work, if the school feels that the contractor is disregarding safety procedures, or that staff or pupils will be put at risk by the contractor's actions, the school's representative will;

• if there is an imminent risk to staff and pupils, remove them from the area and then contact the contractor responsible for the works/or immediately contact the contractor responsible for the works

• consult directly with the contractor with a view to eliminating the risk.

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

Summary of the detailed recommendations of the HSE in respect of different types of work

Work Sites

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

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

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

• Fire exits are to be kept clear at all times.

Access Equipment

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

• All scaffolds, hoists etc must only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly mobile scaffolds and ladders must only be moved in
occupied or open access areas when these are clear of staff and pupils
• Ladders and ropes must be secured out of reach of children and unauthorised people.

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

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

Substances
• The contractor must provide the school with relevant information on any hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.
• If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written system of work will be agreed by all parties before the work begins. If work being undertaken encounters asbestos it must be left undisturbed and the school contacted immediately.

Stripping Paint
• All paint work which is to be stripped must be treated as containing lead unless it is proved to be or is known to be lead-free.

DEPARTMENTAL SAFETY POLICIES

High risk departments (e.g. those engaging in practical work such as Art, Technology, Drama, PE, and Science) are required to produce written departmental policies which describe the particular arrangements for safety within those departments. (Where appropriate references can be made to the overall policy document and in these cases it will not be necessary for the advice to be repeated).

The contents of departmental policies must include the following:
• Status of the policy – ‘It is a requirement that the policy must be followed by employees, that a copy must be kept in the department and that any amendments issued must be added to the departmental copy.’
• Why the policy is required – a brief explanation.

• General aims of the policy and duties of employees – a brief commitment statement such that staff will promote health and safety – followed by an outline of basic HSAWA requirements.

• Specific requirements such as:
  - Compliance with legal requirements, recommendations by the ‘department’ overseeing education, HSE, etc including: risk assessment e.g. manual handling assessment, through examination of equipment e.g. fume cupboard testing in science, security matters, electrical testing, emergency procedures, personal protective equipment;
  - Rules for employees and pupils;
  - Restrictions, which might be imposed by the school or the head of department, and recommendations by the department, CLEAPPS or national sports governing body;
  - Other safety advice and good practice with a recommendation that this is followed;
  - Schedules and checklists for monitoring equipment etc, listed here but kept in an appendix.

• Duties of the Head of Department (any delegation must be well-defined), an outline of the organisation and statement that the Head of Department will check that staff follow the policy, that delegated functions are carried out, and that there is a clear system of management.

• Appendices
  o An index of locations for further information.
  o List of safety texts for reference.
  o Notes and schedules for the examinations and testing of equipment together with a log of completed schedules and tests.
  o List of staff to whom functions have been delegated.
  o Remedial measures for staff to carry out whilst waiting for first aid.
  o School accident reporting procedures.
  o Checklists for routine monitoring.
  o Lists of equipment for which training is needed before use.
  o Training requirements and records.
DISPLAY SCREEN EQUIPMENT

Updated guidance on the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 was published in 2003. The Regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as “users”.

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

- Likely “users” are secretaries, word-processing workers, accountants and accounts clerks. The definition of a user depends on the nature and the extent of use and applies to full and part-time staff. Typically, continuous or near continuous spells of DSE work for an hour or more at a time daily classifies a person as a user.

- An assessment must be carried out on the workstations of each user and this should be recorded. The assessment will cover the workstation itself (VDU plus furniture), the environment and the interface between the computer and user. This assessment will be carried out using the VDU workstation checklist available from www.hsebooks.co.uk.

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

The regulations and new guidance set out requirements for workstations etc. and assessors are recommended to obtain a copy (via HSE Books) ISBN 0-7176-25852-6.

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

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

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

- There are no ionising radiation problems associated with display screens.
ELECTRICAL 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 Estates 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 Maintenance 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 carry out 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. Records are kept for future reference.

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.

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.

Pupil owned domestic type electrical appliances which are used in boarding houses are annually inspected and tested and records kept in the maintenance department. Written instructions are provided for pupils and their parents to the effect that the electrical equipment must meet appropriate UK or European standards and be suitable for the UK distribution system. These electrical appliances will be inspected and tested alongside other items during routine visits to boarding accommodation. Equipment purchased outside the EC may not be used by pupils unless permission is obtained from the Estates Bursar.

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

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

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

Residual Current Devices will be provided and are to be tested in accordance with the manufacturer’s instructions.

EMERGENCIES (Health & Safety)

Please refer to the schools Critical Incident plan.

Location of the Incident Management Team (IMT) Room

i) On-site - Bonarjee Room or Heads Study in the Senior School or Head’s Study at Prep School or at a location to be determined.
ii) **Distribution of the Plan.** Copies of the Plan (all of which are numbered) are kept as follows:

   iii) 

   | Action copies | 1 – 10 | Document Safe |
   | Trip copies   | 11 – 12| Document Safe  |
   | Insurance Copy| 13     | Zurich        |
   | Chairman      | 14     | J E K Smith   |
   | Off-site Copy | 15     | Bursar’s Residence |
FIRE PRECAUTIONS

Activities and precautions to prevent injury in case of fire will be based on the results of our risk assessments.

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

Non automatic firefighting equipment will be easily accessible, simple to use and its location indicated with signs. Nominated employees will be trained to use the equipment.

Emergency routes and exits will lead as directly as possible to a place of safety and will be adequate in number and dimensions to enable quick evacuations. Emergency routes and exits will be indicated by signs and where necessary will be provided with emergency lights. Emergency routes and exits will be kept clear of obstructions and combustible materials at all times.

Fire exit doors will be hung conventionally and where necessary will open in the direction of escape. Fire doors will be properly maintained, signed and are not to be propped open. Fire doors that need to be regularly kept open for any reason will be fitted with magnetic catches releasable by the activation of the fire alarm.

Fire exit doors must always be open or be easily openable without a key during times when the premises are occupied. Final fire exit doors will be fitted, wherever practicable, with appropriate emergency exit door furniture.

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

There is at least a termly practice evacuation of all school buildings and an annual practice in offices. These are recorded in the fire logbook.

Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and firefighting equipment are inspected, tested and maintained. Records of weekly testing of fire alarm call points, testing of emergency lights, inspection of firefighting equipment and testing of fire alarm systems are recorded on the online fire risk assessment.
FIRST AID

First Aid kits are located at these positions around the School site and are as near to hand washing facilities as is practicable: U:\Health and Safety\First Aiders & Locations. This link also gives an up-to-date list of Caterham’s First Aiders.

First aid boxes (which must be clean and marked with a white cross on a green background) are kept stocked according to the contents list and are to contain a guidance leaflet. Contents are regularly checked.

Positions for eye wash stations are identified by appropriate signage.

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

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

First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and will be certificated. First aid certificates are issued for a three year period only and at the end of this three year period further re-qualification and certification is required.

If necessary first aiders will be trained to administer first aid for identified and specific risks.

Appointed Persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs. These responsible people are appointed in writing, and emergency first aid training is provided for them.

First Aid Containers

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

1. one guidance leaflet (photocopy relevant pages)
2. twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out eg of a detectable type for food handlers
3. two sterile eye pads
4. four individually wrapped triangular bandages (preferably sterile)
5. six safety pins
6. six medium sized individually wrapped sterile unmedicated wound dressings (approx 12cm x 12cm)
7. two large sterile individually wrapped unmedicated wound dressings (approx 18cm x 18cm)
8. one pair of disposable gloves.
If additional materials and equipment are assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept.

Where mains tap water is not readily available for eye irrigation at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers is provided. Sufficient in date containers to provide several minutes irrigation are available at each station.

**Travelling First aid Kits**

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

1. one guidance leaflet
2. six individually wrapped sterile adhesive dressings
3. one large sterile un-medicated dressing approximately 18cm x 18cm
4. two triangular bandages
5. two safety pins
6. individually wrapped moist cleansing wipes
7. one pair of disposable gloves.
FLAMMABLE LIQUIDS

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

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

Containment facilities are signed 'Flammable Liquids'.
GAS SAFETY

Introduction

The Gas Safety (Installation and Use) Regulations 1998 apply to all appliances and installations covered by the Gas Act 1986 (as amended). The legislation therefore deals with the safe use of gas for heating, lighting, cooking and other purposes. The requirements concern natural gas and liquid petroleum gas (LPG) in both bulk containers and cylinders and cover the installation, servicing, maintenance and repair of gas appliances and fittings.

If domestic properties are provided for employees or if properties are leased by the School these can also be affected.

Qualification and Supervision

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

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately Gas Safe registered persons.

Existing Gas Fittings

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

Emergency Controls and Notices

An emergency control device is provided near to where gas is first supplied into the premises and a notice is posted adjacent to the control describing the procedure to be followed in the event of a gas escape.

Maintenance

All gas appliances, installation pipework and flues are maintained in a safe condition.

Landlords

Where the School acts as ‘landlord’ it ensures that gas appliances and flues are maintained in a safe condition, that annual safety checks are carried out and that records are kept and issued to tenants.
Where mobile and portable appliances are 'landlord' owned the duties to ensure annual testing rests with the School.
HAZARDOUS MATERIALS REGISTER

The maintenance supervisor maintains a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

The contents of the register will be made known to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the ‘workers’ themselves, pupils, employees or others. Where significant risk is identified written risk assessments will be prepared.
INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

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

Appropriate induction training is to be provided for all new employees, including supply teachers. See check list below. Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Where the need for specific training and instruction is identified it will be provided.

Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws. Some forms of training are very strongly advised, such as for those who are instructing or supervising high risk sports and outdoor activities.

Comprehensive training records are to be maintained.

Safety information especially concerning the results of risk assessment will be provided to employees (and pupils) as appropriate.

Health and Safety Induction Training – checklist

Name [.................................] [Department.................................]

Y    N
(tick)

1. Demonstrate how to activate the fire alarm at the place nearest to the inductees work station.
2. Explain the fire procedure.
3. Walk the emergency exit nearest to the work station.
4. Identify the emergency exit routes signs.
5. Explain how to contact a first aider?
6. All accidents and near misses which happen at work should be reported. Identify where and how the online accident report can be made.
7. Explain how to access the Health and Safety policy.
8. Detail any job specific health and safety training that is required.

Signed............................... Date........
INSPECTIONS

Competent persons must inspect, examine and maintain the following plant and equipment as necessary at appropriate intervals.

- Gas fired boilers and appliances – annual maintenance is arranged by the Estates Bursar. Records are kept in the Bursary.
- Radioactive sealed sources - 24 monthly leakage tests are arranged by the RPS. Records are kept in the Science department.
- Electrical installations - annual examinations and tests are arranged by the Estates Bursar. Records are kept in the Bursary.
- Portable electrical appliances – annual inspections and/or tests are arranged by site electrician. Records are kept in Maintenance.
- Fire alarm systems (plus electromagnetic door releases etc.), emergency lights (including batteries and battery charging systems) and automatic fire detectors - quarterly examinations and tests are arranged by the Estates Bursar. Records are kept in the Bursary.
- Fire extinguishers and other emergency firefighting equipment – annual examinations and annual maintenance are arranged by the Estates Bursar. Records are kept in the Bursary. Fire alarm call points - weekly tests are arranged by maintenance. Records are kept by maintenance.
- Fume cupboards and any other local exhaust ventilation (LEV) equipment – annual thorough examinations are arranged by the Maintenance Supervisor. Records are kept in his office.
- Lifts, lifting gear, lifting equipment and hoists – annual thorough examinations and annual maintenance are arranged by the Estates Bursar. Records are kept in the Bursary.
- Trees – Bi annual safety inspections are arranged by the Head Groundsman. Records are kept in the Bursary.
- Swimming pool plant - annual examinations are arranged by the Sports centre manager. Records are kept by the Sports centre manager.
- Quality of swimming pool water – four times daily tests are arranged by the Sports centre manager. Records are kept by the Sports centre manager.
- Compressed gas containers (which are owned by the school) and/or safety devices attached to them - examinations are arranged by the Head groundsman. Records are kept in the grounds department.
- Emergency electrical stop buttons – Quarterly tests are arranged by HoD’s. Records are kept
in the relevant department

• Gymnasium equipment (including weights machines) and play equipment - weekly examinations and annual maintenance are arranged by the Sports centre manager. Records are kept in the sports centre.

• Access equipment including scaffold towers and ladders/step ladders - Examinations are arranged by maintenance. Records are kept by maintenance.

• Guards, safeguards and safety devices fitted to work equipment (including machines) – weekly examinations are arranged by HoDs. Records are kept by the department

• Actions to control legionella are part of these policy arrangements, are clearly documented in an up-to-date COSHH assessment and personnel with responsibilities are nominated. The Estates Bursar has the overall responsibility for compliance with the risk assessment.

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

The senior school has appointed a Radiation Protection Adviser (RPA) and a Radiation Protection Supervisor (RPS) whose duties appear in writing.

The RPS will ensure that local rules and risk assessments have been drawn up and are kept up-to-date.

All sources including the cloud chamber sources are to be stored securely in a lockable metal cabinet. No other items may be stored in the cabinet. The cabinet has been signed with the radiation hazard warning sign.

An up-to-date list of sources together with a note of the purchase dates of the sources is kept by the RPS.

An administrative system recording the movement of sources using a source movement book/log is in place.

The RPS is to be notified immediately if any source is lost, stolen or damaged.

The RPS is responsible for ensuring leakage tests are carried out on the closed (sealed) sources in the school and for ensuring appropriate records are being kept. Cloud chamber sources need not be leakage tested.

Advice must be obtained from the RPA before new sources are acquired.

The RPS will notify the local Fire Brigade of the whereabouts of the radiation source store.

Records of all disposals of radioactive sources is to be kept by the RPS. The records include the date of disposal and, if appropriate, to whom it was sent or by whom it was removed.
KITCHEN

A food safety hazard analysis has been carried out by the Catering Manager and is located in the Catering office.

A full health and safety report on the standard of repair of the premises and the equipment provided (with particular emphasis on safe guards and safety devices) must be submitted to the school safety coordinator termly by the catering manager. Obvious defects will be reported as soon as they become apparent using the written defect reporting procedure.
LASERS - GENERAL REQUIREMENTS

• The laser should be rated Class 1 or Class 2. Lasers in Classes 3A, 3B and 4 are prohibited.

• Laser diodes are not be used as discrete components but may be used in laser diode modules or in other laser products.

• The control circuit of a laser must not be altered or adjusted. This restriction does not apply to Class 1 LED products unless the alteration or adjustment could take the LED into a higher classification.

• Schools are not allowed to manufacture lasers, nor to assemble lasers in kit form. This restriction does not apply to Class 1 LED products.

• Schools are not allowed to use laser screen printers except as laboratory sources, in which case they must only be used when mechanically stable having been securely anchored in a clamp.

• Lasers of Class 1 or Class 2 may be demonstrated in laboratory work by a suitably qualified teacher or lecturer at any stage in secondary education.

• Pupils in pre-prep & prep school and in the first two years in main school are not permitted to use Class 2 lasers.

• Main school pupils in year 9 and above are permitted to use Class 2 lasers under the supervision of a suitably qualified teacher provided that the user department has a code of practice which is explained orally and a copy is given to pupils; and for classes with pupils in years 9, 10 and 11, a suitably qualified teacher is continuously present to supervise and oversee the practical work.
LEGIONELLA PREVENTION

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

No evaporating cooling towers or condensers will be considered for installation in the future.
LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

Introduction

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

<table>
<thead>
<tr>
<th>Item of Equipment</th>
<th>Test &amp; Thorough Examination Prior to Use</th>
<th>Certificate of Test &amp; Examination</th>
<th>Periodic Thorough Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chains, ropes and Lifting tackle</td>
<td>YES Except for fibre Rope and fibre</td>
<td>YES Specifying safe working load</td>
<td>Usually at least every 6 months</td>
</tr>
<tr>
<td>Hoists and lifts</td>
<td>NO</td>
<td>NO</td>
<td>Usually at least every 6 months</td>
</tr>
<tr>
<td>Cranes and other Lifting machines</td>
<td>YES</td>
<td>YES Specifying safe working load</td>
<td>Usually at least every 14 months</td>
</tr>
</tbody>
</table>

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

DURING NORMAL ACTIVITIES THERE IS ONLY VERY LIMITED APPLICATION OF THESE REGULATIONS.

Definitions

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

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

Key Requirements

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

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

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

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

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

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

- The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.
Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.

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

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

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

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

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

On very infrequent occasions staff may be classed as lone workers at the School. A generic risk assessment for lone working on the School premises is undertaken and issued to all staff that are identified as lone workers. This risk assessment provides detailed control measures required to be undertaken to minimise the risks of working alone. Staff and contractors are required to adhere to the control measures at all times.

The repairing of any live electrical equipment is prohibited for any lone workers.

Working at height tasks are prohibited where there is only one person on the School site.
MANUAL HANDLING AND LIFTING

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

The employer will comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. (Manual handling operations are not banned). Assessments of the risks in those manual handling operations which cannot be avoided will be carried out.

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.
NEW AND EXPECTANT MOTHERS AT WORK

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

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

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

• temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –

• suitable alternative work if any is available will be offered, or if that is not feasible then –

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

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment, 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 a suitable manager if or when she becomes a new or expectant mother.
NOISE CONTROL

The Control of Noise at Work Regulations 2005 identify the following exposure limit values and action values.

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Probable noise level</th>
<th>A risk assessment will be needed if the noise is like this for more than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The noise is intrusive but normal conversation is possible</td>
<td>80 dB</td>
<td>6 hours</td>
</tr>
<tr>
<td>You have to shout to talk to someone 2m away</td>
<td>85 dB</td>
<td>2 hours</td>
</tr>
<tr>
<td>You have to shout to talk to someone 1m away</td>
<td>90 dB</td>
<td>45 minutes</td>
</tr>
</tbody>
</table>
Protect your employees

Eliminate or control risks

- Eliminate or reduce risks using good practice and known control and management solutions
- For the higher-risk cases, plan and put in place technical and organisational noise-control measures
- Make sure the legal limits on noise exposure are not exceeded

And provide hearing protection

- Protect your employees with hearing protection
- Make its use mandatory for the high-risk cases (keep working on technical and organisational control measures)
- Manage the use of hearing protection with zones, instruction and supervision

Health surveillance

- Provide health surveillance (hearing checks) for those at risk
- Use the results to review controls and further protect individuals
- Employees co-operate and attend for hearing checks

Worker information and training

- Consult workers and allow their participation
- Give employees information, instruction and training about the risks, control measures, hearing protection and safe working practices

Maintain and use the equipment

- Maintain any noise-control equipment and hearing protection
- Ensure that anything supplied is fully and properly used
- Employees use the controls provided and report any defects
- Employees use hearing protection where its use is mandatory

Review what you were doing

Review as things change:

- Changes in work practices
- Changes in noise exposures
- New ways to reduce risks
PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

This employer will:

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

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

PPE for use at work is certified as complying with a relevant standard and ‘CE’ marked. A competent PPE supplier is always chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement). Employees responsible for arranging maintenance at relevant frequencies need to be identified in writing.

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

Users of PPE will be instructed in the following:

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

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

EN 166 (and British Standard 2092) provide for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the standard number then the eye protection is for basic use.

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

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

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

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

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

Respiratory Protection

Respiratory protective equipment (RPE) which is suitable and of a type approved or which conforms to a standard approved by HSE must be worn when the need is identified in the COSHH assessment.

Disposable RPE will be provided wherever possible. Any non-disposable RPE must always be clean and the filters must be renewed after contamination or when indicated on the filter.

For other relevant information see section "Substances Hazardous to Health".
Protective Clothing

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

Safety footwear will be supplied as necessary.

Maintenance staff and kitchen staff are provided with overalls to protect against dirt, contamination and substances. Safety footwear if heavy or hazardous equipment is used.

Groundsmen/Gardeners are provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

For some operations with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws a full set of protective clothing has been made available.
PESTICIDES

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

Pesticides are

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

Purchase of Pesticides and Limitations on Use

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

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

Storage of Pesticides

Pesticides are to be stored and transported safely.

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

- suitably sited
- of adequate capacity and construction
- designed to hold spillage
- adequately lit if necessary and ventilated
- resistant against fire and if possible frost
- designed so that containers can be safely stacked and moved in and out
- kept locked except when in use.
**Use of Pesticides**

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

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

- correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- how to avoid spray drift
- the need to warn neighbours and others who may possibly be affected by the proposed application.

Application records will be maintained.

**Certificates of Competence**

All employees who handle, store or apply pesticides must have certificates that are issued by the National Proficiency Test Council. These are the relevant certificates of competence.

**Disposal of Pesticides**

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

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

School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground (Pre-Prep and Nursery) and Play Areas (Main School) commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

PUPIL SUPERVISION

Each school will identify its individual requirements by a process of assessment. The hazards identified and the risks quantified. Take for example assessment of an outside area provided for pupils use during their free time. Ask questions such as:

• Is the area adequately secure?
• Is it adequately maintained?
• Does its shape, topography or nature (maybe there is a pond or play equipment) make it necessary to have more than one supervisor or other specific control measures?
• Is there shade, are there toilets and is there drinking water nearby? Is first aid available? How do pupils take safe advantage of these?

The levels of risk associated with identified hazards may depend upon ‘who is at risk’, e.g. the age, temperament, medical and special needs of pupils are relevant. The younger the pupil, the more vulnerable the pupil and the greater close supervision is required.

Adequacy or not of risk control must be evaluated. Taking the assessment above, extra physical works may be needed to increase security, to fence off areas of water, to make specific areas or equipment out of bounds; equipment such as play equipment will need to be inspected regularly and maintained for safety; on occasions it may be necessary to provide more than one supervisor; a risk control measure which will always be needed is for a first aid kit and first aider or other trained person to be available.

Guidance on supervision and the rules for handing over pupils to parents/carers will be found in the staff handbook, departmental risk assessments and there are individual risk assessments for 'school visits'
PREMISES

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

• Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.

• Temperature - normally this 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 on Campus.

**Maintenance of the Workplace and Associated Equipment, Devices and Systems**

These will be maintained in an efficient state, in efficient working order and in good repair.

An inspection is arranged on an annual basis and a written defect notification procedure is organised by the Estates Bursar.
PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

This section applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in technology.

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

This matter is the subject of ongoing risk assessment. Schools will liaise with the police as and when necessary.

As far as is reasonably practical premises are secure and trespassing on the premises is prevented. To help achieve this end the cooperation and vigilance of employees and pupils is required but no one must place themselves in personal danger. The School employs two security officers who regularly patrol the campus with particular attention to unidentified persons and vehicles.

The practical control of access to premises should be described in a written risk assessment.

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

The policy concerning ‘release of pupils from the school’s control’ is to be found in the staff academic handbook.
SIGNS

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

• **The Signs to be Used**

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

  • Prohibitory signs are round with a black pictogram on a white background, red edging and a diagonal line.
  
  • Warning signs are triangular with a black pictogram on a yellow background.
  
  • Mandatory signs are round with a white pictogram on a blue background.
  
  • Emergency escape and first aid signs are rectangular or square with a white pictogram on a green background.
  
  • Firefighting equipment signs are rectangular or square with a white pictogram on a red background.

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

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

• **Where to Use the Signs**

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

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

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

A number of games and outdoor activities are inherently hazardous and the risks of injury resulting from inadequate premises, equipment or supervision are proportionately large. All those supervising these games and activities, for instance rugby, fencing, rowing, archery, riding, swimming, trampolining, use of free weights and martial arts, must be competent and holders of recognised and appropriate qualifications.

Risk assessments concerning pupil riders, swimmers, weight lifters and those engaged in martial arts or outdoor pursuits and the arrangements for their supervision must always be in writing.

General rules for employees, pupils and other users of the school’s PE and sports facilities are in writing and are to be found in the staff handbook.
STATUTORY NOTICES

"Health and Safety Law" posters ISBN 978 0 7176 6314 9 are displayed in all buildings and in the Bursary

Current Certificates of Employers' Liability Insurance are displayed in reception and available on the shared area.
STRESS MANAGEMENT (Work related)

Introduction

Stress is an ill health condition that can occur when there is an unresolved mismatch between perceived pressures and individuals' ability to cope. Management recognises that pressures at work can trigger illness and that stress may be one of these illnesses.

To alleviate perceived pressures as far as is practicable, employees will be involved in problem solving processes and if appropriate external professional help will be obtained.

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

• induction training; career development and training; workload; resources; and relations with disruptive pupils;
• management style; and methods of communications;
• external factors (such as political and community expectations).

Risk Assessment

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

• Demands - such as workload and fear of exposure to physical hazards
• Control - the degree of control an employee has in the work that they do
• Relationships - in particular harassment or bullying
• Change - in the way organisational change is managed and communicated
• Role - whether an employee understands their role, in particular if any employee has conflicting roles.
• Training - whether training has been provided to enable employees to undertake the core functions of their job
• Support - provided by peers and line managers
• Individual Factors - whether allowance has been made for individual differences.

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

The Control of Substances Hazardous to Health Regulations 2002 as amended (COSHH) apply to activities where hazardous substances are used and to activities which produce hazardous substances.

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

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

Hazardous Substances found in the school will often comprise:

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

Assessment of Risk to Health

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments will be reviewed annually and when previous assessments are no longer valid for some reason, e.g. after there have been significant changes to the work or information about the substance. A form, which can be used for full written assessments, appears at the end of this section.

Heads of departments and managers are responsible for ensuring that all the hazardous substances used in their areas of control are identified and assessed. Hazard data sheets are available from the suppliers of the substances and these must be obtained and used as the basis for assessment. WELs must be identified and taken into account, as an indicator of risk.
Assessment MUST consider:

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

Collections of hazard data, even CLEAPSS data if not clearly 'personalised', or the use of risk assessments not designed for the particular work undertaken is insufficient risk assessment.

**Control of Exposure**

It is necessary as far as possible to prevent or adequately control exposure to hazardous substances by measures other than personal protective equipment. This means the provision of control measures like local exhaust ventilation (LEV), e.g. for woodworking machines and for brazing processes and fume cupboards for science, and keeping workplaces scrupulously clean.

Control measures must be well designed, must work effectively and must be properly used.

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

**Maintenance of Control Measures**

Control measures and PPE must be well maintained.

Engineered controls must be thoroughly examined and tested. In the case of LEV equipment this will be carried out at least once in every 14 months and there must be a visual inspection weekly. Non-disposable RPE must be examined, and if appropriate tested, at suitable intervals. Heads of department must ensure that these respirators are inspected once per month.

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

**Monitoring of Employees' Exposure**

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

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

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

Information, Instruction and Training

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

Conclusions

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

Area:

Procedure:

Substances and Hazards (including any WEL):

Control Measures Necessary:

Checks on Controls:

Disposal Procedures:

Emergency Action:

Conclusions:

Name of Person Carrying out Assessment:

Date:
SWIMMING POOL

PUPIL SUPERVISION

- Whenever pupils and employees are using the pool area there must be at least one competent life saver present.

- Pool safety rules (for example, pupils must not eat anything in the pool area, misbehave either in the water or on the pool-side, dive off boards or the side or ends of the pool except in races or when supervised and they must not run round the paved surrounds) must be spelled out clearly and then enforced. A copy of the rules are to be found within the Pool Safety Operating Procedures and are posted at the pool entrance.

- There needs to be a clear and simple communication system between teachers and pupils in the water, usually by way of a whistle. The pupils must also know who to report to if something is wrong.

- Pupils will always be counted before they enter the water, on leaving the water to ensure the pool is clear at the end of the session and at other times when appropriate.

- There is adequate lifesaving and first aid equipment and a telephone at the pool-side.

- When pupils are in the pool, the lifesaver at the pool-side must be able to see the whole class at all times, the lifesaver must be able to carry out rescue procedures from the pool-side and must not get into the water if that would leave no lifesaver on the pool-side.

- Pupils must be advised of the change in depth and their attention drawn to the markings on the pool-side.

- No animals should be allowed in the pool area.

HYGIENE

The safe operating limits of the pool pH and free chlorine in particular are established and regular testing is carried out and records are kept.

When in use, the swimming pool and adjacent areas are cleaned at least daily.
OPERATING PROCEDURES

The Normal Operating Plan (NOP) comprises:

- Details of the pool(s) - dimensions and depths, features and equipment and a plan of the building. The plan of the building may include positions of pool alarms, fire alarms, emergency exit routes and any other relevant information.

- Potential risk - an appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified.

- Dealing with users - arrangements for communicating safety messages, poolside rules for users and for lifesavers controlling access.

- Lifesaver’s duties and responsibilities and special supervision requirements for equipment, etc; lifesaver training; and numbers of lifesavers for particular activities.

- Systems of work including lines of supervision, call-out procedures, work rotation and maximum poolside working times.

- Operational systems - controlling access to a pool or pools intended to be out of use including the safe use of pool covers.

- Detailed work instructions including pool cleaning procedures, safe setting up and checking of equipment, diving procedures and setting up the pool for galas.

- First-aid supplies and training, including equipment required, its location, arrangements for checking it, first aiders, first-aid training and disposal of sharps.

- Details of alarm systems and any emergency equipment, maintenance arrangements - all alarm systems and emergency equipment provided, including operation, location, action to be taken on hearing the alarm, testing arrangements and maintenance.

- Conditions of hire to outside organisations.
The Emergency Action Plan (EAP) comprises action to be taken in the event of a foreseeable emergency, for example:

- overcrowding;
- disorderly behaviour (including violence to staff);
- lack of water clarity;
- outbreak of fire (or sounding of the alarm to evacuate the building);
- bomb threat;
- lighting failure;
- structural failure;
- emission of toxic gases;
- serious injury to a bather;
- discovery of a casualty in the water.

The procedure makes it clear, if it becomes necessary, how to clear the water or evacuate the building. To ensure the effectiveness of emergency procedures the school will ensure:

- all staff are adequately trained in such procedures;
- notices are displayed to advise the users of the arrangements;
- exit doors, signs, fire-fighting equipment and break-glass call points where provided, are checked regularly to ensure they are kept free from obstruction;
- all fire exit doors are operable without the aid of a key at all times the premises are occupied.

The normal and emergency operating procedures are appended to this policy at [C].
TRIPS AND FALLS

The school has been reviewed for slip, trip and fall hazards and action taken to resolve the issues identified. Housekeeping standards and the condition of floors are reviewed formally as part of the workplace monitoring regime. The results of this monitoring are recorded and actioned.

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

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

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

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

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

Staff are encouraged to wear sensible footwear.

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

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.
VEHICLES ON SCHOOL PROPERTY

Speed restriction signs have been posted, and are clearly visible; every effort is made to ensure that they are observed. Traffic calming measures have been introduced.

Parking areas have been clearly marked and only marked spaces may be used unless special arrangements have been made.

When manoeuvring and reversing it is essential that drivers, whilst taking the normal care needed, keep in mind the fact that pupils are the main users of school premises. Pupils can fail to observe vehicle movements and may be small in stature so being more difficult to observe than most adults. Great care is therefore required when driving, particularly reversing, on school premises.

School minibuses and coaches used for school transport have been fitted with audible reversing alarms.

Minibus, coach drivers and delivery vehicles should avoid reversing movements wherever practicable and must obtain adult lookouts for such manoeuvres where necessary.
**VIBRATION CONTROL**

The Control of Vibration at Work Regulations 2005 set exposure limit values and action values:

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

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

**Employers:**

- Must ensure that employees are not exposed to vibration above an exposure limit value

- If an exposure limit value is exceeded, employers must (i) reduce exposure to vibration to below the limit value, (ii) identify the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.

**Health surveillance**

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

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

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

**Information and training**

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

- the organisational and technical measures taken,
• the exposure limit value and action values,
• the significant findings of the risk assessment, including any measurements taken, with an explanation of those findings,
• why and how to detect and report signs of injury,
• entitlement to appropriate health surveillance and its purposes.
Caterham School Health and Safety Policy

September 2019

VIOLENCE TO STAFF AND PERSONAL SAFETY

The School recognises that there is always the potential for the personal safety of employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence in education is low, the School aims to minimise that risk, so far as is reasonably practicable, in accordance with its legislative obligations and its common law ‘duty of care’.

The creation and maintenance of a working environment, which presents a minimum risk to the personal safety of staff, teachers and pupils, is mutually beneficial and conducive to the efficient and effective delivery of education. The School will take all reasonable steps to establish a safe working environment, which protects and provides support for all employees, ensuring their dignity and treating them with respect.

The underlying principle is that violence, in all its forms, is unacceptable, irrespective of the reasons for that violence. This includes the physical act of violence, threats of violence, aggressive or abusive behaviour, harassment, bullying or other persistent antisocial behaviour.

The School has developed and implemented a range of measures and procedures, to protect and support the individual whilst at work, including:

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence.
- Provision of adequate and relevant information and training to employees and pupils.
- Reporting and recording systems for incidents, near misses and suspicious activity.
- The provision of all necessary medical and professional support to employees who are victims of violence whilst at work.
- Periodic monitoring and review of performance and provision.

VISITORS

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

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

Visitors book in and out at electronically at reception.
VISITS AND ACTIVITIES OUT OF SCHOOL

In all cases please refer to the arrangements as set out in the Educational Visits Policy and Procedures

INTRODUCTION

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

- this part of the policy
- any other more detailed school rules

and have consulted with the EVC in either the preparatory or senior school:

All forms as necessary can be found on the staff shared area.

All trips and visits will be preceded by assessment of the risks involved. The school will prepare written risk assessment and written arrangements for individual visits and activities and where necessary staff training will be provided. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport, pupil free time etc. Final authorisation for each visit will be made by the Deputy Head (Co-Curricular) in the Senior School and the Director of Studies in the Preparatory School who are the school’s Educational Visits Co-ordinators (EVC). In all of the following the EVC acts on behalf of the Headmaster or the Head of the Preparatory School.

INFORMATION CONCERNING VISITS

EMPLOYEES CONVEYING PUPILS IN PRIVATE CARS OR MINIBUSES

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

- has a satisfactory driving licence staff must bring any endorsements to the attention of the Estates Bursar and supply a copy of their driving licence.

- has fully comprehensive insurance which covers use for the purposes of his/her employer's business. Whoever in the unlikely case of an accident the Schools comprehensive insurance will cover the claim.

Only those school employees who have attended and passed a formal minibus driving course and test are allowed to drive minibuses or similar.

Whenever employees are driving the risk assessment relevant to the trip must address the problem of driver fatigue.
HAZARDOUS ACTIVITIES

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

REGULAR ROUTINE CURRICULAR ACTIVITIES OFF THE SCHOOL PREMISES UNDER THE SUPERVISION OF SCHOOL STAFF

These include PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these activities and the Head teacher may take parent and other adult helpers into account when deciding on the number of supervisors required for the journey provided a teacher is in charge. It must, however, be borne in mind that the ratio of pupils to teachers for the actual teaching of the activities should be appropriate to the activity being taught.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out provided that they walk in groups of no less than three.

SHORT DURATION OUTINGS FOR EXAMPLE FROM BOARDING HOUSES

When pupils are leaving site for short periods with their tutor or unaccompanied e.g. for shopping or when going for a run, the pupils must use the signing ‘in/out’ system and when the tutor accompanies the pupils s/he will ensure that telephone contact with the school is possible.

RESIDENTIAL VISITS

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

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

- Pupils must not be allowed to wander unsupervised in groups of less than 4. Larger groups may be required
- The geographical area in which pupils are allowed to wander will be clearly defined
A time limit should be set in proportion to the age of the pupils. Anyone who returns late must understand that he/she will subsequently be penalised. Before dispersal, everyone must know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.

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

Pupils are only allowed out of group accommodation after the evening meal if it is appropriate to their age etc. ‘Younger’ pupils must only go out in escorted parties accompanied by members of staff.

If the party is staying in a hotel or near shops etc., pupils will be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. In the UK persons over 16 may drink beer, wine or cider with a meal in a hotel or restaurant. Other laws apply abroad. Parents and pupils will be clearly informed of the school's policy in connection with consumption of alcohol.

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

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

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

If pupils are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above as appropriate) are given to host families.

**TRIPS ABROAD**

Some special additional precautions as necessary for foreign visits.

- **Insurance Cover**

  This matter should be discussed with the Estates Bursar.

- **Health**

  A check must be made to see whether inoculations are required. Parents and pupils will be carefully briefed on any health and hygiene precautions which are necessary in the regions where the pupils will be travelling.
Items to keep in mind:

- Tap water is not always safe to drink
- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- The strength of the sun must never be underestimated, especially at high altitudes, and pupils will use sun protection cream and may need a hat
- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

- Funds

Careful estimates will be made of the need for cash in the currency of the country to be visited. Staff will have sufficient funds in appropriate form to provide for all anticipated needs plus an emergency fund which would purchase at least 2 return tickets to the UK and cover immediate medical costs. If further funds are required, the group leader will telephone the contact member of staff and/or the school office for assistance.

- Foreign Customs

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

EXCHANGE VISITS

These usually involve groups of pupils travelling to a foreign country and staying with a host family on a reciprocal basis and may be organised by a specialist company or in conjunction with a school in that country. The following points will be borne in mind:

- The Head Teacher will normally expect a member of staff to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency.
- Parents will be fully informed of the arrangements and given all necessary details in connection with the host families.
- Members of staff will accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to pupils on the flight, provided that the appropriate number of staff accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Ideally a member of staff will be present in the locality. If this is the case it must be made
clear to pupils and host families when the member of staff will be available at an agreed location and pupils will be given details of the member of staff’s contact arrangements.

• Host families will be made aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever a member of staff is advised of the illness of/accident to a pupil s/he will personally investigate immediately and if the situation warrants inform the pupil’s parents straight away.

• If activities are planned with a foreign school, it is important that the extent of responsibility of that school’s staff is agreed in advance and that pupils know when the foreign school staff are in charge and how to contact their own teacher if s/he are based at a location remote from the pupils.

TRAVEL GUIDELINES

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

EMERGENCY PROCEDURES

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

Serious or Fatal Injury

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party must be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The party leader (or staff member in charge of small sub-group if out of contact with party leader until party leader can be contacted) must:
• establish the nature and extent of the emergency
• call whichever emergency services are required
• if there are injuries, immediately investigate their extent and administer appropriate first aid
• make sure all other members of the party are accounted for and are safe
• establish the name(s) of the injured
• advise other party staff of the incident and that emergency procedures are in operation
• if possible an adult from the party should accompany the casualty to hospital. If this is not possible ask the police the name and address of the hospital concerned and write it down
• ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
• arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
• discourage pupils from contacting their parents until they are briefed/until contact is made with the Head, emergency contact point or designated senior member of staff
• commit to writing full details of the incident -
name(s)
nature, date and time of incident
location of incident
details of injuries
details of police who attended/witnesses names, addresses (and telephone numbers if possible)
action taken to far
telephone numbers for future communication.

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

**Emergency Procedures for Other Accidents/Incidents**

Fill in the school accident/incident report form or commit to writing full details as above.
WOODWORKING MACHINERY

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

The only persons permitted to use woodworking machines in the school are those who are competent and authorised to do so or who are under adequate supervision. In the case of the DT department the person who will authorise is the head of department.

Key switches for the mains power and/or locked doors are to be used to ensure that unauthorised persons do not have access to the machines.

Pupils are not to be allowed to use either circular saws or planing machines.

Adequate space is to be provided around woodworking machines. Space of one metre more than the maximum length of material to be machined on three sides of the machines will be provided.

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

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

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

- no power sanding using fixed equipment will be carried out indoors unless the machine is fitted with dust extraction facilities
- circular saws and planer/thicknessers are to be fitted with extract facilities unless use is very intermittent
- all extraction facilities are to be thoroughly inspected and tested every 14 months. Records of such inspections and tests will be maintained.

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

Maintenance will be regular and recorded.
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.
WORK EXPERIENCE

A copy of 'Managing Health and Safety on Work Experience - A Guide for Organisers' HSE ISBN 0 7176 1742 4 should be available for careful reference by the work experience organiser.

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

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

Pupils should be prepared for their work experience and debriefed after work experience. See advice in the publication.

YOUNG PERSONS AT WORK

The Management of health and safety at Work Regulations 1999 require formal written risk assessments for young people (i.e. those under 18 years of age) but do not otherwise demand more than that which is already needed by health and safety legislation.

Actions Required

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

• Before young people start work a written risk assessment must be carried out.

In carrying out the risk assessment, the following must be taken into account:

• the inexperience, lack of awareness of risks and immaturity of young persons

• the fitting-out and layout of the workplace and the workstation

• the nature, degree and duration of exposure to physical, biological and chemical agents

• the form, range and use of work equipment and the way in which it is handled

• the organisation of processes and activities

• the extent of the health and safety training provided, or to be provided, to the young persons
Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

When the school arranges its own work experience placements the school will obtain copies of the risk assessments relevant to the work experience before each placement begins.

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

Reviewed Peter Curtis, September 2019