



REDDISH VALE HIGH SCHOOL

HEALTH AND SAFETY POLICY

In association with



Completed July 2018

Review Due July 2019

HEALTH AND SAFETY POLICY

Reddish Vale High School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.

The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc. Act 1974 (HASWA) and associated Regulations.

The School will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties.
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, pupils and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on school premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including pupils) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture;
- ensure the Leadership Team affords health and safety matters equal priority to other management functions;

- provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- ensure the co-operation of all staff in the operation of this policy;
- ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout The School.

The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and the Governing Body.

This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.

All contractors and consultants working for The School are required to comply with this Policy.

The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this Policy Statement at least annually.

The School will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action.

SIGNED:	DATE:
HEADTEACHER	
SIGNED:	DATE:
ON BEHALF OF GOVERNORS	

EMPLOYER'S RESPONSIBILITIES

As employers we have a duty to all employees, casual workers, part-time workers, trainees, pupils, visitors and sub-contractors who may be in our workplace or using equipment provided by the school. Consideration must also be given to our neighbours and the general public.

EMPLOYER

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the school.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

The Management of Health and Safety at Work Regulations requires the employer to have suitable arrangements in place to cover health and safety risks. These arrangements should, where possible, be integrated within the management system that is already in place for the School.

This Health and Safety Policy includes a management structure and arrangements developed for the school to ensure compliance with the law and can be integrated within the present company management system. **(Appendix 1)**

GOVERNING BODY

- Provide leadership on health and safety matters.
- Ensure the school has appropriate means and resources to properly discharge its health and safety obligations.
- Ensure that decisions taken consider fully the health and safety implications.
- Review the schools performance and plans for health and safety, at least annually.
- Ensure staff directly under their control follow instructions and procedures.
- Act upon any health and safety concerns or hazards that are reported to them.
- Review all investigations into serious workplace accidents, incidents and near misses.

THE HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- Ensure the effective implementation of the Health and Safety Policy.
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
- Ensure all School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that School staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- Ensure that this Policy is brought to the attention of all staff.
- Ensure that School health and safety policies and/or procedures are reviewed annually, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- Ensure health and safety is adequately resourced with both time and finances.
- Ensure that the job descriptions contain specific areas of responsibility for health and safety management.
- Ensure suitable persons are nominated to undertake key health and safety functions.
- Ensure within the School, adequate provision is made for consultation with employees.
- The Headteacher will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from Safety2Business.
- Investigate, in conjunction with Safety2Business, all RIDDOR reportable or serious accidents, incidents or near misses.

DEPUTY AND ASSISTANT HEADTEACHER

- They lead by example.
- Will ensure all levels of the school fully understand the arrangements for the implementation of the safety policy.
- Will ensure the policy is reviewed for compliance in line with the school's objectives for health and safety.
- Will ensure details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Will ensure qualified first aid personnel and facilities are provided to address potential hazards on the site.

CARETAKER

- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, pupils and visitors to the premises.
- Ensure contractors are briefed on site safety before any work takes place and prior to each working session;
- Make contractors aware of the school Health and Safety Policy, fire and emergency procedures;
- Ensure relevant statutory signs and notices are provided and displayed in prominent positions.
- Ensure procedures are in place for site security along with details for contacting emergency services.
- Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Ensure all welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Ensure safe access and egress is provided and maintained at all times throughout the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the school.
- Ensure relevant risk assessments are carried out and reviewed on a regular basis.

CURRICULUM AND SUBJECT LEADERS

These managers are responsible for implementing the Health and Safety policy within the areas for which they are responsible. In particular, they are responsible for ensuring:

- Activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- Arrangements are in place for monitoring the implementation of the Health and Safety policy in their area of responsibility; carrying out inspections of the workplace and equipment;
- Individual employees are aware of their responsibilities for Health and Safety;
- Ensure that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own Health and Safety;
- New staff receive a departmental induction covering policies, and departmental procedures;
- Resolve health, safety and welfare problems referred to them by members of their staff or referring to their line manager any problems they are unable to resolve within the resources available to them;

- Ensure that risk assessments are carried out when necessary, and on a regular basis on the activities and equipment for which they are responsible;
- For lower risk departments, ensure that class room checklists are completed on a regular basis for all their departmental rooms,
- Ensure relevant Health and Safety information is communicated to all staff;
- First aid procedures are complied with;
- All accidents/incidents occurring in their area of control are reported and an incident report form is completed, and carrying out a preliminary investigation if necessary;
- Staff are aware of fire evacuation and other emergency procedures;

CLASS TEACHERS

The safety of pupils in all learning environments on and off site is the responsibility of the class teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate manager;
- Exercise effective supervision of pupils and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- Ensure that appropriate and direct supervision is provided for pupils;
- Give clear instructions and warnings to pupils as often as necessary;
- Ensure that the school's Behaviour Policy is followed in all activities;
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff;
 - Set a good example and follow safe working procedures personally;
 - Ensure the use of protective clothing and guards where necessary;
 - Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this Health and Safety Policy, and other policies, procedures and guidance documents;
 - Alert more senior staff to any health and safety concerns;
 - Build in safety education in curriculum planning;
 - Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

NB. Supervisory Teaching Assistants and Teaching Assistants in charge of groups are responsible for the safety of pupils and for carrying out the duties noted above, even when under remote direction from a teacher.

ALL EMPLOYEES

All employees are expected to:

- Take due care of their own health and safety and that of other persons working with them;
- Take due care of pupils' safety, taking account of the pupils' ability to manage risk and guard against common dangers;
- Co-operate with the governing body so far as is necessary to enable it to meet its responsibilities for health and safety;
- Use work equipment provided correctly in accordance with manufacturer's instructions and training;
- Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of ill health / illness.
- Report any damage to the site or any fixtures, fittings or equipment
- Raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable the school's Site Manager or Business Manager.
- Comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the school.
- Co-operate fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, comply with codes of practice, corporate and departmental health and safety policies and guidance, and adhere to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- Attend local health and safety and safety induction on their first day of employment.
- Wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school grounds.
- Challenge unaccompanied third parties not displaying a visitor's badge on school premises

HEALTH AND SAFETY ADVISER/CONSULTANT SAFETY2BUSINESS

It is the responsibility of the Health and Safety Adviser to:-

- Act as the schools "Competent" person (in conjunction with the Headteacher) on all health and safety issues, as required under The Management of Health and Safety at Work Regulations 1999 (as amended).
- Assist with and maintain the schools Health and Safety Policy document.
- Provide information and guidance to the Headteacher and Leadership Team on new health and safety legislation, guidance and research relevant to the schools operations
- Provide, upon request, general health and safety advice to schools.
- Report to the Headteacher regarding the schools health and safety performance.
- Undertake health and safety audits of the school or departments therein on an annual basis.
- Assist with any RIDDOR reportable or significant accident investigation.
- Provide training to employees on relevant health and safety matters.

ARRANGEMENTS FOR HEALTH AND SAFETY

1. ACCESS AND EGRESS

The School is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the School will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Caretaker will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with an appropriate visitor's badge. Visitors are also required to sign out and hand back their visitors badge when leaving the school premises.

2. ACCIDENT REPORTING PROCEDURES

The School defines an accident as: - An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The school defines a near miss as: - An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The School defines a dangerous occurrence as: - An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown on the RIDDOR flowchart (**Appendix 2**).

The first priority when an accident occurs is to give the correct first aid treatment to injured parties, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident file for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for pupils.

Accidents that occur to contractors on site must be reported to the school office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily escalate to an accident.

Relevant risk assessments and safe systems of work may require revision following either an accident or a near miss incident.

RIDDOR AND EMPLOYEES

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers to report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:-

- Accidents which result in death or major injury must be reported immediately
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Specified injuries include:-

- A fracture, other than to fingers, thumbs or toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which:
 - Cover more than 10% of the body, or
 - Cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat induced illness; or
 - Requires resuscitation or admittance to hospital for more than 24 hours

PHYSICAL VIOLENCE

Some acts of non-consensual physical violence to a person at work, which result in death, major injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7 day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between pupils, should be dealt with in accordance with the schools policy for behaviour management

REPORTABLE DISEASES

Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

Accidents involving contractors working on school premises are normally reportable by their employer.

It is the responsibility of the Business Manager to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Business Manager will seek advice from their S2B Risk Consultant or via the HSE website

RIDDOR and PUPILS and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR if:-

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

Specified injuries and occupational diseases only apply to employees. If a pupil is absent from school following an incident this is not reportable.

HOW TO DECIDE IF AN ACCIDENT TO A PUPIL 'ARISES OUT OF OR IS IN CONNECTION WITH WORK'?

The responsible person at the school should consider whether the incident is caused by:-

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip),
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc),
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a pupil's death or they are taken from the scene of the accident to hospital.

PE

Not all sports injuries to pupils are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a pupil slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example pupil's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

RECORDS MANAGEMENT

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for pupils. Accidents that occur on the school premises or while undertaking work on behalf of the school must be reported to the Business Manager.

3. ASBESTOS

The Headteacher must ensure that an appropriate Asbestos Survey has been undertaken and that a comprehensive survey report has been produced. The School is responsible for ensuring that a copy of the Asbestos Survey Report is kept within the school. A copy of the Asbestos Survey Report is to be kept by the caretaker and contractors must read and understand it BEFORE starting work in an area that is known to have Asbestos containing materials.

Staff should be instructed not to drill holes or affix things to walls (e.g. notice boards, posters, cables) without obtaining approval from the Headteacher or Site Manager so the Asbestos Management Plan can be checked to determine if the surface area contains asbestos. The same approval must be obtained for any alterations, changes or modifications made to floor coverings.

For more information contact the Site Manager.

4. CONSULTATION WITH EMPLOYEES

We acknowledge that we have a duty to consult with our employees regarding matters affecting their health and safety whilst at work. This will be done through termly Health and Safety Committee meetings where staff representatives will be present and will determine where wider consultation is necessary.

5. CONTROL OF CONTRACTORS AND VISITORS

The Health and Safety at Work etc. Act 1974, places a duty on our school, as well as the contractors that it employs, to protect the health, safety and welfare of employees, contractors, visitors and anyone else who may be affected when contractors are working at the school premises. The school accepts that hazardous situations may be encountered during the school's activities. Injuries can occur from collision with moving vehicles, falls from height, falling materials and many more. Precautions should be taken to ensure the safety of visitors to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The school will carry out the following precautions: -

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised, and energy source positively locked off.
- Petroleum spirit, compressed gas and chemicals will be locked away when not in use.
- Materials should not be stacked too high and should be stable.

- Lighting will be used where required to ensure the safe movement around the site during darkness.

IN ORDER TO ENSURE THAT COMPETENT CONTRACTORS ARE APPOINTED, THE SCHOOL WILL:

- Review all sub-contract companies who undertake work by issuing contractors questionnaires, which must be returned along with other relevant health and safety information i.e. method statements, risk assessments before any work is commenced. When this has been completed and the documents assessed, the contractors will be placed on an approved list for future consideration.
- All work that is undertaken by sub-contractors will be supervised on a day-to-day basis by the nominated person in order that health and safety standards are monitored.
- The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the school will be removed from the approved list.
- After a contractor has undertaken work, the Site Manager will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment is supplied by the school for use by contractors the equipment will be tested at least annually by a competent person.

REDDISH VALE CONTRACTOR'S HEALTH AND SAFETY APPROVAL

NAME OF CONTRACTOR		TEL. NO	
ADDRESS			
1. TYPE OF SERVICES PROVIDED			
2. APPROX. NUMBER OF EMPLOYEES			
3. RELEVANT ACCREDITATIONS E.G. GAS SAFE			
4. RELEVANT QUALIFICATIONS / EXPERIENCE HELD BY SCHOOL AND/OR EMPLOYEES			
5. INSURANCE (COPIES OF POLICIES MAY BE REQUESTED) - PUBLIC LIABILITY - PROFESSIONAL INDEMNITY - EMPLOYER'S LIABILITY	INSURER	LIMIT OF INDEMNITY £	DATE OF EXPIRY
6. DO YOU HAVE A HEALTH AND SAFETY POLICY? (IF YES, PLEASE PROVIDE A COPY)		YES / NO	
7. DO YOU HAVE DOCUMENTED RISK ASSESSMENTS FOR THE SERVICES YOU PROVIDE (IF YES, PLEASE PROVIDE COPIES)		YES / NO	
8. IN THE LAST 5 YEARS, HAVE YOU - BEEN PROSECUTED FOR AN OFFENCE UNDER HEALTH & SAFETY LAW? - BEEN SERVED WITH AN IMPROVEMENT OR PROHIBITION NOTICE? (IF YES, PLEASE PROVIDE DETAILS)		YES / NO YES / NO	
9. PLEASE PROVIDE DETAILS OF TWO CLIENTS TO WHOM REFERENCE CAN BE MADE AS TO YOUR HEALTH AND SAFETY STANDARDS.		SCHOOL NAME OF CONTACT TEL. NO.	
		SCHOOL NAME OF CONTACT TEL. NO.	
APPLICATION COMPLETED BY		(NAME)	(SIGNATURE)
FOR OFFICE USE			
APPROVED BY		(NAME)	(SIGNATURE) (DATE)

6.CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

PLANNING

Before the commencement of any construction work the school will gather health and safety information relating to the proposed project. For larger projects the school will seek support and advice from appropriately trained and experienced experts to assist with the CDM regulations.

INFORMATION WILL BE SOUGHT (INITIALLY AT TENDER STAGE) FROM THE FOLLOWING SOURCES WHEREVER POSSIBLE:

- Reddish Vale High School.
- Designers.
- Contract documents.
- Other contractors.
- Specialist contractors and consultants.
- Trade and contractor organisations.
- Equipment and material suppliers.
- HSE guidance.
- British standards.

THE SCHOOL WILL SEEK INFORMATION RELATING TO THE HISTORY OF THE WORK SITE AND ITS SURROUNDINGS WITH PARTICULAR ATTENTION PAID TO:

- Unusual features which may affect the work.
- The presence of contaminants such as asbestos.
- Overhead and underground services.
- Unusual ground conditions.
- Public rights of way.
- Nearby schools, footpaths or railways.

In projects where the CDM regulations apply the school will examine the pre-construction stage health and safety plan for any relevant information.

CONSTRUCTION, DESIGN & MANAGEMENT (CDM) 2015 – Principal Contractor

Under the construction (Design and Management) Regulations 2015 the School may be required to act in the capacity of a Principal Contractor.

The school's key duties as a contractor appointed on a project will be to:-

- Formulate a Construction Phase Health & Safety Plan before any works commence on site (Commercial and Domestic Works).
- Plan, Manage, Monitor and Coordinate the Construction Phase.
- Ensure that any person appointed by the school has the necessary skills, knowledge and experience to carry out their work activities.
- Plan and manage risks associated with the Construction Works (i.e. Plant and Equipment, Information, Instruction and Training, Supervision on site).

- Provide visible leadership through Site Managers actions.
- Have a Systematic approach to Managing Workers.
- Have a Systematic approach to effective Monitoring of the Project.
- Coordinate Contractors under school control.
- Provide Suitable Site Inductions.
- Prevent unauthorised access to site.
- Provide Welfare Facilities.
- Liaise with the Principal Designer.
- Advise Clients of their Responsibilities.

HEALTH AND SAFETY FILE

A Principal Designer need only be appointed where there is more than one contractor involved in a project and only then is a Health and Safety File needed.

It is for the Principal Designer to produce with the help of Reddish Vale (having produce Pre-Construction Information) put together a Health & Safety File, the file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment, or demolition, such as:

- a) a brief description of the work carried out;
- b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- d) hazardous materials used (e.g. lead paints and special coatings);
- e) information regarding the removal or dismantling of installed plant and equipment i.e. any special arrangements for lifting such equipment);
- f) health and safety information about equipment provided for cleaning or maintaining the structure;
- g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services;
- h) Information and as-built drawings of the building, its plant, and equipment i.e. the means of safe access to and from service voids and fire doors.

The file should not include things that will be of no help when planning future construction work such as:

- Pre-construction information;
- The construction phase plan;
- Contractual documents;
- Safety method statements etc.

Information must be in a convenient form, clear, concise, and easily understandable.

CONSTRUCTION PHASE PLAN

Where we are required to put together a Construction Phase Plan, the plan will contain, as a minimum:

- a) A description of the project such as key dates and details of key members of the project team;
- b) how the work will be managed;
- c) the health and safety aims for the project;
- d) the site rules;
- e) arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
- f) arrangements for involving workers;
- g) site induction;
- h) welfare facilities; and
- i) Fire and emergency procedures.

PERMITS TO WORK

When any hazardous work is undertaken (by Contractors or school staff) a Permit to Work should be used. This would include any works producing flames, producing heat or sparks, working at height, live work on electricity supply systems, or work in confined spaces (this list is not exhaustive). The purpose of a permit to work is to ensure that any high risk or hazardous work is properly planned and authorised. The permit specifies any precautions to be taken and highlights any prohibited activities. A permit to work specifies the date, time and location of the work, and ensures any persons affected by the work is aware and provides a record of the work, the precautions and the equipment used. An example of a permit to work is included in **Appendix 3**. Use of permits to work on the school site will be managed and coordinated by the Site Manager

SELECTION AND CONTROL OF SUB-CONTRACTORS

The school accepts that in any client/contractor relationship, both parties will have duties under health and safety law. The school will clearly identify all aspects of work that they want the sub-contractor to do. This process should consider the health and safety implications of the proposed work and should follow the stages described below.

ALL CONTRACTORS WORKING FOR THE SCHOOL MUST FOLLOW SITE RULES:

All contractors must be suitably inducted on to the site.

Suitable footwear must be worn at all times, when necessary footwear should be fitted with toe Protection.

Ear defenders must be worn whilst using cutting tools and when undertaking noisy activities. If necessary, the area should be cordoned off to prevent any access and exposure to unauthorised personnel.

When undertaking work activities involving working above head height suitable hard hats must be worn

Safety goggles must be worn when cutting and drilling tools are being used.

Under no circumstances are any contractors permitted to eat, drink or smoke in any other areas that are not specifically designed for the purpose.

All contractors are required to seek the permission of the senior person present prior to using any welfare facilities provided by the school.

When using 110-volt power tools the transformer is plugged directly into the power supply and 110-volt extension leads used where necessary.

All extension leads are checked daily for breaks and cuts and where necessary damaged extension leads are shortened or discarded.

All lifting slings, lifting equipment and lifting accessories are to be visually checked before use and have been inspected / tested in accordance with statutory requirements.

All accidents are to be reported to the senior person present immediately so that he/she can record the incident in the accident book.

All power tools should be in a good condition and suitably tagged to show that they have been PAT tested.

METHOD STATEMENTS (where required)

Although not a legal requirement the school recognises that method statements can be an effective management tool for the safe co-ordination of on-site activities. Method statements should be based on the results of risk assessments and should communicate the safe system of work to relevant individuals.

The method statements for the school will be prepared by the Project Manager and will illustrate in a logical sequence, how the work is intended to be carried out and describe all of the relevant control measures as identified in the risk assessment. To ensure that other contractors/subcontractors activities do not adversely affect others employed on the site the Project Manager (where required) will seek method statements from all parties involved. This will enable the school to safely co-ordinate on-site activities.

SETTING OUT THE SITE

The positioning of temporary buildings will be planned in advance to ensure that the structures are placed on stable ground and suitable utility services are available such as water, drainage, electricity etc. Full COSHH assessments will be supplied in respect of any hazardous substances that are to be used by employees and contractors.

Suitable fire appliances will be provided in all temporary buildings prior to the facilities being used. Notice boards will be erected in prominent positions upon which will be displayed all relevant statutory notices and forms prior to any work commencing. Notices will also be displayed explaining all emergency procedures.

First-aid facilities will be determined by a risk assessment and will be provided as required. In order that the school complies with the Construction (Health, Safety and Welfare) Regulations, toilets, welfare and hygiene facilities will be provided as necessary for the number of staff who are working on the construction site.

All welfare facilities will be cleaned on a regular basis and heating, lighting and ventilation will be provided and monitored to ensure that is adequate. Safe access and egress will be provided to all temporary buildings, at all times. A competent electrician will install all temporary electrical supplies and management will obtain a certificate on completion of the installation. Materials that are required to be delivered to the construction site will only be delivered, as they are needed.

HEALTH AND SAFETY PLAN & THE CDM REGULATIONS

The school may be appointed as the Principal Contractor for projects that come under the jurisdiction of the Construction (Design and Management) Regulations 2015. When this happens, the school will produce, update and maintain a documented health and safety plan and give all reasonable directions to other personnel on the work site including sub-contractors etc.

The plan will explain how the project will be managed along with details of how health and safety will be controlled. This plan will also develop any pre-tender plans that have been provided by the client. The health and safety plan will apply the direct principles of prevention and protection. It will also deal with:

- Arrangements for the management of Health and Safety of the construction works.
- The monitoring of the safety plan to ensure that it is being followed.
- Any major risks that may develop during the construction work.
- Any materials and processes that have been specified.

Prior to commencing any work, the plan will be submitted to the Planning Designer for approval. Where it has been indicated in the pre-contract safety plan or contract documentation the school will meet with Principal Designer before and during project to review health and safety arrangements. The school will co-operate with the Principal Designer and assist in compiling a record of the project in a health and safety file as required under the Construction (Design and Management) Regulations.

At the end of the project the school will pass any information to the Planning Designer about the construction work which identifies any risks that may be required to be managed in the future i.e. maintenance, repair, renovation, demolition etc.

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) ASSESSMENTS

It is the intention of the School to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The School acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and pupils to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The School recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the School to comply with the Control of Substances Hazardous to Health Regulations (COSHH) the School will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

The School's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the School.
- Use outside agency advice (ie CLEAPSS) on matters around micro-organisms, animals and plants.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and pupils and other persons who may be affected by the School's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to their Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

8. CURRICULUM SAFETY

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to pupils, other members of staff, parents or visitors should be noted and reported to the Senior Caretaker or Headteacher.

Classrooms should be set out so that easy access and egress is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any technology tooling, staple guns or glue guns should be stored safely.

9. DISPLAY SCREEN EQUIPMENT (DSE)

The School recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The school will endeavour to eliminate these issues through good workplace and job design, information and training.

Workstations will be suitably risk assessed.

Employees will be encouraged to follow any system developed by the School for display screen equipment. If the DSE user requests an eye test the School will meet the cost.

Office based employees will report any display screen equipment issues to their respective Manager.

10. EDUCATIONAL VISITS

All educational visits are carefully planned in advance with staff visits if possible and full risk assessments completed in line with the school trip procedure. The Evolve system is used. A letter is sent home with the child for the parents/carer explaining what the trip is about and what might be expected of their child.

Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is to be observed. Staff should have a first aid kit with them and preferably be first aid trained, they should also carry a mobile phone in case of emergency.

Staff are to be trained in what action to take should a critical incident ensue.

11. ELECTRICITY/APPLIANCES

To meet the duties placed upon the school, the school undertakes to have all portable appliances inspected or tested at least every two years and the fixed electrical installation inspected and tested, as a minimum, every 5 years by a suitably qualified/approved electrical engineer.

All electrical equipment used by the School will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Depending on the use and application of the particular item, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees must not bring electrical equipment into school unless authorised by the Headteacher and any such equipment should be suitably PAT tested.

Any defective equipment will be removed from use immediately until such time as it can be repaired or replaced. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous and therefore the School will take steps to reduce the risks so far as is reasonably practicable. The implementation of this policy requires the co-operation of everyone on site either directly employed by the School or by another contracted company.

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

12. FIRE SAFETY

Reddish Vale High School are committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

In particular we will ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a break out of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment.
- Planned emergency evacuations are carried out termly.

FIRE PROCEDURES

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

- **ANYONE** discovering a fire should without hesitation activate the nearest fire alarm red call point, located at all fire exits.
- On hearing the alarm, a member of the site team will confirm authenticity and telephone the Fire Brigade if necessary, by landline or mobile phone.

- All staff, students and visitors should evacuate the premises via the nearest exit point and report to the Muster Point on the football field at the front of school.
- Bags and coats are **not** to be collected on the way out.
- Site plans are located around the school.

The Fire Evacuation Procedure must be followed, see Appendix 4

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

RECORD KEEPING

The following records will be kept:

- An up to date Fire Risk Assessment.
- Details of maintenance checks of portable firefighting equipment, emergency lighting, fire detection installations and warning and detection equipment.
- Records of weekly fire alarm tests and practice evacuations.
- A copy of the safety evacuation plan.
- Records of all information, instruction and training provided.
- Maintenance and service records.

13. FIRST AID

First Aiders are personnel who have received suitable and appropriate training in accordance with health and safety executive requirements. First Aiders will be provided with appropriate re-training at regular intervals in order to ensure that their skills are maintained.

After any accident, details must be recorded in the accident log. To ensure compliance with data protection legislation the completed accident forms will be removed and filed in the main offices.

ALL accidents, no matter how small, are to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

1. Seek medical attention from one of the School's First Aiders or Appointed Persons.
2. The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the School.
3. All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the school:

- First aid personnel must inform the Business Manager when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times and must ensure that all first aid boxes are kept replenished.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the Health and Safety Advisor as soon as possible.

14. GAS SAFETY

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore the School will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the School will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

15. GLAZING

All glass in the door panels to be safety glass and fire retardant in line with the location of door.

All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the caretaker as soon as possible who will make safe and take steps to repair as soon as possible.

Periodic checks of the School glazing will be done by the caretaker and the findings recorded.

16. HOUSEKEEPING

It is School policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

Poor standards of housekeeping has the potential to cause employees and pupils to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

17. INFORMATION, INSTRUCTION AND TRAINING

It is the School's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the School complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the School's undertakings.

Training is provided for all employees:

- On recruitment into the School, in the form of induction training.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the School's policy to ensure all management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employee's personal file for future reference by the Business Manager

Employees will report any problems to the Headteacher

18. JEWELLERY

It is the policy of the school and in the interests of health and safety that the wearing of jewellery is not permitted in school.

Pupils wearing jewellery will be required to remove it. Members of staff may not remove or replace jewellery.

19. LADDERS AND STEP LADDERS

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the school will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The School accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and competent in their use.

Ladders must be:

- Recorded on a Ladder Register and tagged to evidence its checking process.
- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.
- Kept in a secure place when not in use.

Only ladders constructed to a national or international industrial standard e.g. EN131 Class 1 ladder may be used within the School.

Site-specific risk assessments on the use of ladders will be carried out prior to activity by and the results communicated to Business Manager.

The Headteacher will ensure that employees are following the systems laid down for their safety.

The School provides alternatives to the use of ladders. Employees will not be instructed in the use of ladders unless a full risk assessment has been completed and it is determined the least risk option.

20. LEGIONELLA

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

The School will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the School can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the School's premises. The assessment will be completed by a person who is competent to do so.

As far as practicable the School will operate water systems at temperatures that do not favour the growth of legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-films and sediments.

21. LIFTING EQUIPMENT AND LIFTING OPERATIONS

The School defines lifting equipment as any plant certified for lifting or lowering loads and any operation thereto, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Suitable for the activity it is to perform
- Adequately strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people to comply with statutory requirements

The School may use equipment of this type for various activities to be carried out during the course of the work; therefore, the School will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months. Any lifting accessories must also be examined within this timeframe.
- All other lifting equipment is examined annually

Risk assessments will be carried out by the Site Manager to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use

Where necessary, the School will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

22. LIGHTING

The School regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff, pupils and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the employees and pupils alike.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a Caretaker.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect.

23. LONE WORKING

The School recognises that with few exceptions it is not illegal to lone work. The School accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

24. MANUAL HANDLING

The Manual Handling of materials and equipment has the potential to result in fractures, sprains, strains and musculoskeletal disorders. The School accepts that some manual handling activities may be necessary during their operations.

The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the School for safe manual handling operations.

Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Business Manager.

25. MEDICATION

For more information see the Policy for supporting Pupils with Medical Conditions

26. ALCOHOL, DRUGS, SMOKING

All staff, pupils and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the school grounds.

Drug and/or alcohol abuse in school or affecting performance, may be considered by the school to be a disciplinary matter.

27. USE OF MOBILE TELEPHONES WHILST DRIVING

The School does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation. *In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the school's premises, the following safety procedure must be followed:*

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- To comply with legislation all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

28. NEW AND EXPECTANT MOTHERS

It is the policy of the School to establish and maintain, so far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The School is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the School has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The School can also ask for a certificate from your GP or your midwife showing that you are pregnant.

Upon written notification the School will carry out a specific risk assessment. The member of staff will be asked to help with this and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the School.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;

- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace

29. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The School will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees and pupils. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees and pupils who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Headteacher will be responsible for replacing any defective PPE upon request.

30. PLAYGROUND/PE EQUIPMENT

The playground is inspected on a termly basis by the Caretaker who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location.

Any defects found by a member of staff should be reported to the Headteacher/Caretaker as soon as possible.

Any defects will be rectified as soon as possible to limit the chances of a child being injured. Any defects found by a member of staff should be reported to the Caretaker as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Caretaker and any actions/defects found are rectified as soon as possible or if the budget allows.

None of the equipment is to be left in an unsafe condition.

31. RISK ASSESSMENTS

The School accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work Regulations 1999 (as amended) and to safeguard the health, safety and welfare of employees and others, the School will take all reasonably practicable measures to reduce those risks to an acceptable level.

This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the School.

The aim of the risk assessment process is to:

- Identify hazards associated with the School's undertaking and any hazards associated with the premises
- Identify any person who may be affected or injured by the hazards
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Competent trained personnel will complete risk assessments for all work activities undertaken by the School and will strive to ensure that the documentation is reviewed at least annually or if circumstances change. It is School policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to:

- Identify all hazards associated with the School's activities
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard
- Document the assessment process to enable the control measures to be disseminated to all relevant people

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

32. SAFETY OF PERSONS WITH DISABILITIES

The School has a responsibility to ensure that all persons who visit the School's premises or work on site are safe at all times and is fully compliant under the Equalities Act 2010. In order that this is done effectively, the Headteacher will ensure that persons with a physical or mental impairment are protected from everyday hazards within the School, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the School prior to their visit in order that any special arrangements can be made. In this unlikely event the Headteacher will make the necessary arrangements.

The School will aim to make as many rooms as accessible and safe as possible for disabled persons, where this is not reasonably possible an appropriate decision will be made based upon the School's Disability Policy.

The Headteacher will ensure that all staff are aware of their responsibilities in ensuring that disabled persons are safe at all times and where necessary ensure that suitable training is given to staff.

33. WORKING AT HEIGHT

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations 2005 (as amended) the School shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The School will do all that is reasonably practicable to prevent falls from height.

The hierarchy below will be used for managing and selecting suitable ways for work at height:

- a. Avoid the need to work at height where possible, e.g. using extended equipment from the ground
- b. Prevent falls using appropriate access equipment such as work platforms or rope access
- c. Reduce the distance and consequences of a fall should one occur
- d. Provide instruction and training for any staff undertaking work at height.

The School has a duty as an employer to ensure that the risk of injury is removed or minimised.

The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment:-

- Competence of people, including those involved in the planning of the task;
- Selection of work equipment considering the distance to be travelled for access and egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency;
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort);
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity;
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects;
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

34. WORK- RELATED DRIVING

The School will take all reasonable steps to secure the health and safety of our employees who drive vehicles on school business.

The School will require all drivers to submit their driving licence for inspection annually, the School reserve the right to contact the DVLA in order to monitor the status of individual licences

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements;
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions;
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency;
- Seek to avoid overlong days of work and driving. The School will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from the Business Manager.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action;
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you;
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder;
- Report the development of any health problem that may affect or prevent driving e.g. epilepsy or heart condition.

35. YOUNG PERSONS AT WORK

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classifies them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the School's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the School offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees the School will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the School will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the School will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The School view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the School are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.