Boundary Oak Health and Safety Policy and Manual

Person responsible for the latest revision	H&S officer – Steve Rule
Last review	April 2025
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HEALTH & SAFETY POLICY

STATEMENT OF INTENT

Boundary Oak School aims to provide a safe and healthy working environment for all its employees and to enable its pupils to become happy, creative, moral citizens who live motivated, fulfilling lives by providing a safe and healthy learning environment.

Boundary Oak School recognises its responsibilities under the Health & Safety at Work etc. Act 1974 for ensuring so far as is reasonably practicable, the health, safety and welfare of its pupils, employees and any other person who may be affected by the schools activities. In addition, the Management of Health & Safety at Work Regulations 1999 by applying at all times the principles of prevention and its associated regulations and statutory legal duties.

These statutory provisions are the minimum standard which must be achieved, the School will endeavour to continually develop and improve on these standards where reasonably practicable.

The School recognises the importance of Health and Safety performance and it being of equal importance and complimentary to other aspects of our business performance; therefore, adequate financial resources, sufficient time and physical input will be made available to ensure the required level of Health and Safety standards are maintained.

Management responsibilities for Health and Safety are fully recognised and this is outlined in the organisation and arrangements sections contained within the Health & Safety policy. These will be reviewed regularly, modified and updated as necessary.

Equally, it is also the duty of each employee to co-operate with management in safety, health and welfare matters. Every employee is legally obliged to work as safely as possible to prevent injury to themselves and others.

The School recognises its duty to provide all employees with relevant information, instruction, training and appropriate supervision.

The policy and the way it operates will be reviewed at least annually and more often if dictated by legislative changes or the School changes in nature or size. Any revision necessary to improve safety will be made and then reported to all employees.

ORGANISATION & RESPONSIBILITIES

During an employee's induction period they will be informed of their level of health and safety responsibility commensurate with their job title/role within the School. Certain employees may have additional health & safety roles, which place other responsibilities on them. Employees will be made aware of these additional requirements before being allocated these additional health & safety roles. Health and Safety is everybody's responsibility, not just the responsibility of those with a defined health and safety role.
An organisational structure chart is provided within this section of the policy to provide a visual overview of the School's Health and Safety management and communication structure.
In order to ensure that Health & Safety is successfully and effectively managed throughout the School the following individual responsibilities have been allocated:

QUO VADIS (GLOBEDUCATE) & DIRECTORS

In the discharge of their duty the directors, in consultation with the Head Teacher will:

Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School. In particular, the Management of Health and Safety at Work Regulations 1999 and the Department of Education's advice document - Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies

- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the School.
- Periodically assess the effectiveness of this policy and ensure the necessary changes are made to ensure the continuing health and safety of employees, pupils and visitors.

The Directors delegate these duties to appointed School staff who sit on the Health and Safety Committee.

HEAD OF BOUNDARY OAK SCHOOL

The Head has overall responsibility for Health and Safety within the School. It is his/her responsibility to ensure that Health & Safety issues are brought to the attention of the Directors and if necessary to discuss these issues. The Head is aware of their ultimate duty of care and accountability and that in the event of a major incident or investigation by an enforcing authority they will be held liable for any management failings. Management of the School's Health and Safety policy and procedures is delegated to the Health and Safety Officer. Although the Head can delegate health and safety management to competent individuals, they cannot delegate their overall responsibility.

HEALTH AND SAFETY OFFICER (HSO)

The Health and Safety Officer will ensure that all practical measures are taken in respect of enhancing safety through effective identification, control and provision of adequate resources. Similarly, they will ensure that systems are in place to enable its complete

implementation, including all reporting and record keeping requirements. The HSO will also ensure that all school employees are fully aware of individual responsibilities under this policy and that such responsibilities are discharged accordingly.

In particular, the Health and Safety Officer is expected to ensure that:

- The School's safety policy and other safety guidelines are observed and all safety rules and regulations and procedures are kept under review;
- Such resources as may be necessary to fulfil the policies are made available;
- A competent person within the school is appointed to oversee and advise on health and safety matters on a daily basis;
- Management systems are established to enable employees to receive information, instruction, training and supervision that may be required by the job and are trained in safe methods of work appropriate to their task;
- All new equipment conforms to the current regulatory provision, standards and codes of practice governing health and safety.
- Arrangements are in place to enable all injuries, diseases and dangerous occurrences to be reported, recorded and investigated to prevent reoccurrence.
- Arrangements are in place for consultation with employees on Health & Safety matters through their line manager. Any concerns should be brought forward at the regular departmental meetings or at any other time. All Managers are advised to have Health & Safety as standard agenda item at all departmental meetings. Employees are actively encouraged in the feedback of information.
- Designers, contractors and other team members that are engaged under the Construction, Design and Management (CDM) Regulations are adequately resourced, appointed early enough and relevant information likely to be needed by those listed is given in order for them to plan and manage the project.
- Necessary amendments and revisions to the health and safety policy are communicated to all employees.
- Delegation of day to day health and safety responsibilities are given to appointed and competent employees.
- Reporting of all accidents that are reportable under RIDDOR.

SENIOR MANAGEMENT TEAM AND HEADS OF DEPARTMENTS

Boundary Oak School requires the support of Senior Managers and Heads of Department in achieving the objectives of the Health & Safety Policy, thus Senior Managers and Heads of Department are responsible for ensuring that the Safety Policy is implemented in their department. To this end they will encourage their staff to play a positive role by taking an active interest and by setting a good example in all health and safety matters for their respective staff, pupils and visitors.

Senior Managers and Heads of Department can be held individually responsible under the Health and Safety at Work etc. Act 1974 for any individual acts of negligence.

Senior Management Team

Members of the Senior Management team have direct management responsibilities for Health & Safety within their respective areas:

Deputy Head- Academic: Senior classrooms/facilities/Science Lab

Deputy Head- Co-Curricular: Head of Sports and Head of extracurricular (whole school)
Head of divisions: Relevant division facilities and classrooms

Head of EYFS: Head of EYFS classrooms/ASC/Holiday Club

Head/ Deputy Heads: Trips, Boarding House,

Site Manager: Buildings, Utilities, Support Services

Their responsibilities include:

- Providing leadership by ensuring Health & Safety is considered as part of every decision.
- Considering the Health & Safety impacts of new initiatives.
- Ensuring effective communication throughout the School on Health & Safety Matters.
- Ensure the completion of suitable and sufficient risk assessments through appropriate management of staff to verify this process is being completed and risk assessments are being maintained and kept under review.

Heads of Department
Head of Departments must ensure good standards of health and safety in all physical and functional areas where they have direct management responsibility. In particular, they are responsible for:

- Adequate supervision of all employees and pupils under their control;
- Bringing the Health & Safety Policy to the attention of employees;
- Ensuring compliance with the Health & Safety policy by departmental employees;
- Consultation with employees on Health & Safety issues;
- Convening regular departmental Health & Safety Meetings or ensuring Health & Safety is included in the agenda of other appropriate departmental meetings.
- Having an awareness of the standards required by relevant Health & Safety legislation which applies to their area of responsibility;
- The completion of suitable and sufficient risk assessments which must be maintained and kept under review to ensure hazards are identified and controlled.
- Implementation of and adherence to safe systems of work in their departmental area;
- Establish and maintain a record holding facility containing reports, minutes assessment findings etc relevant to the Health, Safety and Welfare issues of the department.
- Ensuring all items (machinery, equipment and substances) supplied for use in their departments are accompanied by adequate information and instruction prior to use.

- Ensure all statutory notices and safety signs are displayed as appropriate to their department and report any missing or damaged signs to the HSO for remedial action to be taken.
- Monitoring operations at departmental level by regularly monitoring the physical controls and
  employee's safe working practices;
- Ensuring all injuries, diseases, dangerous occurrences and "near misses" are reported to the school's Health and Safety officer;
- Reporting to senior management and the recording of any potential Health & Safety risks beyond their control;
- Providing adequate information, instruction and training of all departmental employees in Health & Safety. This will include new appointments and transfer of employees within departments.
- The maintenance of adequate training records;
- Identifying and making arrangements for any relevant training that an employee requires to undertake their job safely and competently;
- Ensuring that copies of the Health & Safety policy are available at all times;
- Bringing to the attention of senior management any instances where an employee is failing to work safely, heed instruction or failure to wear any safety equipment provided in order for higher management to consider implementing the company's disciplinary procedure;
- Delegation of day to day Health & Safety responsibilities are given to appointed and competent persons e.g. First Aiders, Fire Marshals etc.
- Informing the Health & Safety Officer of any changes or planned changes within the department that may have an effect on overall Health & Safety arrangements.
- Consulting with the School's Health & Safety Officer on any areas of concern when further guidance is required.
- Co-operating with the Health & Safety Officer when he audits the department's Health & Safety procedures and documentation.
- Setting a personal example to all employees and pupils.

Temporary staff must be made aware of the Health & Safety Policy and of the arrangements and procedures relating to their work before commencement of employment.

Site Manager

The Site Manager is responsible for coordinating all contract work and maintenance carried out on School premises together with the HSO. In addition to the responsibilities listed under Senior Managers and Heads of Department further responsibilities are applicable.

The additional responsibilities include:

- Ensuring good communication exists within the School concerning contractors on the premises.
- Ensuring that all installed plant and electrical services (hard wiring) are properly

maintained and serviced. This includes the routine inspection and documentation of Portable Appliances (PAT).

- Ensuring all fixed gas appliances are maintained and undergo an annual gas safety check and that records are retained.
- Ensuring that water systems are cleaned and maintained to reduce the risk of water borne infections.

Health and Safety Meeting objectives will include:

- Receiving up to date written reports from the Health & Safety Officer regarding key topics for example, a general report of Health & Safety, Fire management and Asbestos Management.
- Keeping under review the safety management system and the policy to ensure they are achieving their objectives.
- Identify areas of the Health and Safety Policy and Management System which require extending or amending.
- Developing and implementing an annual programme for the continual improvement of the Safety Policy and Management System.
- To act as a forum for the exchange of health and safety information.
- Providing an opportunity for employees to raise health and safety concerns and issues.
- Review of accident statistics.
- Feedback from any recent safety inspections or accident/incident investigations.
- Discussion of any proposed action plans arising.

Minutes

Minutes with action points, allocated responsibilities and timescales must be produced following all meetings. These must be followed up to ensure that they have been actioned.

Consultation and Communication

Consultation with employees relating to Health and Safety issues will be facilitated by Heads of Departments holding regular employee meetings. These meeting may be solely Health and Safety related or departmental meetings that contain Health and Safety as an agenda item.

This will allow employees to voice any concerns or suggestions they have relating to Health and Safety. Any issues raised in the first instance should be dealt with by the Head of Department. If further advice or guidance is required, this can be sought from the Estates Manager.

Feedback from Health and Safety Meetings will be provided to Heads of Department where appropriate to allow this information to be disseminated to employees at departmental meetings.

CONTROL OF CONTRACTORS

The School recognises its legal responsibility towards all persons who have recourse to the premises, including contractors undertaking work.

It is the intention of the School that no contractor is exposed to risk while on the premises. Similarly, the School expects its contractors to ensure that no risk is introduced to the

school's premises.

The School employs a contractor vetting procedure and this shall be undertaken before any works instruction is given. The purpose of this procedure is to ensure that the contractor is competent to undertake the works and has appropriate health and safety systems in place. Guidance on this procedure is available from the School's Main Office or Facilities Department as required and the School has a Contractor Policy which the Health and Safety Officer implements.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is a requirement of the Control of Substances Hazardous to Health Regulations 2002 (as amended) for employers to risk assess substances or work process that may be hazardous to a person's health. This process should implement control measures to eliminate or reduce the hazards and risks to employees and others that may be affected as far as is reasonably practicable.

Risk Assessments undertaken will be shared with appropriate employees to make them aware of any hazards or risks and ensure they are fully aware of the control measures implemented for their safety.

A hierarchy of control measures will be used to control the use of hazardous substances for example use of local exhaust ventilation with PPE being at the lower end of the control structure. All local exhaust ventilation – extraction systems – will be maintained and undergo a thorough examination not more than 14 months in between each examination and test. Any examination and testing will be undertaken by a competent person. Records will be retained by the department in which the equipment is fitted and the Facilities Department.

Where the risk assessment still identifies a need for PPE to control residual risks that may still exist after other control measures have been implanted, or the higher control measures are not reasonably practicable all employees will be required to wear the equipment provided. For further information on PPE see relevant section.

Employees should not bring any hazardous substances onto site without approval.

DEPARTMENTAL POLICES AND PROCEDURES

The School has numerous departments involved with a variety of academic and non-academic activities. Each department will develop its own policy and arrangements to ensure specific activities have detailed safety arrangements. These will follow a set structure and compliment the school's overall safety policy and arrangements. Heads of Departments should share these arrangements with all members of staff particularly new members of staff. Where information is specific to pupils' safety this will be explained and provided to pupils.

These arrangements will be reviewed by Heads of Department annually or before if circumstances dictate. The arrangements will also be subject to regular review by the school's Health and Safety Officer.

DISPLAY SCREEN EQUIPMENT (DSE)

It is a requirement of the Display Screen Equipment Regulations 1992 that all workstations undergo an assessment by a competent person, which will include information and training on the correct use of Display Screen Equipment. The assessment will be recorded and reviewed as required.

PERSONAL PROTECTIVE EQUIPMENT

It is a requirement of the Personal Protective Equipment at Work Regulations 1992 for employers to supply personal protective equipment (PPE) to employees when they maybe exposed to risk. The suitability of the PPE and its compatibility to other PPE must be assessed.

Where PPE is deemed necessary by an assessment it must be provided free of charge and employees must receive information, instruction and training on use and maintenance of the equipment supplied.

Generally PPE will not be required in most office environments. Where it is required in other areas the School will undertake an appropriate assessment and supply and provide information, instruction and training to relevant employees.

It is the employee's responsibility to inform their supervisor if PPE is lost, damaged or is no longer providing adequate protection so it can be replaced by the employer. Employees have a responsibility to wear the equipment provided to ensure the safety of themselves and others. Employees provided with PPE who continually disregard the use of this equipment may be liable for disciplinary action.

Staff should ensure that PPE provided for pupils in areas such as ADT fits correctly to ensure it provides the required protection. Information, instruction and training should also be provided to pupils on the use of PPE.

PRESSURE SYSTEMS

The Pressure Systems Safety Regulations 2000 aim to prevent people being injured by accidental releases of gas or fluid from pressure systems and equipment. They concern steam, air or gases under pressure (in excess of half a bar above atmospheric pressure - 0.5 bar) or fluids which are artificially kept under pressure and become gases on release to the atmosphere, e.g. air, CO2, LPG, etc.

Pressure systems are required to:

1. Have a written scheme of examination drawn up or certified by a competent person.
2. Be examined by a competent person in accordance with the scheme.
3. Be adequately maintained.
4. Have adequate operating instructions provided to ensure that the plant is operated within its safe operating limits and any emergency instructions.
5. Have adequate records of the written scheme, latest examination reports and any tests/examinations from the manufacturers and suppliers relating to the plant.
6. Have records of any maintenance work, routine checks and modifications carried out between examinations.

Pressure systems found within the Schools premises have a written scheme of works are

maintained and undergo regular thorough examinations.

The proper records are kept in the Maintenance Department or appropriate departmental office.

RADIOACTIVE SUBSTANCES (Ionising Radiation)

The School acknowledges that work involving the use of ionising radiation may have a detrimental effect on the health, safety and welfare of persons exposed to them. It is the School's intention to minimise any risks arising from such work.

Such work is kept to a minimum within science departments. A separate policy and safe system of work have been developed and should be referred to within the science department.

The school has appointed a Radiation Protection Supervisor to oversee the safe storage and use of radioactive substances held by the school.

Such material will be appropriately marked with warning signage and kept secured in purpose made storage facilities when not in use.

RISK ASSESSMENTS

It is a requirement of the Management of Health and Safety at Work Regulations 1999 (Reg. 3) for all employers to undertake and record the risks employees and others may face because of the employer's work. This includes an assessment of risks to new and expectant mothers and risks to young persons (those under eighteen)

Where risk assessments have been carried out by a competent person, copies of the assessments will be kept by Heads of Department for easy reference.

Employees must be made aware of the risks which they face and the control measures which have been implemented for their protection.
Employees must ensure that any safe system of work outlined in the assessments is complied with. Risk assessments will be reviewed at appropriate intervals. If, between periodical reviews, there is a change in circumstances which may alter the risk as assessed it is the Head of Department's responsibility to reassess the hazards and risks and alter the existing control measures accordingly. Any changes or amendments will be brought to the attention of all employees.

Annual audits of departments will be undertaken by the Health & Safety Officer to ensure risk assessments are being reviewed and maintained.

Where identified, risk assessment training will be provided to appropriate staff to enable them to undertake the risk assessment process in their own department.

SLIPS, TRIPS & FALLS

The majority of accidents in the workplace occur as a result of obstructed or poorly lit access routes. In the interests of safety, it is important that such routes are kept clear of obstructions

and are kept well lit for the purposes of fire escape and preventing tripping hazards. The following must be observed:

- All walkways between desks will be kept clear of stationery, filing, trailing cables, office waste and all personal belongings.
- All filing cabinet drawers especially at low levels should be closed immediately after use.
- All cables will be secured to ensure trip hazards are minimised in all desk foot well areas.
- Any cables that have to cross walkways will be secured under appropriate rubber cable runs.
- Walkways and stairs will be kept in a good state of repair. Attention will be paid to stair nosings, handrails, skirting boards and stair and floor coverings.
- Suitable and sufficient natural or artificial lighting will be provided and maintained at all times.
- Passages and stairs must not be used as storage areas. Freshly delivered goods must be moved to the proper store without delay.
- Passages and stairs must be kept clean at all times and spillages must be cleared without delay.
- Walkways in practical teaching areas will be kept clear of materials, trailing cables, waste (including sawdust) and all personal belongings.
- All fire escape routes, portable fire fighting equipment, break glass call points and final exit doors, internally and externally will be kept clear of any obstructions.
- Yard areas must be kept tidy with pallets stacked neatly, all waste removed and yard surface maintained in a good state of repair. Artificial lighting will be provided when required and maintained at all times.

All of the above will be checked on a weekly basis to ensure continued compliance.

SMOKING

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site or within any of the School's vehicles. You must not smoke on school premises or outside school gates. Any member of Staff wishing to smoke must leave the school grounds.

Staff must not smoke whilst working with or supervising pupil's offsite.

STRESS

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

The School acknowledges that excessive stress can lead to reduced work performance, personal anxiety and create health problems. The School is aware of its duty to ensure that employees have a mechanism in which they can report any concerns they may have. This is in order so that steps can be taken to review the situation before it reaches a level whereby the person feels unable to continue working.

In the first instance you should discuss any concerns with your Head of Department. If you feel you are unable to discuss these concerns with your Head of Department then you should make an arrangement to discuss them with the Head.

SWIMMING POOL

The School acknowledges that it has a legal obligation to ensure the Health, Safety and Welfare of all persons using the Swimming Pool facilities. This includes not only persons accessing the pool itself but includes spectators at pool side and maintenance staff accessing plant rooms etc.

To this end a specific policy and set of procedures have been established located in the share drive. All staff supervising these activities will require the appropriate training, awareness of the policy and procedures and the need to complete any relevant documentation.

A risk assessment and operators/users policy have been written which provides more details on the use and maintenance of the swimming pool facilities. Please refer to these documents and its accompanying procedures.

TRAINING

The School acknowledges the importance of training, and its responsibility for providing such training as is required. The School is committed to ensuring that all employees receive adequate and proper training in issues of Health and Safety and Safe Systems of Work.

In short every employee needs to know:

- Their general duties under the law
- The School's safety policy
- Their duties under the safety policy
- What to do if they find something which might be unsafe
- The risks which they face in their work
- The precautions which the School is providing
- What they must do (or not do) so as to work safely
- What could happen if they do not do as instructed
- The School's disciplinary procedure.

Training, which will be appropriate to each employee's needs, will be provided under the following:

Induction Training

Every new employee, whether full or part time, will receive induction training. The topics to be covered are indicated in the induction training checklist.

Specific procedures and risks

Additional training will be given to anyone who has to follow specific procedures or face risks which are specific to their job.

Changes of Responsibility, Department or Risk

When staff changes are made, or there are changes to risks and/or precautions then the training needs of the employees affected will be reviewed and appropriate training given.

Specific Statutory Requirements

The need for any training to comply with specific statutory requirements for example use of hazardous equipment, Approved Codes of Practice or accepted good practice will be identified

in the risk assessment process.

Refresher Training
Regular refresher training will be given as deemed necessary or by identification in risk assessment. Training needs will be reviewed when risk assessments are reviewed.
Heads of Department have responsibility for identifying and arranging specific training.

A copy of the employee's training records, together with copies of any relevant Certificates of Competence, is to be kept on the individual employee's file by the School Office.

USE OF WORK EQUIPMENT
It is a requirement of the Provision and Use of Work Equipment Regulations 1998 (PUWER) for employers to secure compliance with the following measures so that work equipment provided by the School may be safe for use:

- New work equipment is specifically selected as safe and suitable for its intended use;
- A suitable and sufficient risk assessment has been completed for work equipment and its intended use;
- Only the correct equipment is provided for each task;
- Employees are made aware of the most suitable and safe equipment for the tasks which they must carry out;
- All work equipment is included on the School's maintenance schedule;
- All work equipment is maintained in accordance with the manufacturer's instructions;
- Maintenance work is only carried out by authorised and competent employees or approved contractors;
- Powered work equipment will only be maintained when it has been safely and effectively isolated from the power source and any stored energy has been discharged;
- Any equipment found to be defective must be isolated from its power source as appropriate and marked to the effect that it is out of order and unfit for use;
- Details of defective equipment and any remedial attention which it receives must be brought to the attention of each Head of Department for action to be taken;
- Responsibility for the maintenance of items of hired work equipment will be established with the equipment owner;
- Records of maintenance must be kept for all work equipment.

In addition to the PUWER Regulations most types of lifting equipment and lifting accessories require a thorough examination under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Information, Instruction and Training in the safe use of Work Equipment
It is the Head of Department's responsibility to ensure that all employees who use work equipment have been provided with adequate information, instruction and training and, where appropriate, supervision to enable them to use work equipment safely and competently. Pupils using equipment in areas such as ADT will also be provided with appropriate information, instruction and training and be supervised at all times.

Risk Assessment

It is the Head of Department's responsibility to ensure that all items of work equipment and the intended circumstances of use have been subjected to a suitable and sufficient risk assessment and that the findings of such risk assessment have been brought to the attention of intended users.

Dangerous parts of machinery

It is Head of Department's responsibility to ensure that effective measures are taken to prevent access to any dangerous part(s) of machinery. This must be by the provision of physical guards or other protective devices which must be suitable for their purpose, of good construction, sound material and physical strength.

Stability

Heads of Departments are responsible for ensuring that all work equipment which may fall over, collapse and in doing so create a threat of injury to persons must be effectively secured in place.

Employee's duties.

Employees should not use work equipment they have not been trained to use safely and competently. Use of work equipment should follow the training provided, manufacturers' guidance and any safe systems of work as noted in the risk assessment.

Work equipment should not be used if guarding is missing or the employee has any reason to believe the work equipment is unsafe. This should be reported to the Head of Department immediately. The work equipment should be withdrawn to prevent further use until it can be repaired or disposed of.

Any guarding provided including fixed, moveable or interlock guarding should be used correctly as per training and not interfered with or over- ridden in any way. Any Personal Protective Equipment (PPE) provided by the School to ensure the safety of the employee(s) and pupils should be worn during the operation of the equipment.

Vibrating Work Equipment

It is a requirement of the Control of Vibration at Work Regulations 2005 for employers to establish the level of mechanical vibration employees may be exposed too when using work equipment that transmits vibrations to the person. The employer has a duty to reduce it to a specified safer limit to prevent long term injury or disability.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

Certain types of machinery able to transmit mechanical vibration to the user amongst others include wood and metal working machinery and certain grounds maintenance equipment. Transmission of vibration can also be through the worked material being held by a person.

The School will risk assess any process that may give rise to exposure of vibration from mechanically vibrating equipment or material in order to ensure these processes do not pose a risk to employees. If any area is found to be potentially harmful or above specified

limits then control measures will be implemented along with information and instruction to employees relating to the hazard and control measures required.

VIOLENCE TO STAFF

Violence at work is any physical or verbal attack against an employee by a student, a member of the public or another employee.

Violence at work can take many forms including:

- Verbal abuse
- Racial or sexual harassment or discrimination
- Physical attacks
- Bullying.

The School takes any instances of violence to employees very seriously. Any violent incident as listed above should be brought to the attention of your Head of Department as soon as possible. Appropriate action will be taken once the incident has been investigated and verified.

VISITORS

The School has a legal responsibility to ensure all visitors to our premises are kept safe from harm. The following procedures must be followed.

Visitors must sign in the visitors' book which is in main reception areas, wear a visitors' badge and be escorted if not completed the necessary 'Safeguarding' vetting checks.

All visitors should be informed of any specific risks and of what to do in case of an emergency or on hearing an alarm.

Visitors should normally be accompanied at all times. It is important to take account of visitors with special needs, for example young children on a site visit or persons with disabilities.

WORKING AT HEIGHT

It is a requirement of the Work at Height Regulations 2005 for employers to ensure that any working at height is carefully planned, supervised, and undertaken by competent persons. The regulations cover any work undertaken where a person may fall from any height or could fall from equipment at height below ground for example working from a platform in a trench.

These activities will need to be assessed in order to eliminate or reduce the need to work at height. All employees will be trained in the use of access equipment. Appropriate Facilities Staff have received training in the use of mobile tower scaffold. Those not trained should not use access equipment until training has been delivered by an authorised and competent person.

Use of stepladders or ladders should only be used when the work is of a short term nature, normally no longer than fifteen minute duration. Step ladders and ladders should only be

used by those trained in their use. A visual inspection of the equipment should be completed before use to ensure the equipment is not damaged and is fit for purpose.

WORK EXPERIENCE (External Placements)

Work Experience placement represents a valuable opportunity for our School students to spend a period outside the classroom in an employment setting to learn about the world of work and about the skills employers are looking for.

The School is aware of its legal duty to ensure that students are not exposed to risks to their Health & Safety. As a result, the School will take reasonable steps to ensure any placement they arrange is suitable, safe, and relevant legal requirements are met.

The School has a duty to ensure the employer has assessed the associated risks to all students on their premises and has put in control measures to mitigate these risks. To facilitate this, the school should inform the employer of any issues that might put the student at greater risk for example any health issues etc. The host employer has a duty to ensure a risk assessment has been completed to cover the duties the student will undertake and provide parents with information on risks identified by the assessment and the preventative and protective measures.

The school liaises with Hampshire County Council to ensure these are undertaken.

WORKPLACE & SCHOOL TRANSPORT

The School acknowledges the fact that there is a real and present danger from workplace transport. These include Large Goods Vehicles visiting the site for deliveries and collections, waste disposal vehicles, the School's own workplace transport (mini bus transport & grounds keeping vehicles), hired pupil transport (coaches and mini buses) and private vehicles – staff and parents.

Reversing of Large Goods Vehicle should be kept to a minimum. Any reversing manoeuvres undertaken by goods vehicles should be supervised by a trained and competent banksman.

Speed limits on site are set at 10mph. These should be always adhered to. This includes parents, visitors, contractors and employees using the Schools parking area. All vehicles should be parked in such a way to ensure they do not create a hazard/obstruction for other drivers and pedestrians.

Hazard warning lights should be activated whilst driving through any of the school's campuses. Contractors are informed of the mandatory site rules involving use of transport whilst on site. This information is provided in their contractor guideline welcome pack document.

Situations involving Workplace Transport will be risk assessed to ensure hazards and risks are reduced to as low as is reasonably practicable.

Car parking arrangements will also be regularly reviewed by the Health and Safety Officer.

Any accidents or near misses involving workplace transport should be reported to the Health & Safety Officer in the first instance.

YOUNG PERSONS

A young person is defined under health and safety legislation as someone who has reached the legal school leaving age (usually 16 years old) but is not yet 18 years old. Under health and safety law, children are people who are younger than the legal school leaving age.

If the School employs young people, or has children on work experience at the premises, there are a few safety considerations. Young people tend to be less experienced and responsible than adults, and there is certain legislation governing their safety.

It is a requirement of the Management of Health and Safety at Work Regulations 1999 (Reg. 19) for all employers to undertake and record risk assessments for persons under the age of eighteen working for or gaining experience of work with the school.

This risk assessment undertaken by a supervisor may well include some parts of the job the young person is restricted from doing due to their age and immaturity for example a physical task may be beyond their current physical capability or lone working may place them at a greater risk than an adult.

The risk assessment and findings should be discussed with the young person. Any restrictions should be explained and made clear to them the reasons why they are prohibited from undertaking them.

Young persons under sixteen (normally on a work experience) also need to undergo the risk assessment process with findings and any restrictions shared with the young person and the parent or legal guardian.

All staff will be informed when a young person is working on the premises. Young people will undergo all relevant training with additional training given if deemed appropriate. They will be fully supervised at all times whilst working for the School. The young person's risk assessment with be regularly reviewed to ensure it remains valid.