DULWICH COLLEGE
FOUNDED 1619

Health and Safety Policy and Management System

2024

Issue 24

Version Control:

Version	Date	Comment
1.	30.4.13	Major revision of policy and new issue
2.	16.5.14	Annual update
3.	22.4.15	Annual update
4.	05.4.16	Annual update
5.	14.9.16	Second annual revision to update and include additional annexes
6.	13.01.17	Annual update: additional material and revision of responsibilities
7.	10.04.17	Second annual revision
8.	02.12.18	Annual update
9.	06.06.19	Annual update
10.	16.04.21	Annual update
11.	13.04.23	Annual update
12.	01.10.23	Update and link to online support
13.	12.09.24	Annual update: amends to roles and responsibilities section
14	25.09.24	Added in Boarding House Evacuation procedures

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The Requirements

This policy contains the instructions to be followed to ensure compliance with the law.

- This new edition is for 2024.

- Text in square brackets indicates an instruction, a matter which is organisational specific, may or may not be appropriate, or is one where a management decision is required. Text in **bold** indicates responsible bodies or persons.

- Site specific compliance documents, to support good practice and in accordance with the instructions, must be in place.

- Compliance documents may be examined from different angles by different inspecting bodies. Wherever possible the documents should be drawn up such that they satisfy all. It is important to remember that the scope and detail required by HSE is greater than required by school inspectors.

- Compliance documents are required to be in a 'file' which is readily available to all employees either online or hard copy, visiting Health and Safety Executive (HSE) Inspectors, visiting School Inspectors and auditors working on behalf of the employer. The file must allow printing off of all and individual contents when required. The 'file' for the College will be kept online.

- The first document in the compliance file must be the most recent signed copy of the 'General Statement', which is also available on "My Dulwich" and the website. It should include this policy's arrangements and procedures.

- The second tranche of documents in the compliance file will be arranged by Department. Each department will have their own folder, managed and maintained by the Head of Department. This will include:

    - Each departmental manager's own 'local management arrangements' for health and safety drawn up in accordance with this policy. All aspects of their work and activities must be covered.
    - Any departmental specific documentation which does not fit comfortably into 'local management arrangements'.
    - Formal induction documentation for the department to the policy, arrangements and risk assessments.

- To fulfil the requirements of the law, training is essential for all employees who carry out safety management and risk assessment work and this must be provided. Training records must be available in exactly the same way as the documents in the compliance file.

General Statement of Policy

The Governors recognise and accept their responsibility as the employer for providing, in accordance with the law, workplaces and work practises which are safe and healthy for employees, for pupils, for visitors including contractors, and for anyone else who might be affected by their work activities. In particular, care will be taken to provide and maintain:

- Safe premises;
- Safe places of work with safe access and egress;
- Safe plant and equipment;
- Proper arrangements for the use, handling, storage and transport of articles and substances;
- Information, instruction, training and supervision for safety and safe systems of work;
- A safe and healthy working environment throughout;
- Appropriate communication with employees; and
- Committee arrangements for the consideration of health and safety matters.

The day-to-day duty of ensuring health and safety rests with the Master/COO at each site and without detracting from this primary duty health and safety matters will be administered by the COO who will work on behalf of the Governors by providing and interpreting policy.

The Governors will provide competent professional health and safety advice and additional resources when required.

The COO must report to Governors at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary and is available to all employees.

Dr Adrian Carr
Chair of Governors
19 September 2024

Organisation for Health and Safety Management

Dulwich College - Health & Safety Management Roles and Responsibilities

Governors

- **Overall Responsibility**: Ensure Dulwich College complies with The Health and Safety at Work etc. Act 1974, and all Regulations made under this enabling Act. Monitor and evaluate the college's health and safety performance, ensuring effective management by the Master and the COO

- **Duties**:
    - Ensure adequate resources for effective health and safety management.
    - Endorse Dulwich College's health and safety policy in collaboration with the Master and COO.
    - Endorse the Health and Safety Strategy.
    - Regularly review health and safety performance metrics and reports presented by the COO.
    - Hold the Master and the COO accountable for health and safety performance, ensuring that high standards are maintained at all times.
    - Provide strategic guidance and support to the Master and the COO in their efforts to maintain a safe and healthy school environment.

Master

- **Overall Responsibility**: Provide overall leadership and strategic direction for health and safety at Dulwich College, ensuring compliance with The Health and Safety at Work etc. Act 1974, and all Regulations made under this enabling Act. Additionally, they are responsible for ensuring that effective leadership on health and safety matters is provided by the COO.

- **Duties**:
    - Oversee the development and implementation of the college's health and safety policy, ensuring it aligns with the college's values and legal requirements.
    - Act as a key strategic liaison between the Governors and the COO for health and safety matters.
    - Ensure the health and safety strategy is integrated into the college's overall strategic plan and objectives.
    - Review and endorse the annual Health and Safety Strategy as prepared by the COO.
    - Provide support and resources to the COO for the implementation of health and safety measures.
    - Ensure a culture of safety is promoted throughout the college, emphasising the importance of health and safety at all levels.
    - Working alongside the COO to respond to major health and safety incidents, ensuring that they are managed effectively and that lessons are learned to prevent future occurrences.

Chief Operating Officer (COO)

- **Overall Responsibility:** Manage the daily operational aspects of health and safety at Dulwich College, ensuring effective implementation of policies and procedures, and overseeing departmental compliance.

- **Duties:**
    - Implement and enforce Dulwich College's health and safety policy, ensuring it is integrated into all operational & academic activities.
    - Coordinate with department heads to ensure that health and safety practices are understood and followed within their respective areas.
    - Ensures that all departments have a suitable and sufficient risk assessment completed and that this is updated regularly.
    - Provide leadership and support to department heads in managing health and safety, ensuring they have the necessary resources and training.
    - Monitor the overall effectiveness of health and safety management in the college.
    - Monitor and review health and safety performance across the college, identifying areas for improvement and implementing corrective actions.
    - Ensure effective communication of health and safety matters to all staff, fostering a culture of health and safety awareness and compliance.
    - Manage and respond to health and safety incidents, ensuring prompt investigation and reporting to the Master and Governors as appropriate.
    - Engage with the Governors to report on health and safety performance and strategic developments.
    - Regularly report to the Master on health and safety performance, challenges, and progress.
    - Liaise with external health and safety advisors and regulatory bodies as necessary to ensure compliance with current health and safety legislation.

PA to the COO

- **Overall Responsibility:** Coordinate and facilitate the communication and administration of health and safety matters within Dulwich College, acting as a key point of contact between the COO, department heads, and the external Health & Safety Advisors.

- **Duties:**
    - Act as the central communication hub for all health and safety-related information within the college.
    - Assist the COO in organising and managing health and safety documentation, including policies, procedures, and reports.
    - Oversee the development and regular updating of risk assessments and health safety procedures across different departments.
    - Coordinate with External Health & Safety Advisors to ensure that technical aspects of health and safety are understood and integrated into college practices.
    - Arrange and facilitate health and safety meetings, training sessions, workshops and audits, ensuring relevant parties are informed and involved.
    - Oversee the coordination of health and safety training programmes for staff, ensuring that everyone is aware of their responsibilities and how to perform their roles safely.
    - Maintain and update health and safety records, ensuring compliance with legal and internal requirements.
    - Distribute health and safety updates, guidelines, and alerts to department heads and staff as directed by the COO & External H&S Advisors.
    - Assist in the preparation of health and safety performance reports for the COO, Master, and Governors.
    - Act as a liaison for health and safety inquiries within the college, directing queries to appropriate parties, including External Health and Safety Advisors.
    - Support department heads in implementing health and safety measures.
    - Monitor the effectiveness of communication strategies and suggest improvements to ensure clear and effective dissemination of health and safety information.

Head of Property and Maintenance

- **Overall Responsibility:** Strategically manage, oversee, and ensure the safety and compliance of all estate and maintenance operations and activities within Dulwich College, including Contractor Management and the control of health hazards like Asbestos and Legionella, and overseeing key areas such as visitor safety, and construction project safety.

- **Duties:**
    - Develop and implement comprehensive health and safety plans (or programs) for the college's buildings and grounds, ensuring they align with overall health and safety policies, in conjunction with the COO and External Health and Safety Advisors.
    - Develop and implement maintenance safety policies and procedures in line with the college's overall health and safety strategy.
    - Manage and monitor the health and safety performance of contractors working on the college premises, ensuring their compliance with health and safety regulations.
    - Oversee, with Head of Facilities, and regularly review fire safety measures, including fire risk assessments, fire prevention strategies, and emergency response plans.
    - Conduct regular health and safety audits and risk assessments of maintenance activities and areas, implementing necessary improvements.
    - Oversee the control and management of asbestos and legionella ensuring compliance with legal standards and best practices.
    - Ensure that all maintenance activities, including repairs, installations, and renovations, are performed safely and in accordance with established guidelines.
    - Provide training and guidance to maintenance staff on health and safety matters, ensuring they are aware of and adhere to relevant safety procedures.
    - Coordinate with the COO to address any facility-related safety issues and ensure a cohesive approach to maintenance and safety.
    - Oversee, with Head of Facilities, internal traffic systems to ensure safe movement of vehicles and pedestrians within the college premises.
    - Maintain accurate records of maintenance activities, health and safety inspections, and compliance checks.
    - Provide regular reports to the COO on the status, challenges, and progress of estate and maintenance-related health and safety matters.
    - Ensure visitor safety by implementing effective visitor management systems and procedures.
    - Oversee the health and safety aspects of construction projects, ensuring compliance with The Construction (Design and Management) Regulations 2015, Building Regulations 2023 (merged), and other health and safety regulations and standards.
    - Regularly inspect (or delegate inspections of) college facilities and grounds for potential safety hazards, initiating corrective actions as needed.
    - Ensure that the college's buildings and infrastructure comply with all relevant building and health and safety regulations.
    - Respond effectively to maintenance-related emergencies or incidents, ensuring prompt resolution and mitigation of any safety risks.

Head of Facilities

- **Overall Responsibility:** Strategically manage, oversee, and ensure fire safety and compliance within Dulwich College, and overseeing key areas such as fire safety, traffic management, and visitor safety.

- **Duties:**
    - Oversee and regularly review fire safety measures, including fire risk assessments, fire prevention strategies, and emergency response plans.
    - Provide training and guidance to staff on fire safety matters, ensuring they are aware of and adhere to relevant safety procedures.
    - Coordinate with the COO to address any fire safety issues and ensure a cohesive approach to fire prevention and safety.
    - Oversee internal traffic systems to ensure safe movement of vehicles and pedestrians within the college premises.
    - Maintain accurate records of fire-related activities, inspections, and compliance checks.
    - Provide regular reports to the COO on the status, challenges, and progress of fire measures and security related issues across the Campus.
    - Ensure visitor safety by following effective visitor management systems and procedures.

Heads of Departments

- **Overall Responsibility:** Lead and manage the implementation of health and safety policies within their respective departments, ensuring a safe working and learning environment for employees, pupils, and visitors.

- **Duties:**
    - Ensure compliance with the college's health and safety policy.
    - Regularly plan, organise, and review health and safety arrangements, including writing and updating local management arrangements.
    - Conduct risk assessments for departmental activities, documenting and implementing necessary control measures.
    - Ensure that all departmental activities are carried out safely and without risk to health.
    - Provide and oversee health and safety training, instruction, and supervision for staff within the department.
    - Maintain a focus on both occupational and pupil health within the department, ensuring appropriate measures are in place.
    - Investigate and record any accidents, incidents of occupational ill health, and hazardous occurrences, taking corrective action as required.

- Report any near miss events on MyDulwich H&S Portal, ensuring that any findings are managed effectively, corrective action is taken where required, and that lessons are learned to prevent future occurrences.
- Appoint and manage first aid personnel and ensure the adequacy of first aid provisions.
- Provide regular health and safety reports to the COO.

Additional Duties for All Staff

- **Overall Responsibility:** Actively participate in and contribute to the maintenance of a safe and healthy environment at Dulwich College.

- **Duties:**
    - Adhere to all health and safety procedures and guidelines set forth by the college.
    - Remain vigilant and report any potential hazards, incidents, or unsafe conditions on MyDulwich H&S Portal.
    - Participate in regular health and safety training sessions and fire or incident drills organised by the college, staying informed about the latest safety practices and emergency procedures.
    - Contribute to a positive health and safety culture by engaging in open communication about health and safety issues and encouraging others to do the same.
    - Take personal responsibility for not only their own safety but also the safety of colleagues, students, and visitors.
    - Cooperate with the college's health and safety policies and initiatives and comply with specific safety responsibilities relevant to their role.
    - Provide feedback and suggestions for improving health and safety practices within the college.

External Health & Safety Advisors (Havio)

- Overall Responsibility: Provide expert health and safety advice and support to Dulwich College, helping to ensure the college's health and safety practices are in line with current regulations and best practices.

- **Duties**:
    - Provide expert advice on complex health and safety matters, helping to ensure the college's compliance with legal and regulatory requirements.
    - Stay updated on new health and safety legislation and best practices, advising the college on necessary changes and implementations.
    - Collaborate with the college's health and safety committees, COO, and other key personnel to ensure a cohesive and comprehensive approach to health and safety.
    - Assist in the development and updating of the college's health and safety policies and procedures.
    - Assist in investigating and analysing health and safety incidents, and recommend corrective actions to prevent recurrence.
    - Conduct regular audits and assessments of the college's health and safety systems and procedures, offering recommendations for improvements.
    - Offer training and educational sessions to staff on various health and safety topics, tailored to the specific needs of the college.
    - Provide guidance on risk assessment and management, helping to identify potential hazards and suggest effective control measures.

The specific terms and nature of engagement with the college to be detailed in a separate contractual agreement, allowing flexibility and adaptability in the scope of services provided.

Health and Safety Committee

- The COO will chair the meetings of the Health and Safety Committee which will meet termly. The members are listed separately to this document.
- The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:
    - Minutes of last meeting.
    - Matters arising.
    - Accidents/incidents/ill health/serious defects since last meeting.
    - Matters raised by employees/others.
    - Policy compliance, recommendations of consultants/others – progress report.
    - Risk Assessment update.
    - Training update.
    - Any other business.
    - Date of next meeting.

Detailed minutes must be kept, and a set of minutes must be forwarded to COO within seven days of each meeting.

Accident Sub-Committee

- The COO will chair the meetings of the Accident Sub-Committee which will meet termly. The members are listed separately to this document.
- The purpose of the committee is to review accidents, incidents, and near-misses to ensure all have been suitably dealt with in terms of RIDDOR, investigation and remedial action before close out by the committee as a group.

Mrs Fiona Angel. Date: 19 September 2024
Acting Master

Endorsed by: Dr Adrian Carr Date: 19 September 2024
Chair of Governors

Local Health and Safety Management Arrangements

Responsibility

Heads of Departments are responsible for producing local arrangements using the online template provided which need to be signed off by the COO, and issued to “My Dulwich”.

Arrangements

All Heads of Departments with responsibility for staff and/or pupils are required to commit to writing their own specific local management arrangements for safety.

The online template “LMA” is to be used for the creation of this document. It can be found on “My Dulwich”.

All Managers must ensure that their specific local management arrangements are written in plain English.

Members of departments must sign that they accept and will adhere to the local management arrangements, the delegations and departmental risk assessments.

Requirement

All the local management arrangements must be available in department folders on “My Dulwich”, completed by Heads of Departments and signed off by the COO.

Procedure

- Refer to page 7 of this document “Heads of Department” to confirm duties and responsibilities.
- Ensure you have had a departmental manager briefing or relevant Health and Safety training.
- Use the online form on My Dulwich too produce own local arrangements with named individuals
- PA to the COO will ensure these are uploaded to “My Dulwich”.
- Review annually or if personnel changes occur.

Accident Records, Incident Reporting, Near-Misses, Investigation and Notification

Responsibility

Assistant to the COO, Heads of Departments and all staff.

Procedure

1. All accidents, incidents and near-misses are to be reported via "My Dulwich" as soon as possible using online forms. In addition, department heads are responsible for informing the COO and relevant member of CLT immediately of any serious incident.
2. Notable incidents will be identified by the COO's Office for review by the COO, who will direct investigation by the relevant departmental manager as appropriate.
3. Statistics and details of reports will be collated by the Assistant to the COO for presentation to the Accident Sub-Committee for closing out.
4. Out of hours, any serious incident should be reported to the CLT Duty Officer and COO.

Arrangements

Recording

On "My Dulwich" forms (which are data protection friendly) are available for recording the details of all injuries, incidents, near-misses and investigations which occur 'at work'. An entry must be completed as soon as possible after any of these occurs.

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident "at work". Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required.

Investigation

An investigation should be carried out as soon as possible after any significant accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary. The COO will determine the appropriate manager responsible to conduct the investigation, or will delegate to the appropriate member of CLT or an external consultant. Investigations reports be presented to the Accident Sub-Committee.

Lessons learned sessions will be held routinely after incidents to ensure best practice is captured and learning can be addressed.

Notification to the Health and Safety Executive

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are also special requirements for gas incidents.

[1]Accidents including acts of violence to persons at work.

What must be reported?

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported via RIDDOR; a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Serious Injuries (Reportable)

The types of serious injuries which must be reported are as follows:

- Fractures, other than to fingers, thumbs and toes

Bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'. In some cases, there may be no definitive evidence of a fracture (e.g. if an X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture. Self-diagnosed 'suspected fractures' are not reportable.

- Amputation of an arm, hand, finger, thumb, leg, foot or toe

Amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident, as a consequence of the injuries sustained.

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes

Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.

- Any crush injury to the head or torso, causing damage to the brain or internal organs

Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by

crushing as result of an accident.

- Any burn injury (including scalding) which:
    - covers more than 10% of the whole body's total surface area or
    - causes significant damage to the eyes, respiratory system or other vital organs

Burns which meet the above criteria are reportable, irrespective of the nature of the agent involved, and so include burns caused by direct heat, chemical burns and radiological burns. Medical staff may indicate the approximate proportion of skin suffering burn damage, and charts are often available in hospital burns units. In adults of working age, the *Rule of Nines* can help estimate the body surface area (BSA) affected:

- skin covering the head and neck: 9%
- skin covering each upper limb: 9%
- skin covering the front of the torso: 18%
- skin covering the rear of the torso: 18%
- skin covering each lower limb: 18%

If the BSA of a burn exceeds 15% in an adult, they are likely to require hospitalisation for intravenous fluid resuscitation. Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included in this definition.

- Any degree of scalping requiring hospital treatment

Scalping is the traumatic separation or peeling of the skin from the head due to an accident, e.g. hair becoming entangled in machinery. Lacerations, where the skin is not separated from the head, are not included, nor are surgical procedures where skin removal is deliberate.

- Any loss of consciousness caused by head injury or asphyxia

Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time a person remains unconscious is not significant in terms of whether an accident is reportable. Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g. carbon monoxide.

- 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

An enclosed space includes any space wholly or partly enclosed, to the extent that there is a significantly increased risk to the health and safety of a person in that space by virtue of its enclosed nature. This includes any confined space as defined by the Confined Spaces Regulations 1997, and additionally similar spaces where there is a foreseeable risk of hypothermia (e.g. a cold store).

NB: Hypothermia is not a specified risk in the Confined Spaces Regulations. Hypothermia and heat-induced illness includes situations where a person has an adverse reaction (the physical injury) to intense heat or cold acting on the body, so they need help from someone else.

- What to do when the extent of an injury is unclear

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirement to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than seven days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

Over Seven-Day Injuries to Workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. R IDDOR reports must be made to the HSE within 10 days of the incident or known over seven-day incapacity.

Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- 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 Occurrences

Dangerous occurrences are defined as certain, specified ‘near-miss’ events (incidents with the potential to cause harm). However, not all such events require reporting. Examples of reportable dangerous occurrences are:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Record-Keeping Requirements

Records of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by the HSE, local authority, or ORR inspectors.

How to report

- Online - Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.
- Telephone - All incidents are to be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours (where the HSE may need to respond urgently)

The HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

Requirement

Online forms for completion for accident reporting, incident reporting, near-misses are to be available on “My Dulwich”. All accidents, incidents and near-misses “at work” are to be closed out by the Accident Committee as no further action necessary once investigated, root causes identified, and findings actioned.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy:

- Local Management Arrangement – Appendix A (held online)
- Accident Committee Agenda – Appendix D
- Incident Report Form – Appendix E (held online)
- Accident Report Form – Appendix F (held online)

- Near Miss Report Form – Appendix G (held online)
- General Risk Assessment Template - Appendix Z
- Accident Committee Agenda – Appendix D

Asbestos

Responsibility

Head of Property & Maintenance and staff involved with the fabric of the buildings such as IT, Facilities and Maintenance staff.

Procedure

1. Asbestos Management Surveys for each building built prior to 2000 to be retained by Head of Maintenance.
2. Asbestos Management Plans to also be completed and retained by the Head of Maintenance
3. Make available to all staff, contractors and those potentially involved in "at risk" trades and activities. Any construction works planned must undertake an R&D survey.

Asbestos register to be available and maintained by the Head of Property & Maintenance

1. Induction for Contractors to include an introduction to the Asbestos Register
2. All employed "at risk" personnel must complete Asbestos Awareness Training and refresh this each year through tool box talks.

Arrangements

Asbestos containing materials (ACMs) were used in buildings until 2000. Many premises still contain asbestos so tradesmen, maintenance workers, computer and cable installers etc. are still at risk.

There is a duty to institute a formal plan for asbestos management either where ACMs are present or when it is necessary to presume that materials contain asbestos unless there is strong evidence to the contrary.

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

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

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

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

The employer, through the **Head of Property & Maintenance**, must identify accessible Asbestos Containing Materials (ACMs) (accessible during normal occupancy including foreseeable maintenance). A competent professional with a quality management system (contractor evaluation questionnaire must be used) must carry out a management survey in accordance with HSE advice. Laboratories that analyse samples must have appropriate accreditation. Asbestos is likely to be present if any building was constructed or refurbished between 1890 and 2000 and particularly if it also has a steel frame and/or has boilers with thermal insulation.

At this stage the Head of Property & Maintenance is not recommended to identify asbestos materials which are not accessible unless part of refurbishment and demolition works.

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

- Locations from which negative samples have been taken.
- Locations of any ACMs together with the type of asbestos and quantity of asbestos.
- Form of the asbestos (lagging, ceiling tiles, partition board etc.)
- Condition of the ACM (is there damaged or deteriorating asbestos with a risk of fibres being released?)
- Surface treatment if any.

The Head of Property & Maintenance must then assess what to do – asbestos in good condition which is not liable to be damaged is likely best kept in place. Damaged asbestos can often be made safe by repair to prevent the fibres becoming airborne. If this can be achieved safely, the repair should be carried out as described in the next section and the asbestos can then be kept in place. If the asbestos is likely to release dust or if damaged areas cannot be effectively repaired and protected or if it is likely to be disturbed during routine maintenance work, it must be removed, also as described in the next section.

- The Head of Property & Maintenance must ensure that all those, including IT, maintenance, facilities and contractors, who might work on or might disturb the known ACMs on site are formally informed at the tender stage or similar that the materials contain asbestos and that they must not disturb them or carry out work except as described in the next section.
- Where it is acceptable, the asbestos must have an appropriate warning label.
- All ACMs remaining on site must be inspected regularly to check that they have not deteriorated or been damaged. The frequency of the inspections will depend upon the condition/location of the material e.g. ACMs in positions where they might get damaged will need to be inspected more frequently than those which are not. Any changes in the condition of the ACMs will necessitate a review of the risks involved. Records must be kept of this.
- Periodic reviews must be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

Intrusive Work on the Premises including Work on Asbestos Containing Materials

Materials already known to contain asbestos should be apparent from the asbestos register (which must be kept up to date by identifying amongst other things removed and encapsulated asbestos) and are often signed with warning labels. Frequently however, asbestos is not known to be present but its presence is foreseeable or may be suspected. There is a legal presumption that materials contain asbestos unless there is strong evidence to the contrary. Whenever work is to be carried out which could involve the disturbance of materials which may contain asbestos (for instance intrusive work on the structure, work above false ceilings or behind wallboards or behind service ducting and when moving partition walls) then the person in charge of the work must arrange for a full demolition/refurbishment survey to be carried out by a professional in accordance with HSE advice (analysis by an accredited laboratory).

- Work on asbestos and ACMs must only be carried out by a contractor licensed by the Health and Safety Executive and the contractor must confirm that he is aware of the asbestos regulations and any relevant approved codes of practice and the work must be carried out in accordance with the regulations and approved codes of practice.
- The material to be removed/worked on must be clearly identified and the contractor must have a copy of the results of analysis of the material.
- The contractor should provide a copy of his current HSE license 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 signage to ensure that no persons other than his employees will enter any hazardous areas.
- 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.

Requirement

The employee identified in the 'Organisation' section is responsible for asbestos management (Head of Property & Maintenance). The appointed person must be provided with the resources, skills, training and authority to ensure that ACMs are managed effectively. The person's responsibility will include managing surveys, and the quality and subsequent use of the data. An Asbestos Management Plan and register must be maintained by the Head of Maintenance.

Relevant Forms

In addition to the Asbestos Management Survey and Plan, the following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Local Management Arrangements - Appendix A

Boarding House Evacuation Procedure

Introduction

In the event that an incident occurs in one, or more, of our boarding houses which results in the building being inaccessible to the boarding pupils and staff the following procedures will apply.

Designation of major incident

Definition: a major incident would be declared if a boarding house could no longer be used for its usual purpose of providing accommodation to boarding pupils.

Incident lead: In all instances the Head of Boarding would assume overall responsibility for the situation, supported by relevant members of the College community

Process and communication flow

- Boarding House Masters to inform the Senior Deputy and Head of Boarding of the incident.
- Senior Deputy and Head of Boarding to triage the key incident details and decide on next steps for the pupils and staff. *Note, if the incident is overnight the Head of Boarding will not be physically on campus and will communicate with the Senior Deputy via phone.*
- Decision to be communicated to Deputy Master Pastoral & Co-Curricular, COO and Master.
- Boarding House Masters to take local control of situation and gather staff together to issue relevant instructions to the pupils, ability to contact the boys will differ depending upon the time of day of any incident, boys will be in the school during the day, boys will be in the Boarding House in the evening/night. *Note use of the Orah app whereby boys sign in and out provides accurate information on where the boys are during evenings and at weekends*.
- Medical Centre to be contacted via the on-call duty system.
- Facilities to be contacted so Site Officers can assist in the safe movement of the pupils to the refuge point (and to make the space workable if any furniture moves are needed).
- Boarding House Masters to instigate communication to families once details are known and clear updates can be provided. *Note if more than one boarding house is affected, this communication would be better coming from Head of Boarding to ensure consistency of message.*

Alternative location

In the event a boarding house could not be used, it is anticipated that boarders would need a temporary refuge location for no more than 24 hours while alternative accommodation was sourced:

- The exact location of the refuge point will depend upon time of day and any other activity underway in the school, we have 3 choices, all of which have access to toilets and facilities for making drinks (1) Great Hall (2) Christison Hall (3) Sports Centre;
- Boys will be kept together under supervision from the Boarding House staff and await instructions from the Head of Boarding;
- Meals would continue to be provided as per normal; and
- Emergency blankets will be available if required.

Catering

Responsibility

Head of Catering

Procedure

1. Ensure all personnel are competent, trained and adequately supervised though completion of the specific Catering Induction and completion of required risk assessments.
2. Complete shift, daily, weekly food hygiene inspections and audits as per the risk assessment.
3. Ensure temperature check records are always maintained and available at all times.

Arrangements

Where contract caterers are employed, the employer remains responsible for the kitchen premises and equipment both of which must be properly maintained.

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

An up to date food safety hazard analysis must always be located with the kitchen manager. Premises and equipment defects must be reported as soon as they become apparent using the written defect reporting procedure.

Requirement

Current food safety and health and safety audits must be available on request.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Catering Forms – Appendix H.
- General Risk Assessment Template - Appendix Z.
- Manual Handling risk assessment – Appendix V.
- Personal Protective Equipment issue form – Appendix W.

Construction "Projects"

Responsibility

Chief Operating Officer

Procedure

1. Construction related idea or project is identified by the COO, Head of Projects & Planning, or Head of Property & Maintenance.
2. Havio (external health and safety advisors) are informed and consulted on steps required in achieving proportionate application of the Construction Design Management Regulations 2015.
3. Appoint or define the required duty holders in writing.
4. Assemble pre-construction information in relation to the project with the aid of Havio Limited or Principal Designer.
5. Agree project brief and goals with the principal designer or with the aid of Havio Limited as advisors and include these in pre-construction information.
6. Complete, with the design team, a design review meeting and establish need for further design reviews as required.
7. Provide pre-construction information to all duty holders in convenient format with the aid of the principal designer.
8. Ensure F10 notification is completed once principal contractor appointed.
9. Hold pre-start meeting with duty holders and check the construction phase plan is suitable before works commence and that welfare facilities are in place.

Arrangements

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

The application should be proportionate to the project.

The importance of taking early advice on projects is necessary as the College are not traditional commercial clients and the variety of activities undertaken on site can lead to many complex projects being undertaken.

A CDM guidance document is provided in appendix I on the application of the regulations for small construction projects.

Projects

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

Health and Safety File

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

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

Requirement

Overall compliance with the current Construction Design Management Regulations.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Construction Design Management Duties (CDM) – Appendix I.
- General Risk Assessment Template - Appendix Z.
- CDM Guidance Appendix TT

Consultation with Employees

Responsibility

COO, Staff Representatives, Heads of Departments and Members of CLT.

Procedure

1. The Health and Safety Committee will meet termly with a clear agenda and minutes produced.
2. Representation will include teaching and operational staff, who will be invited to join.
3. Minutes will be made available via My Dulwich and notice boards as relevant.

Arrangements

Relevant regulations are:

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

When the employer recognises a trade union and that trade union has appointed safety representatives in accordance with SRSCR then the employer must consult the safety representatives on matters affecting the group or groups of employees they represent. Members of these groups of employees may include people who are not members of that trade union. Under the HSCER any employees not in groups covered by trade union representatives must also be consulted by their employers. The employer can choose to consult them directly or through elected representatives. The regulations address the issue of setting up a mechanism for electing representatives for the consultation process. Any elections must be fairly conducted and democratic.

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

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

Employees or their representatives should be given enough information to allow them to take a full and effective part in the consultation process and the employer should encourage any appointed/elected representatives to receive training.

Functions of Safety Representatives

- To investigate potential hazards and causes of accidents at the workplace.
- To investigate employee complaints concerning health etc. at work.
- To make representations to the employer on matters arising out of hazards and causes of accidents and on general matters affecting the health etc. of the employees at the workplace.

- To carry out the following inspections:
    - Of the workplace (after giving reasonable written notice to the employer)
    - Of the relevant area after a reportable accident or dangerous occurrence or if a reportable disease is contracted, if it is safe to so and in the interests of the employees represented.
    - Of documents relevant to the work place or the employees represented which the employer is required to keep - reasonable notice must be given to the employer.
- To represent the employees, they were appointed to represent in consultation with HSE inspectors, and to receive information from them.
- To attend meetings of safety committees.

Requirement

Consultation will be via an established committee e.g. the Health & Safety Committee. Agendas must be readily available for input from all categories of employee, both teaching and non-teaching, and minutes must be made available to all. It should be clear that any employee who wishes to have an input will be given ample time and opportunity to do so.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- H&S Committee Agenda – Appendix C.
- General Risk Assessment Template - Appendix Z.

Contractors and Practical Guidance on Safe Working Practices

Responsibility

COO, Head of Projects & Planning, Head of Property & Maintenance and Heads of Departments

Procedure

1. Prior to any engagement, contractors must have been vetted and assessed as competent by the relevant manager using the current contractor safety evaluation questionnaire document.
2. Prior to works commencing Risk Assessments and Method Statements must be submitted to the relevant manager for approval.
3. Once onsite, contractors must report to the relevant manager to sign in and be inducted using provided RAMS.
4. Safety rules to be communicated and acknowledged in specific relation to the task.
5. Works will be randomly monitored by the Head of Projects & Planning, Head of Property & Maintenance and Heads of Departments.
6. Feedback meetings will be conducted by the Head of Property & Maintenance to the contractor as required.

Arrangements

Contractors

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

The Law and the Contract

The Health and Safety at Work etc. Act 1974 places duties on the employer and the contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

Selecting a Contractor (A contractor safety evaluation questionnaire is in the Appendix J/My Dulwich. The questionnaire must be used before engaging a contractor.)

A potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and/or method statements. These must 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 must be evaluated using the form following, 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 must be made fully aware of the standards of health and safety management expected of them, the following are examples of the items regarded as important:

- Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- Employees and pupils' requirements in terms of access and egress and playground facilities etc.;
- The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments);
- When contractors are to use our equipment, the equipment must be safe and properly maintained at handover, thereafter the contractor should be given the responsibility for the equipment and its safe use. However, it is not our policy to lend contractors any of our portable equipment.
- Evacuation and emergency procedures which should be discussed and posted and employees and sub-contractors etc. should be made fully aware of these.

During the work there should be no doubt as to who is managing health and safety. Contract completion matters relevant to ongoing health and safety must be properly verified and any relevant documentation must be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

Essential Information for Contractors

Contractors must be given information concerning:

- These Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary.
- Items identified as necessary for health and safety.
- All relevant hazards known to the occupier of the premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.

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

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

Contracts must 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 employer and the contractor must consider together:

- Premises/operations which could affect the contractor's work - all known hazards must be brought to the contractor's attention.
- How the contractor's work may affect employees and users of the premises - written method statements and hot work permits to control risks may be necessary.
- Which party has overall responsibility for the control of work on site and control of sub-contractors, those with overall control usually have responsibility for health and safety and this must be clear.

- Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of newly installed plant, or when several contractors are working concurrently.
- Arranging regular site meetings between the contractor's appointee and employer's 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

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

Health and safety is 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 outside perimeters of site.
- Access/exit to and within the buildings.
- Playing facilities.
- Service arrangements, e.g. food and stores deliveries.
- Access routes for Emergency Services.

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

- Access/exit requirements from the street and to and within the buildings.
- Proposals for the use of scaffolding and ladders.
- Proposals for separating the work areas from open access areas.
- Proposals for the positioning and fencing of skips and storage areas.
- Any dangerous, noxious or offensive substances or processes to be used and the contractor's proposals for protecting staff and pupils.
- Proposals for the contractor's essential services (sanitation, telephone, power, parking etc.)
- Whether visitors to the building works need to report to the school office as well as to the site office.
- The HSC say that during the course of the work, if the school feels that if the contractor is disregarding safety procedures, or that staff or pupils will be put at risk by the contractor's actions, the school's representative should, if there is an imminent risk to staff and pupils, remove them from the area and then immediately consult directly with the responsible contractor with a view to eliminating the risk.

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

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

Work Sites

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible should be enclosed within a boarded or sheeted perimeter fence at least 2.4 metres high.
- The contractor should take precautions to eliminate, so far as is reasonably practicable, the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.
- Fire exits must be kept clear at all times.

Access Equipment

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils
- Ladders and ropes should be secured out of reach of children and unauthorised people.

Overhead Working

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

Excavations

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

Substances

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

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

Stripping Paint

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

Requirement

A central list of approved contractors will be maintained by the Head of Property & Maintenance. Heads of Departments must supply this list to the Head of Property & Maintenance. Competency Evaluation forms completed by contractors must be approved and retained with reviews completed each year. Evidence of exchange of information and liaison must be retained in retrievable format. The Head of Head of Property & Maintenance or Departmental Manager is to liaise with contractors and randomly monitor contractors Health and Safety performance.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Construction Design Management Duties (CDM) and guidance – Appendices I and TT.
- Contractor Competency Assessment – Appendix J.
- General Risk Assessment Template - Appendix Z.
- Safe System of Work/Method Statement Template – Appendix MM.

Display Screen Equipment

Responsibility

Head of Computer Services and Heads of Departments.

Procedure

1. Heads of Departments are responsible for identifying “users”.
2. Departmental Managers to notify Head of Computer Services of those people who are “users” and therefore require to have a Display Screen Equipment Assessment undertaken.
3. Computer Services to perform the DSE assessment and make required recommendations on the assessment.
4. For those issues involving equipment Computer Services are to rectify and record as actioned.
5. For those issues relating to job design the Departmental Manager must take responsibility for these actions.
6. The DSE assessment is the Heads of Departments responsibility to retain and follow up.

Arrangements

The Regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as “users”.

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

An assessment must be carried out on the workstations of each user on initial identification of need and this should be recorded; the assessment must be carried out using the VDU workstation checklist following; and once an assessment has been carried out, any remedial action, as indicated by the checklist must be taken. Assessments must be regularly reviewed.

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

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

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

There is no ionising radiation problem associated with display screens.

Requirement

Assessments must be undertaken by Computer Services. Heads of Departments must check the assessments. It is their duty to follow through any actions identified until completion.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- DSE Assessment Form – Appendix K.
- DSE Self-Assessment Guidance – Appendix L.
- DSE Self-Assessment Form – Appendix M.
- General Risk Assessment Template - Appendix Z.

Electrical Equipment and Systems

Responsibility

Head of Property & Maintenance, and Heads of Departments, staff.

Procedure

1. A register of electrical installations is to be maintained by the Head of Property & Maintenance
2. A current Electrical Installation Condition report must be retained for each installation by the Head of Property & Maintenance
3. For identified actions required from reports a plan must be retained prioritising these actions in terms of safety by the Head of Property & Maintenance
4. Portable appliances must be tested by a competent person, normally on an annual basis.
5. Formal visual checks on electrical equipment will be conducted termly by Heads of Departments
6. Pre-use visual checks on electrical items prior to use is to be completed by users.

Arrangements

The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.

- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Note: Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and the IEE Wiring Regulations.

Additional Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.
- Routine inspections and tests (usually every five years) of all wiring and fixed electrical installations must be carried out and records of the test results obtained and kept for future reference.
- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference and provide copies to the maintenance department.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Notes.
- Residual Current Devices must be provided and must be tested in accordance with the manufacturer's instructions.

Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment must be maintained in a safe condition. This has often been interpreted in the past to mean that in addition to normal employee vigilance there is a need for an inspection and test by a competent person on an annual basis but this is an over simplistic view. For instance, HSE recommend annual visual inspection only for double insulated items in offices and other low risk areas. Judgement is required to identify risk control measures commensurate with the risk[2].

Visual inspection can detect most defects and can be carried out by any trained employee. It should be undertaken as follows: after disconnection from the mains, the person carrying out the visual inspection should look for signs of damage such as cuts and wear to the cable covering; any non-standard joints in the cable; the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible; damage to the plug itself such as cracked casing or bent pins; any burn marks or staining indicating overheating has taken place and damage to the outer cover of the equipment. The inspection could also include removal of the plug cover to check that a proper fuse is being used, that the wires are attached to the correct terminals,

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

that the terminal screws are tight and that there is no sign of internal damage – however with moulded plugs only the fuse can be checked.

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

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

It is not policy to test day pupils' personal electrical appliances, but boarders' personal electrical equipment which are used in boarding houses will be tested annually as near to the start of the Michaelmas term as possible. There should be a written requirement for their electrical equipment to meet appropriate UK/EC standards and be suitable for UK distribution systems (equipment purchased outside the EC may need to be banned) and the equipment should be included in periodic general house inspections.

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

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

Requirement

Regular testing and inspection of the electrical infrastructure and portable electrical appliances. Records must be readily available and held by the Head of Property & Maintenance.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Fire Precautions

Responsibility

COO, Head of Facilities, Head of Property & Maintenance and Heads of Departments

Procedure

1. The COO is the "responsible person" for Fire for Dulwich College who has appointed the Head of Facilities to implement the key requirements of the Regulatory Reform (Fire Safety) Order.
2. Head of Property & Maintenance to produce a register of required Fire Risk Assessments.
3. Fire Risk Assessments to be undertaken in order of priority as defined by the Head of Property & Maintenance.
4. A competent person will be appointed to undertake Fire Risk Assessments by the College.
5. Actions from Fire Risk Assessments will be put into an action plan and completion dates allocated.
6. Each building will have its own Fire Management Plan documented and communicated to the necessary persons.
7. Heads of Departments will ensure that staff are briefed and trained on the relevant Fire Management Plans.

Arrangements

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment[3]. The risk assessment must be fully documented as must an emergency plan.

The following are essential elements of an emergency plan:

- how people will be warned if there is a fire.
- what staff, students should do if they discover a fire.
- how the evacuation of the premises should be carried out.
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.
- identification of key escape routes, how people can gain access to them and escape from them to a place of total safety.
- arrangements for fighting fire.
- the duties and identity of staff and students who have specific responsibilities if there is a fire.

[3]There is considerable guidance, on how to fulfil the assessment duties, contained in Fire Safety Risk Assessment – "Educational Premises" plus "Sleeping Accommodation" both available on the web. Further assessments are needed when there is change of use of premises e.g. for open days, school plays and concerts and for sports days.

The most convenient and effective method of routinely reassessing and monitoring structural and fitted fire precautions is by use of records on accurately scaled floor plans. The plans should show the structural and fitted fire precautions and high-risk areas such as theatres, flammable liquid stores, LPG storage, kitchens, and boiler houses.

- arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies (e.g. in a crèche), those with disabilities, contractors, members of the public and visitors.
- any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire.
- specific arrangements, if necessary, for high fire-risk areas such as where significant volumes of flammable or hazardous substances are used or stored (e.g. in science or for petrol storage for grounds).
- arrangements for an emergency plan to be used by a hirer of part of the premises.
- contingency plans for when life safety systems, such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order.
- how the fire and rescue services will be called and who will be responsible for doing this.
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials.
- what training employees need and the arrangements for ensuring that this training is given.
- phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later).

Structural precautions must be as far as practicable in accordance with HM Government guidance.

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

Non-automatic firefighting equipment must be easily accessible, simple to use and their locations indicated with signs. Relevant employees must be trained to use the equipment.

Emergency routes and exits must lead as safely and directly as possible to a designated assembly point and must be adequate in number and dimensions to enable satisfactory evacuations. Emergency routes and exits must be indicated by signs and must be provided with emergency lights. Emergency routes and exits must be kept clear of obstructions and readily combustible materials.

Advice on the display of materials on fire exit routes must be given on the risk assessment.

Fire exit doors must be hung conventionally and where necessary open in the direction of escape. Fire doors must be properly maintained, signed and must not to be propped open. If fire doors need to be regularly kept open for any reason, their location should be notified to the Fire Officer. It may be possible to fit magnetic catches releasable by the activation of the fire alarm. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors must be fitted, wherever practicable, with appropriate emergency exit door furniture.

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

There must be a practice evacuation at least annually in Michaelmas Term of all school buildings and more frequently in high risk areas. These shall be recorded in the fire log.

Fire alarm systems (including fire alarm call points and automatic detection etc.), emergency lights and firefighting equipment must be inspected, tested and maintained. Records of testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of firefighting equipment, periodic testing of fire alarm systems and all ‘fire’ maintenance and periodic inspection of fire exit routes must be kept in a the fire log which may be a database.

Requirement

A Fire Risk Assessment for each part of the College must be completed taking into account the variety of uses for that building. Each building will have a Fire Management Plan that the Head of Facilities and Heads of Departments will implement, communicate and maintain.

Relevant Forms

See Fire Risk Assessments held by the Head of Property & Maintenance and available on My Dulwich.

First Aid

Responsibility

Sister-in-Charge, Deputy Master Pastoral and Heads of Departments

Procedure

1. An initial risk assessment of First Aid requirements for the College on a normal operating day will be completed by the Sister-in-Charge combining the requirements for the "school" and "at work" individuals.
2. A register will then be created with clear identification of First Aiders and Appointed Persons for each area of the College.
3. Heads of Departments are responsible for first aid risk assessments for activities outside the normal operating day such as trips and events.
4. First Aid equipment and facilities will be maintained by the Sister-in-Charge for the Dulwich College campus.

Arrangements

The total number of **First Aiders** (including 'pediatric' first aiders) and **Appointed Persons** must be identified after all relevant factors have been taken into account, including age of pupils, layout of premises, remoteness of site from emergency medical services, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities. First aiders are trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they should be trained to administer first aid for identified and specific risks including pediatric first aid. They must be certificated. (There are two levels of certification – First Aid at Work and Emergency First Aid at Work.) First aid certificates are issued for a three-year period only and re-qualification and re-certification is required after that.

Appointed Persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a first aider is not available. (All first aiders and appointed persons must know how and when to call for additional help i.e. dial 999.) Appointed persons must be appointed in writing and emergency first aid training should be provided for them. A list of first aiders is available on "My Dulwich".

Basic training should be considered for a larger number of employees because there should be a trained person present on site when pupils are present.

First Aid notices must be displayed in key positions showing the names and telephone numbers of nominated first aiders and appointed persons and the location of the nearest first aid container.

First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to the contents list and any other assessed need and should contain a guidance leaflet. Contents must be checked regularly. Eye wash must be provided where there is a need and eye wash stations must be identified by appropriate signage. Stations should be checked regularly.

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

First Aid Containers

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

- One guidance leaflet
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Two medium sized individually wrapped sterile un-medicated wound dressings
- Two large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm)
- One pair of disposable gloves.

  If additional materials and equipment are assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept. Where eye wash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes irrigation are necessary at each station. Spillage kits for dealing with body fluids will also be required.

First Aid Kits for Travelling

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

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

Records

Records must be kept of all first aid administration. Bumps to heads and other significant accidents must be notified to parents.

Requirement

All First Aid treatment must be documented. Only competent and trained persons will administer first aid. Suitable first aid provisions must be available at all times.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z

Flammable Liquids

Responsibility

Head of Grounds, Transport Manager, Head of Sustainability & Procurement and Heads of Departments

Procedure

1. Heads of Departments to produce a list a Flammable Substances under their control and include in General Risk Assessment for their department.
2. Define quantity restrictions and storage arrangements within the risk assessments and specific procedures as necessary.

Arrangements

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

Employees who use a school vehicle to transport petrol containers must ensure that the petrol containers are approved/suitable; are firmly secured in the vehicle; that an appropriate fire extinguisher is carried; along with emergency instructions. The maximum volume of petrol which can be transported is a maximum of two metal containers each up to 10 litres capacity, plus a maximum of two suitable and appropriately marked plastic containers each up to five litres capacity. Diesel is not regulated but quantities should not exceed those of petrol.

The driver of the vehicle must be trained in the emergency procedure and in the use the fire extinguisher.

Requirement

The storage, transportation and use of flammable liquids must be risk assessed.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Flammable Liquids Register – Appendix N
- General Risk Assessment Template - Appendix Z

Gas Safety

Responsibility

Head of Property & Maintenance

Procedure

1. A register of gas installations and appliances will be maintained by the Head of Maintenance.
2. Only competent persons (Gas Safe registered) can work on or with gas and related equipment.
3. Gas Safe Certification will be retained by the Head of Property & Maintenance for all appliances.
4. Records of all installations (or relevant asset register) are to be kept as centralised records by Head of Property & Maintenance in CAFM.
5. All repairs and maintenance records with Head of Property & Maintenance.
6. All main gas stop cocks must be signed and have emergency instructions attached.

Arrangements

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG) in both, bulk containers and cylinders and the installation, servicing, maintenance and repair of gas appliances and fittings.

Qualification and Supervision

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

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately registered persons. Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

Existing Gas Fittings

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

Emergency Controls and Procedures

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

Maintenance

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

Landlords

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

Requirement

The maintenance of all gas fittings must be by Gas Safe technicians. Records must be kept of all repairs and maintenance. The main gas stop cock should be signed and have emergency instructions attached.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Gas Installations and Appliances Register – Appendix O.
- General Risk Assessment Template - Appendix Z.

Hazardous Materials Register

Responsibility

Head of Property & Maintenance, and Heads of Departments.

Procedure

1. Head of Property & Maintenance and relevant Heads of Departments are to produce a register of Hazardous Materials.

2. Departmental general risk assessments must address hazardous materials, storage, use and maintenance; relevant COSHH assessments must be in place.

Arrangements

The Head of Property & Maintenance should maintain a master Hazardous Materials Register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc. This will be located on "MyDulwich".

Heads of Departments where hazardous materials are held are responsible for keeping their own departmental registers, passing this information to the Head of Property & Maintenance and updating this information as it changes. The contents of the register must be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeable affect the hazardous materials and create risks to the 'workers themselves or others. Where significant risk is identified written risk assessments should be prepared.

Requirement

Ensure register is up-to-date and made available. Ensure all Hazardous materials are clearly identified, stored correctly and maintained in accordance with relevant legislation.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Hazardous Materials register – Appendix P.
- General Risk Assessment Template - Appendix Z.

Information, Instruction, Training and Supervision

Responsibility

Members of CLT and Heads of Departments, HR.

Procedure

1. Members of CLT are to ensure Department Managers are competent and have received suitable training to enable them to Manage Health and Safety effectively.
2. Information and instruction given in relation to Health and Safety should be written down and acknowledged by a signature from the recipient. (Induction, Safe Use of Hazardous Equipment, Safe procedure to be followed etc.)
3. Overall requirements for Information, Instruction, Training and Supervision are to be documented in the General Risk Assessment for each Department.
4. Management Training records for Health and Safety must be retained by the Members of CLT.
5. Records of other Health and Safety related training must be kept by Heads of Departments and the Assistant to the COO.

Arrangements

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. Supervision is a key element in maintaining safe systems and this is emphasised by HSE. It is emphasised in HSE advice concerning procedures for the management of asbestos.

Appropriate induction training must be provided for all new employees including temporary employees. Safety information, especially concerning the results of risk assessment, must be provided to employees and others as appropriate. See induction checklist at end of this section.

Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Where the need for further specific training and instruction is identified it must be provided. Health and safety will be a discussion point in both teaching and non-teaching appraisals.

Comprehensive training records must be maintained by Heads of Departments, who should ensure that these records are copied to the PA to the COO.

Health and Safety Training Needs Survey

Training needs should be identified by all Heads of Department on an annual basis and training arranged via HR. It will be necessary to identify job/departmental specific training needs and organisation specific training needs, such as first aid.

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, for design and technology staff (Health and Safety Training Standards in Design and Technology – DATA), and for manual handling and work at heights (for appropriate staff). If an employee needs to be involved in the formal assessment of risks, training is also required.

Requirement

Safety training needs to be identified by Heads of Departments annually. Safety records must be available on request.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Health & Safety Training Survey – Appendix Q.
- General Risk Assessment Template - Appendix Z.
- Standard Induction template – Appendix QQ.

Inspections, Maintenance, Regular Safety Activities

Responsibility

Head of Property & Maintenance, Heads of Departments.

Procedure

1. Through the process of General Risk Assessment, Heads of Departments will identify items and areas under their control requiring inspections, maintenance and checks.
2. Termly Safety Inspections are required to be completed by each Departmental Manager and signed off by the Departmental Executive.
3. A programme of regular departmental audits will be conducted by the external consultant as directed by the COO.
4. If uncertain of areas of responsibility, Heads of Departments must consult the COO.

Arrangements

In addition to user vigilance, competent persons must service, test, inspect, examine, maintain or assess the following as necessary at appropriate intervals. Clear records of all activities/certificates must be retained for future reference.

Examples are as follows:

- Gas fired boilers and appliances – serviced annually and Landlord certificates must be obtained for domestic premises
- Radioactive sealed sources - wipe test every twenty-four months
- Electrical installations condition report – inspect and test, usually every five years
- Portable electrical appliances – inspect and test, often annually but risk assess
- Fire alarm systems including automatic fire detectors and electromagnetic door releases etc. – test and service every six months - may include batteries and battery charging equipment
- Emergency light units - test and service annually, indicator lights inspect weekly, functional test monthly – may include batteries and battery charging equipment
- Fire alarm call points – test routinely
- Fire extinguishers and other emergency firefighting equipment – service annually
- Fire safety and fire exit routes – formally inspect once per term
- Fume cupboards and any other local exhaust ventilation (LEV) equipment – thoroughly examine every fourteen months
- Lifts, lifting gear, lifting equipment, hoists – thoroughly examine every six months and service regularly
- Eyebolts, mansafe and latchway systems – test/service every 6 months
- Retractable audience seating – service annually
- Trees – inspect regularly in accordance with professional's recommendation
- Swimming pool rescue equipment – inspect routinely
- Swimming pool water quality – test regularly depending on bather load
- Safety devices attached to compressed gas containers – inspect termly

- Fixed and portable pressure systems including bulk gas storage facilities – examine in accordance with written scheme
- Emergency stop buttons – test termly
- Gymnasium equipment and play equipment – inspect annually
- Fitness machines – inspect regularly according to use
- Kitchen extract systems – cleaned regularly in accordance with risk assessment
- Access equipment including scaffold towers and ladders/step ladders - inspect six monthly
- Guards, safeguards and safety devices fitted to work equipment (including machines) – inspect at least termly – service at least annually
- Water systems (legionella control) – test in accordance with the risk assessment – guidance provided in L8
- Premises, building fabric, asbestos, fixtures and fittings (particularly to include items to reduce risk of falling) – an example space/room survey appears in the Appendices - (formal defect reporting procedures also required) – inspect annually or in accordance with risk assessment
- Lightning conductors – test every three years
- PPE such as harnesses and lines – inspect/test in accordance with risk assessments

Other regular actions required:

- Health and safety Policy should be reviewed annually
- Fire evacuation/drills – termly and in boarding houses additionally during boarding hours
- Health and safety training monitored
- Risk assessments should be reviewed annually. However, where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat reassessment.
- (Departmental) arrangements should be reviewed annually
- Disaster Plan should be reviewed annually
- Legionella risk assessment should be reviewed biennially.

Requirement

All records must be available on request.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Termly Health and Safety Inspection Report – Appendix R.
- Lifting Operations and Lifting Equipment Register – Appendix U.
- Personal Protective Equipment Issue Form – Appendix W.
- Pesticides Register – Appendix X.
- Pressure Vessels and Associated Equipment Register – Appendix Y.
- General Risk Assessment Template - Appendix Z.
- Control of Substances Hazardous to Health Departmental Inventory – Appendix DD.
- Control of Substances Hazardous to Health Risk Assessment Template – Appendix EE.
- Vehicles in Use Register – Appendix FF.
- Vibratory Equipment Register – Appendix GG.
- Woodworking Machinery Register – Appendix HH.
- Work at Height Register – Appendix II.
- Ladder and Step Ladder Register – Appendix JJ.
- Ladder and Step Ladder Checklist – Appendix KK.
- Work Equipment Register – Appendix LL.

Ionising Radiations

Responsibility

Members of CLT, Radiation Protection Advisor (RPA) and Radiation Protection Supervisor (RPS)

Procedure

1. A list of sources must be produced collectively by the Departmental Executive, RPA and RPS.
2. Authorisation documentation must be retained by the RPS and RPA.
3. Purchase dates must be documented by the RPS and RPA.
4. The RPS must specifically risk assess ionising radiation detailing storage, movement, leak tests.

Arrangements

The school has appointed a Radiation Protection Adviser (RPA) and a Radiation Protection Supervisor (RPS).

The RPS is: Dr Rob Bastin.
The RPA is: Keith Bowker, Oxford Radiation Protection Consultants 01235 538238.

Authorisation to hold the sources, an up-to-date list of sources and a note of the purchase dates of the sources shall be kept by the RPS.

The RPS must ensure that local rules and risk assessments have been drawn up and are kept up-to-date. Example local rules and assessments appear in Appendix PP.

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

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

The RPS shall 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 should be obtained from the RPA before new sources are acquired.

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

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

Requirement

Records of leakage test results, local rules and risk assessments must be available on request and should be retained electronically by the Radiation Protection Officer.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Ionising Radiation Sources – Appendix T.
- General Risk Assessment Template - Appendix Z.

Lifting Operations and Lifting Equipment

Responsibility

Head of Property & Maintenance, and Heads of Departments.

Procedure

1. Through departmental general risk assessment Heads of Departments to identify lifting operations and lifting equipment under their control in order to establish need for statutory checks.
2. The Head of Property & Maintenance is responsible for holding the relevant records for LOLER to include statutory checks and certification, load test records, tests and thorough examinations, periodic thorough examinations.
3. Heads of Departments are required to notify the Head of Property & Maintenance of these items in order for records to be established.
4. Items must be individually identifiable and if not currently "in date" must be removed from use.

Arrangements

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

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

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

Definitions

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

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

Key Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

Requirement:

Thorough examination and service records must be available on request from the Head of Property & Maintenance. Procedures for releasing trapped passengers must be posted in lift cars.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Lifting Operations and Lifting Equipment Register – Appendix U.
- General Risk Assessment Template - Appendix Z.

Manual Handling and Lifting

Responsibility

Heads of Department

Procedure

1. Through the completion of the departmental general risk assessment all manual handling tasks should be identified that require a specific manual handling assessment.
2. Complete written manual handling risk assessments with the aim of following the hierarchy of controls below starting with elimination.
3. Ensure those expected to participate in manual handling tasks have undertaken manual handling training via HR.

Arrangements

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 are designed to reduce this total. The legislation affects employees, not pupils, but pupils should never be required to undertake manual handling operations likely to cause injury other than those in the course of studies such as moving musical instruments.

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

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

The task	• How will the load be manipulated? • What posture will be adopted? • Is stooping or stretching involved? • What distance is the load to be handled? • How many similar tasks are to be carried out? • How many people are involved?
The load	• Weight • Bulk or size • Stability, center 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.

Requirement

Each departmental manager must consider the manual handling in their area of responsibility, commit assessments to writing and provide training where necessary through HR.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Manual Handling Risk Assessment – Appendix V.
- General Risk Assessment Template - Appendix Z.

Minibuses in the UK

Responsibility

Transport Office

Procedure

1. The Departmental General Risk Assessment for the Transport Office is required to cover the vehicle, drivers and use using the below guidance notes.
2. Evidence must be retained of all tests, checks and inspections carried out as per the frequencies below.
3. A defects log must be retained.
4. Refer also to College Policy 'Driving College Vehicles'

Arrangements

The Transport Office is responsible for the use of transport and must refer to

- 'Passenger Transport Provided under Section 19 or 22 Permits ' VOSA 2009,
- 'Driving Minibuses' DVLA,

and be conversant with this part of the policy and any other requirements of the employer detailed elsewhere. An example drivers' declaration form which may be useful appears as an appendix SS.

Minibuses (small buses)

Use of the minibus must be preceded by an assessment of risk involved.

- The minibus must have an annual test and be successfully certificated.
- A first aid box, fire extinguisher and warning triangle must be carried on the minibus.
- Written emergency instructions must be carried on the minibus.
- Specific time- based safety inspections must be carried out by competent technicians. (Usually these are carried out in school holidays.) The person who is responsible for the use of transport must carry out weekly checks of the vehicle. Records of all of these and any remedial work carried out must be kept for at least fifteen months.
- Annual (or mileage based) services must be carried out and recorded.
- Breakdown cover is renewable annually.

Drivers: see Driving College Vehicles Policy

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Minibus Checklist – Appendix NN.
- Drivers Evaluation form – Appendix SS

Noise Control

Responsibility

Heads of Departments and the COO

Procedure

1. To identify if a noise issue exists first try to hold a normal conversation with someone who is 1 metre away from you whilst the noise is present. If you have to raise your voice/cannot hear them then it is likely that the noise level will need further assessment. See below guidance.
2. Notify the COO's Office to arrange this.
3. The initial noise assessment will then be produced, and recommendations made for the control of the exposure.
4. Heads of Departments to implement and monitor.

Arrangements

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

The lower exposure action values are:	A daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).
The upper exposure action values are:	A daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).
The exposure limit values are:	A daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted).

- Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.
- In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

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

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

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

Purchasing Policy

The emission of noise must be taken into consideration when purchasing and hiring equipment.

Requirement

Risk assessments must be carried out if any employee/pupil is likely to be exposed to noise at or above the lower exposure action values. (Daily noise exposure depends on both noise level and length of exposure.) Copies of risk assessments must be readily available.

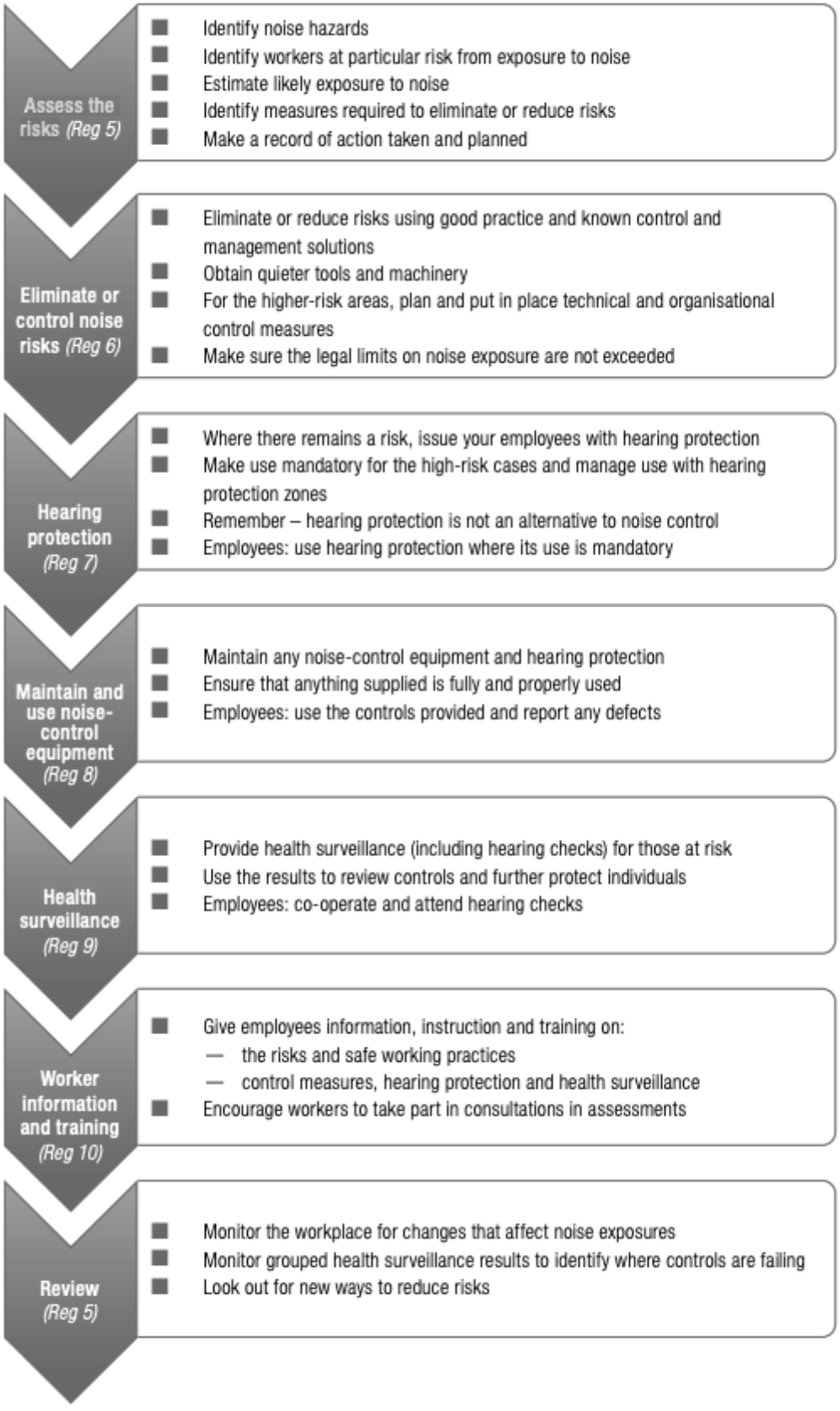
Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Managing Noise Risks

Obtain “Controlling noise at work” Guidance from the Regulations:



Personal Protective Equipment (PPE)

Responsibility

Heads of Departments

Procedure

1. Through departmental general risk assessment Personal Protective Equipment requirements should be assessed.
2. This is to be separated for “pupils” and “employees”
3. PPE issues records are required for “employees” not “pupils” as they will be under instruction regarding PPE from teaching staff.
4. It must be clearly identified to all users the risk which the PPE protects against, how to use the PPE, how it should be stored and maintained as part of PPE training.

Arrangements

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

The College 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).

PPE for use at work can only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier must always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

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 must be instructed/trained in the following:

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

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

Eye Protection

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

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

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

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

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

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

Protective Clothing

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

Safety footwear must be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination and substances.

Grounds staff/Gardeners must be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

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

Requirement

Heads of Departments must assess where and how PPE is to be used and maintained. Training records must be kept. Assessments must be readily available for inspection. Issue records for employees must be retained.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Personal Protective Equipment Register – Appendix W.
- General Risk Assessment Template - Appendix Z.

Pesticides

Responsibility

Head of Grounds; Head of Property & Maintenance; Head of Sustainability

Procedure

1. Through departmental general risk assessments, identify those pesticides in use, retained or stored on site.
2. Clarify the approval numbers of these pesticides.
3. Complete COSHH risk assessments for these pesticides.
4. Ensure use and supervision of use complies with certification issued by the National Proficiency Test Council.

Arrangements

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

Pesticides are:

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

Purchase of Pesticides and Limitations on Use

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

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

Storage of Pesticides

Pesticides are to be stored and transported safely.

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

- Suitably sited.
- Of adequate capacity and construction.
- Designed to hold spillage.
- Adequately lit if necessary and ventilated.
- Resistant against fire and if possible frost.
- Designed so that containers can be safely stacked and moved in and out.
- Kept locked except when in use.

Storage of Personal Protection and Protective Clothing

This should be stored separately from other clothing.

Use of Pesticides

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

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

- Correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- How to avoid spray drift
- The need to warn neighbours and others who may possibly be affected
- Application records should be maintained.

Certificates of Competence

Employees born later than 31 December 1964 and who apply pesticides approved for agricultural use must hold a certificate of competence unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council.

Disposal of Pesticides

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

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

Requirement

The Head of Grounds must check that all pesticides in use are approved. COSHH assessments for use of pesticides must be readily available for inspection as well as communicated to users and documented.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Personal Protective Equipment Issue Form – Appendix W.
- Pesticides Register - Appendix X.
- General Risk Assessment Template - Appendix Z.
- Control of Substances Hazardous to Health Departmental Inventory – Appendix DD.
- Control of Substances Hazardous to Health Risk Assessment Template – Appendix EE.

Premises

Responsibility

Heads of Departments and Head of Property & Maintenance

Procedure

1. Each Departmental Manager will be responsible for completing a termly workplace inspection report
2. Heads of Departments must communicate findings to relevant department for action and close off once completed
3. The external consultant may review these documents as part of department audits

Arrangements

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

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Cleanliness - floors and indoor traffic routes should be cleaned at least once per week.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed. The employer recognises that it has duties to ensure safe access and egress to the windows, to ensure that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- 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. There are significant numbers of slips, trips and falls each year in schools and the prevention of these accidents is one of our high profile objectives.
- Glazing – where windows etc. can be opened this operation must be possible without risk of injury to the individual. Open windows must not project into areas where persons may walk into them.
- Provision of guarding or other protection - this is required at any place where any one might fall 2 metres or more, e.g. from a window.
- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.
- A high standard of tidiness must be maintained.

- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences to be provided for people at work, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and 2 hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation. Facilities - accommodation for employees' clothing, facilities for rest and eating meals and medical accommodation for pupils shall be provided.
- Smoking shall be prohibited other than in designated areas.

The workplace in its entirety should be maintained in efficient working order and in good repair.

Requirement

A workspace inspection must be completed on a termly basis by Heads of Departments and a defect notification sent to the relevant Manager (Maintenance or Facilities).

These documents will be inspected as part of annual departmental Health and Safety Audit.

NB: there are additional regulations – Educational (School Premises) – applicable to premises.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Termly Health and Safety Inspection Report – Appendix R.
- General Risk Assessment Template - Appendix Z.

Pressure Vessels and Associated Equipment

Responsibility

Heads of Departments and Head of Property & Maintenance.

Procedure

1. Define Pressure Vessels and Associated equipment in use within department through general risk assessment.
2. Notify the Head of Property & Maintenance of these items of equipment.
3. Head of Property & Maintenance to log items and locations with inspection and test requirements defined, retained and logged.

Arrangements

This section applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in maintenance and bulk LPG installations.

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

Requirement

A list of pressure vessels and records of periodic examinations must be readily available from the Head of Property & Maintenance.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Pressure Vessels and Associated Equipment Register – Appendix Y.
- General Risk Assessment Template - Appendix Z.

Pupil Supervision

Responsibility

Heads of Departments and Teaching Staff

Procedure

1. Define pupil supervision requirements through the general risk assessment
2. Document, retain and implement risk assessment requirements.

Arrangements

The requirements must be defined in writing through the process of assessment.

Significant hazards should be identified and the risks evaluated.

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

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

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

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

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

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

Where senior pupils have supervisory responsibility for younger pupils there must always be a number of staff readily available and in overall charge.

Requirement

Risk Assessments should be retained on the topic of Pupil Supervision for each department by Heads of Departments.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Risk Assessment - General

Responsibility

Heads of Departments and CLT.

Procedure

1. Heads of Departments to be briefed/trained on risk assessment production.
2. Departmental Manager to produce a "general risk assessment" using the template on "My Dulwich".
3. This general risk assessment is to be reviewed at least annually.
4. Risk Assessments will need to be completed with help and advice from the College Health and Safety Consultants as required.

Arrangements

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

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

The Management Regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other risks include bomb threats, swimming pools, gas leaks and kitchen procedures, if kitchens are nut free. All procedures should be regularly practised.

Heads of Departments are responsible for assessment and for producing written risk assessments. A form which can be used for committing risk assessments to writing is provided in the appendices. Reputable generic assessments often provide useful information on which to base specific assessments but when generic assessments are used these must be customised to make them specific to the department concerned. If customisation is not carried out the law says that there is no risk assessment in place. Where "further action is necessary to control risk" there must be a detailed action plan (who is responsible, by when and when completed) noted clearly on the risk assessment form.

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

Requirement

Risk Assessments must be suitable and sufficient, kept up to date and reviewed at least every 12 months.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Risk Register document – Appendix RR

Risk Assessments - New and Expectant Mothers at Work

Responsibility

Heads of Departments and Head of Human Resources

Procedure

1. Once New or Expectant Mothers have been identified Human Resources must be informed immediately.
2. A suitable risk assessment must then be carried out on the New or Expectant Mother.
3. Communicate findings and controls to Departmental Manager and New or Expectant Mother.

Arrangements

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

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

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

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –
- Suitable alternative work if any is available will be offered, or if that is not feasible then –
- The employee will be suspended from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice should be sought.

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

Requirement

All new and expectant mothers must be risk assessed by Human Resources and records retained.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- New and Expectant Mothers Template – Appendix AA.

Risk Assessments - Young Persons at Work

Responsibility

Heads of Departments and Head of Human Resources

Procedure

1. Identify employees who are 18 or under.
2. Complete Young Person's Risk Assessment.
3. Communicate findings to employee and guardian.
4. Sign off by Departmental Manager, Young Person and Guardian.
5. Provide additional training and supervision as identified.
6. Debrief.

Arrangements

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

Actions Required

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

Before young people start work a written risk assessment must be carried out. In carrying out the risk assessment, the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
- The fitting-out and layout of the workplace and the workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of the health and safety training provided, or to be provided, to the young persons
- Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

If the school arranges its own careers experience placements the school must 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 (i.e. under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves should be similarly informed.

Requirement

Young Person's Risk assessments must be completed, communicated and retained.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Young Person's Risk Assessment Template – Appendix BB.

Security and Lone Working

Responsibility

Head of Facilities and Heads of Departments

Procedure

1. Identify security issues and lone working within departmental general risk assessment.
2. Define when Lone Working takes place and risk assess separately.
3. Security risks to be communicated to the Head of Facilities and control measures agreed.

Arrangements

Personal security must be the subject of written and ongoing risk assessment. It is important to evaluate risk after taking into account all relevant factors such as the location of the premises, the physical layout of the site, the movements needed, the arrangements for receiving visitors, staff/pupil training etc. The employer should liaise with the police as and when necessary.

Lone working must be the subject of written risk assessments. Both the physical conditions of work and the likelihood of personal violence should be assessed. Control measures must address the need for work safety before safety devices and additional manning is introduced.

As far as is reasonably practical premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this end the co-operation and vigilance of employees and others is required but no one must place themselves in personal danger.

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

Requirement

Risk assessments for security and lone working must be readily available and held by Heads of Departments.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Safe System of Work/Method Statement Template – Appendix MM.

Signs

Responsibility

Heads of Departments, Head of Facilities and Head of Maintenance.

Procedure

1. Complete the required departmental risk assessments and identify the required signage as detailed below for the areas/activities under your control.

Arrangements

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

The Signs to be Used

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

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

Requirement

Signs should be used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs must 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.

Sports, Games and Activities

Responsibility

Director of Sport and Heads of Departments

Procedure

1. Define Sports, Games and Activities taking place within department
2. Risk Assessment to be completed considering premises, equipment, training and supervision requirements

Arrangements

It is not unusual for sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these (for instance CCF, D of E, community service, rugby, football, hockey, fencing, rowing, archery, riding, swimming, trampolines, shooting and martial arts), should be competent and if necessary holders of recognised qualifications.

Requirement

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing and retained by the departmental manager.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z
- Non curriculum sports, games and activities register – Appendix CC

Statutory Notices (Health and Safety)

Responsibility

PA to COO

Procedure

1. Established Health and Safety Notice board locations and number individually.
2. Define minimum contents.
3. Populate and check/update each term or when details alter.

Arrangements

Signage requirements for departments will be defined in general risk assessments.

Requirement

"Health and Safety Law" posters are to be displayed.

A current certificate of employers' liability insurance is to be displayed.

A No Smoking notice must be displayed at the main entrance

In addition to this Notice boards will display the following:

- College Policy Statement for Health and Safety.
- Local First Aiders.
- Local Fire Wardens.

Stress Management

Responsibility

Heads of Departments and Head of Human Resources, Head of Wellbeing

Procedure

1. Provide training on recognising stress to Heads of Departments.
2. Perform individual risk assessments when identified, suspected or requested in liaison with Human Resources and Head of Wellbeing.

Arrangements

Introduction

Stress may give rise to ill health conditions that can occur when there is an unresolved mismatch between perceived pressures and the ability to cope. It is recognised that pressures at work can trigger illness.

To alleviate perceived pressures as far as is practicable employees should be involved in problem- solving processes.

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

- Induction training, career development and training, workload, resources, and relations with disruptive pupils
- Management style, and methods of communications
- External factors (such as political and community expectations)

Risk Assessment

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

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

Requirement

Detailed assessment may 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.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Control of Substances Hazardous To Health

Responsibility

Heads of Departments

Procedure

1. Create an inventory of Substances Hazardous to Health.
2. Obtain Material Safety Data Sheets for Substances Hazardous to Health.
3. Perform a risk assessment on each Substance Hazardous to Health.
4. Document, action, retain and communicate findings of the COSHH risk assessment.

Arrangements

The Control of Substances Hazardous to Health Regulations (COSHH) applies 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. BS 4163:2007 and CLEAPSS Hazcards (for chemistry), and these can be used if they are customised for the particular circumstances found in the school. However, it is likely that for many hazardous substances models will not be available and therefore full risk assessments will have to be prepared. After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

Hazardous Substances will often comprise:

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

Assessment of Risk to Health

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

Heads of Departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories can be useful) and assessed. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment. Workplace exposure limits must be identified and taken into account, as an indicator of risk.

Assessment MUST consider:

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

Collections of hazard data, even CLEAPSS model assessments if not clearly 'customized', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

Control of Exposure

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV), for woodworking machines and for brazing processes and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

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

Control Measures

Control measures including PPE must be properly installed and well maintained.

Engineered controls must be thoroughly examined and tested after installation and in the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

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

Monitoring of Employees' Exposure

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

Information, Instruction and Training

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

Conclusions

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form which can be used for these assessments follows on the next page.

Requirement

Assessments must be readily available on request from Heads of Departments. All hazardous substances must be listed on the "MyDulwich" hazardous substances register.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Control of Substances Hazardous to Health Departmental Inventory – Appendix DD.
- Control of Substances Hazardous to Health Risk Assessment Template – Appendix EE.
- Personal Protective Equipment issue form – Appendix W.

Swimming

Responsibility

Director of Sport and Sports Club Manager

Procedure

1. Document risk assessments on the use, supervision and hygiene requirements for the swimming pool
2. Produce an emergency action plan
3. Produce the “normal operating procedure” and communicate to necessary staff and hirers of the facility and document evidence of this.

Arrangements

Pupil Supervision

Whenever pupils, employees and others are using the pool area there must be competent life savers 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 a round the pool edge) must be spelled out clearly and then enforced. A copy of the rules must be found within the Pool Safety Operating Procedures and is to be 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 should always be counted before they enter the water and on leaving the water to ensure the pool is clear at the end of the session and at other times when appropriate.

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

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

Users must be advised of changes 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 must be established and regular testing must be carried out and records kept.

When in use, the swimming pool and adjacent areas must be clean.

Operating Procedures

The Normal Operating Plan (NOP) should comprise:

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[4] Any employee who is responsible for pool management must have in their possession the most recent copy of "Managing Health and Safety in Swimming Pools" or similar and normal and emergency operating procedures should be committed to writing.

- 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.
- Lifesavers' 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) must comprise action to be taken in the event of a foreseeable emergency, for example:

- Discovery of a casualty in the water
- Serious injury to a bather
- Emission of toxic gases
- Structural failure
- Lighting failure
- Outbreak of fire (or sounding of the alarm to evacuate the building)
- Disorderly behaviour (including violence to staff)
- Overcrowding
- Lack of water clarity

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

- Emergency procedures are displayed;
- All staff are adequately trained in the procedures;
- Exit doors, safety signs, fire-fighting equipment and break-glass call points are kept free from obstruction;
- Fire exit doors are operable without the aid of a key at all times the premises are occupied.

Requirement

The Sports Club Manager must have up-to-date normal operating procedures and emergency action plan.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z

Vehicles

Responsibility

Transport Office, Head of Grounds and Heads of Departments

Procedure

1. Produce a definitive list of all vehicles internally retained and externally supplied
2. Define uses and frequency
3. Define requirements for Checks, MOT's, Servicing and Driver requirements internally
4. Providers to be assessed for competence and safety
5. Define access, egress and movement requirements for vehicles to the college
6. Devise a suitable traffic management plan and risk assessment
7. See specific "Minibus" policy for these vehicles and 'Driving College Vehicles' policy

Arrangements

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Wherever practicable pedestrians must be provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Speed restriction signs must be posted, be clearly visible and every effort should be made to ensure that they are observed.

Designated parking areas will be clearly signed. Parking will only be permitted in these areas or as directed specifically by site staff.

All vehicle movement on the campus when pupils are moving around the site (i.e. before and after school and break times) must be managed with a banksman.

If manoeuvring and reversing is essential drivers must keep in mind the fact that pupils are the main users of these premises. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required.

Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever practicable and must obtain adult lookouts if these manoeuvres are necessary.

Requirement

A vehicle/pedestrian risk assessment and traffic management plan must be completed, communicated and enforced by the Head of Facilities and Transport Manager.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Vehicles in Use Register - Appendix FF.
- Safe System of Work/Method Statement Template – Appendix MM.
- Minibus Checklist – Appendix NN.

Vibration Control

Responsibility

Head of Grounds, Head of Property & Maintenance and Heads of Departments.

Procedure

1. Define equipment that is in use within department that produces vibration
2. Risk Assess use of this equipment and record likely exposure
3. Provide information and training on risks
4. Complete and retain vibration logs as required by Risk Assessment
5. Place employees under Health Surveillance where required

Arrangements

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

- For hand-arm vibration, the daily exposure limit value is 5m/s² A(8) (ELV) and the daily exposure action value is 2.5m/s² A(8) (EAV).
- For whole-body vibration, the daily exposure limit value is 1.15m/s² A (8) and the daily exposure action value is 0.5m/s² A (8).

Employers:

- Must ensure that employees are not exposed to vibration above an exposure limit value
- If an exposure limit value is exceeded, employers must (i) reduce exposure to vibration to below the limit value, (ii) identify the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.

Where it is not reasonably practicable to eliminate risk at source and an ELV is likely to be reached or exceeded, the employer must reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.

Health Surveillance

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

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

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

Information and training

Where (a) risk assessment indicates that there is a risk to the health of employees who are, or who are liable to be, exposed to vibration, or (b) employees are likely to be exposed to vibration at or above the 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.

Purchasing Policy

The vibration factor must be taken into consideration when purchasing and hiring equipment.

Requirement

Head of Property & Maintenance and Heads of Departments must ensure that vibration is properly addressed in appropriate risk assessments and control measures identified and implemented.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z
- Vibratory Equipment Register – Appendix GG

Visitors

See Visitor Policy

Responsibility

Heads of Departments and Head of Facilities

Arrangements

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

In addition, all visitors will need to be given safety information, for example, directions signs need to be maintained in the car park and at the entrance gates to indicate the whereabouts of Reception, visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions (often this is on the reverse of visitor badges).

A visitor's log should be maintained and visitors should be required to sign 'in' and 'out'.

Requirement

All visitors must sign in and out and the above procedure must be followed as a minimum.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Visits and Activities Out of School (Outings and Expeditions)

See the Outings and Expeditions Policies

Responsibility

Deputy Master Co-Curricular (DMCC), Assistant Head Educational Operations and Heads of Departments

Arrangements

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

- The outings policy on "My Dulwich"
- The expeditions policy on "My Dulwich"

Plus as appropriate:

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

Together with the following four supplements:

- 'Standards for LEAs in Overseeing Educational Visits'
- 'Standards for Adventure'
- 'A Handbook for Group Leaders'
- 'Group Safety at Water Margins'.

Requirement

All trips and visits must be preceded by assessment of the risks involved and there must be written risk assessments and written arrangements for individual visits and activities. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding.

Final authorisation for each visit, including approval of the risk assessments, will be made by the Deputy Master Pastoral**,** who acts on behalf of the Master. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

General Functions of Deputy Master Co-Curricular

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

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

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. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged with the School Office and held by the leader.

Requirement

All outings and expeditions must follow the policies detailed separately to this policy and must be risk assessed prior to the outing or expedition. The Deputy Master Co-Curricular activities must be contacted for advice on any outings or expeditions health and safety concerns.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Water Hygiene

Responsibility

Head of Property & Maintenance

Procedure

1. Define buildings requiring Legionella L8 risk assessment.
2. Organise for competent person to complete L8 Risk Assessment.
3. Retain schematic drawings of systems.
4. Retain log book of all required checks, tests and inspection required for each system.
5. Monitor and clean as per assessment requirements.
6. Review as specified in each assessment.

Arrangements

A competent person must regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'. The written risk assessment(s) and control measures are the responsibility of the employee named the 'Organisation for Health and Safety Management' (**Head of Property & Maintenance**).

Vulnerable drinking water outlets such as water fountains must be cleaned regularly.

Mixer valves must be fitted to control hot water taps used by pupils where water would be delivered at a temperature greater than 43ºC if the valves were not fitted.

Sufficient supplies of drinking water must be identified and labelled accordingly.

Requirement

Records of the Legionella risk assessment and control records, testing and maintenance must be available on request.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.

Woodworking Machinery

Responsibility

Head of Property & Maintenance and Head of Design and Technology

Procedure

1. Create an inventory of Woodworking Machinery in your department.
2. Selection of wood working machinery based on suitability for task/curriculum and safety.
3. Define maintenance, inspection and test frequency requirements for each item.
4. Record detail of safety devices and guards.
5. Risk Assess use of wood working equipment and record.
6. Ensure a safe system of work is produced for each item and communicated formally to users and displayed next to each item.

Arrangements

As with many machines, it is not possible to fully enclose the working parts of 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 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 authorize is the head of department.

Locked doors, key switches for the mains power and key switches for the machines themselves must be used to ensure that unauthorised persons do not have access to the machinery.

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

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

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

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

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

- No power sanding using fixed equipment shall be carried out indoors unless the machine is fitted with dust extraction facilities.
- Circular sawing machines of any type and planer/thicknessers shall be fitted with extract facilities unless use is very intermittent.
- All extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained.
- Guards and safety devices (including emergency stop buttons) are the day to day responsibility of the user.
- Formal recorded safety inspections are to take place at least each term.
- Maintenance must be regular and recorded.

Requirement

All woodworking machinery must be risk assessed, serviced and maintained in line with manufacturer guidelines.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- Personal Protective Equipment Register – Appendix W.
- General Risk Assessment Template - Appendix Z.
- Woodworking Machinery Register – Appendix HH.
- Work Equipment Register – Appendix LL.
- Safe System of Work / Method Statement Template – Appendix MM.

Work at Height

Responsibility

Heads of Departments; Head of Property & Maintenance, Head of Facilities

Procedure

1. Define work at height activities under your control in the general risk assessment document for your department.
2. Risk Assess each activity using the work at height hierarchy of control measures.
3. Plan and organise each work at height activity.
4. Ensure those performing work at height are trained and competent.
5. Ensure ladders and step ladders are numbered and formally inspected by the Maintenance Department.
6. Ensure all work at height equipment is suitable, serviced and inspected prior to use and users must be competent and trained to use.

Arrangements

Regulations apply to work at height where there is a risk of a fall liable to cause personal injury. There are no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control (e.g. facilities management may contract with others to work at height to clean windows).

Requirements

The Regulations require:

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

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.

Window cleaning

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

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

Roof safety systems

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

- All systems must be examined at intervals not exceeding 6 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be below standard.
- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 6 months. This includes checking that no FPE has been in service for more than 5 years.
- Training must be provided for all employees who need access to the roof, etc. Individuals must not be allowed to use these safety systems unless they have received appropriate training. Contractors should provide a method statement with risk assessment and proof of training before commencing work.
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.
- NB: Only the transfasteners should be issued to contractors. Contractors are responsible for provision of their own full body harness and lanyards.

Ladders and Mobile Elevating Work Platforms (MEWP)

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

Ladders (including step ladders)

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

- Ladders must conform to the appropriate British Standard or other standard, i.e. BS 2037 or EN 131. Ladders intended for domestic use only are not permitted for use at work.

- Ladders must be in good condition. Schools are responsible for implementing a programme of regularly examining ladders under their control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:
    - The rungs are not damaged, buckled or warped.
    - No rungs are cracked or missing.
    - Safety feet or other safety devices are not missing.
- Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended.)
- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.
- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling: if a ladder cannot be secured by a physical fixture, then a second person must foot the ladder during use.
- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

MEWPs

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

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

General Access scaffolding

This can be under the control of 'main' contractors but some may be provided via direct contracts. In the case of direct contracts, the scaffold company must provide written 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 affected its strength or stability.
- After any substantial additions or other alterations.

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

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

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

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

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

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

- The minimum amount of equipment and materials should be stored on the scaffold.
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape).
- All ladders at ground level should be removed when scaffolding is left unattended.

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

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

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

Inspections are required:

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

Any faults should be put right before further use.

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

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

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

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

Requirement

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

All ladders and step ladders must be numbered and checked formally by the maintenance department.

Risk assessments must be committed to writing.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z
- Work at Height Register – Appendix II
- Ladder and Step Ladder Register – Appendix JJ
- Ladder and Step Ladder Checklist – Appendix KK
- Work Equipment Register – Appendix LL
- Safe System of Work/Method Statement Template – Appendix MM

Work Equipment (Machinery and Equipment with element of risk)

Responsibility

Heads of Departments

Procedure

1. Selection of work equipment based on suitability for task and safety
2. Create inventory of all work equipment in use and add to general risk assessment
3. Define maintenance, inspection and test frequency requirements for each item
4. Record detail of safety devices and guards
5. Risk Assess use of work equipment and record
6. Ensure a safe system of work is produced for each item and communicated formally to users

Arrangements

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory shall be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

Provision and Use of Work Equipment Regulations

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Heads of Departments must:

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

The equipment must have:

- Protection on dangerous parts.
- Protection against specified hazards occurring such as operator falls, falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions.
- Protection on parts and substances at high or very low temperatures.
- Control systems and control devices.
- A means of isolation.

There must be good lighting, maintenance operations and warning markings. New equipment must comply with an appropriate British or CEN Standards.

Requirement

Heads of Departments in control of work equipment must assess the risks posed by the use of work equipment under their control and commit the assessments to writing.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Work Equipment Register – Appendix LL.
- Safe System of Work/Method Statement Template – Appendix MM.

Work/Careers Experience

See also Careers Department Policy

Responsibility

Head of Careers and Heads of Departments

Procedure

1. Select placement
2. Assess suitability through questionnaire and workplace visit
3. Complete Young Person's Risk Assessment
4. Communicate to pupil and guardian
5. Sign off by employer, pupil, guardian and departmental manager
6. Debrief

Arrangements

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

To approve the suitability of the placement provider study and follow the advice given in the Health and Safety Executive publication. Suitable supervision must be provided to pupils and this must be carefully checked.

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

Requirement

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. An audit trail is required.

Relevant Forms

The following forms should be used in relation to the above and can be found in the Appendix to this policy.

- General Risk Assessment Template - Appendix Z.
- Young Person's Risk Assessment Template - Appendix BB.

Appendices to Policy

Appendices	Appendices Name	Who to complete/use if relevant
A	Local Management Arrangements	Heads of Departments
B	Compliance File Content	Heads of Departments
C	H&S Committee Agenda	COO
D	Accident Committee Agenda	COO
E	Incident Report Form	All
F	Intentionally Blank	-
G	Intentionally Blank	-
H	Catering Forms	Head of Catering
I	Construction Design Management Duties (CDM)	Head of Property & Maintenance
J	Contractor Competency Assessment	Head of Property & Maintenance and Heads of Departments
K	DSE Assessment Form	Head of Computer Services
L	DSE Self-Assessment Guidance	Heads of Departments
M	DSE Self-Assessment Form	All
N	Flammable Liquids Register	Heads of Departments
O	Intentionally blank	-
P	Hazardous Materials Register	Heads of Departments
Q	Health and Safety Training Survey	Heads of Departments
R	Termly Health and Safety Inspection Report	Heads of Departments
S	Annual Health and Safety Audit	COO
T	Ionising Radiation Sources	Director of Science
U	Lifting Operations and Lifting Equipment Register	Head of Maintenance / Heads of Departments
V	Manual Handling Risk Assessment	Heads of Departments
W	Personal Protective Equipment Issue Form	Heads of Departments
X	Pesticides Register	Head of Grounds / Head of Properties and Maintenance / Head of Facilities

Y	Pressure Vessels and Associated Equipment Register	Heads of Departments
Z	General Risk Assessment Template	Heads of Departments
AA	New and Expectant Mothers Template	HR
BB	Young Persons Risk Assessment Template	Heads of Departments
CC	Non-Curriculum Sports, Games and Activities Register	Heads of Departments
DD	Control of Substances Hazardous to Health Departmental Inventory	Heads of Departments
EE	Control of Substances Hazardous to Health Risk Assessment Template	Heads of Departments
FF	Vehicles in Use Register	Heads of Departments
GG	Vibratory Equipment Register	Heads of Departments
HH	Woodworking Machinery Register	Heads of Departments
II	Work at Height Register	Heads of Departments
JJ	Ladder and Step Ladder Register	Heads of Departments
KK	Ladder and Step Ladder Checklist	Heads of Departments
LL	Work Equipment Register	Heads of Departments
MM	Safe System of Work/Method Statement Template	Heads of Departments
NN	Minibus Checklist	Transport Office
OO	Intentionally blank	-
PP	Intentionally blank	-
QQ	Induction	HR
RR	Risk Register	Heads of Departments
SS	Drivers Declaration Form	Assistant to COO
TT	CDM Guidance	Head of Property & Maintenance