PRESTFELDE
Part of the Shrewsbury School family

Health and Safety Policy

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Amendment Record

Version	Date	Author	Version Comment
1.0	09/02/2022	Andrew Hanson	Document Published
2.0	20/03/2022	Andrew Hanson	Updated to reflect latest government stance surrounding Covid-19 and to provide contingency for future pandemics.
3.0	04/09/2022	Andrew Hanson	Updated to reflect latest guidelines.
4.0	11/09/2022	Andrew Hanson	Corrected formatting within the Introduction.
5.0	31/01/2023	Andrew Hanson	Annual review 2023
6.0	10/07/2023	Katherine Mills	Implementation for Prestfelde 2023
7.0	18/09/2025	Richard White	Annual Review 2025
8.0	20/09/2026	James Peakman	Annual Review 2026

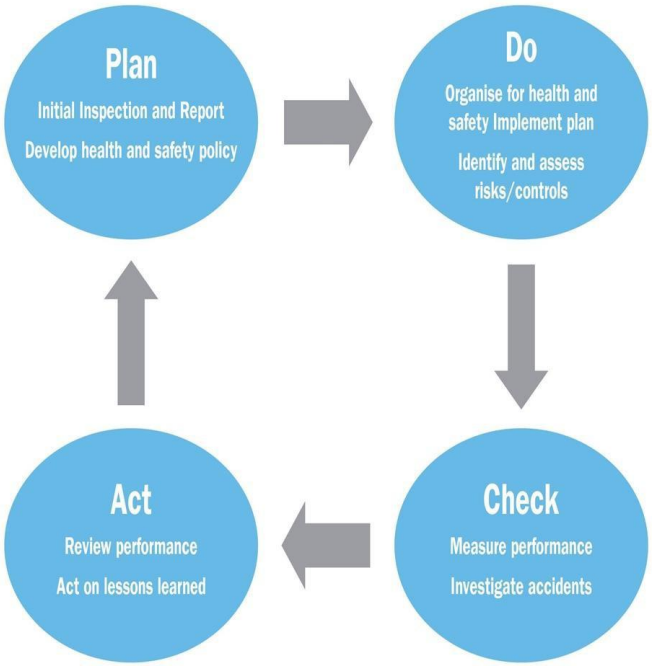
Health And Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the School. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the School to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The School's 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. **Do** - *Organise for health and safety and implement plan*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the School. Management leading by example is essential to fostering a positive health and safety culture.

Prestfelde School Limited commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required. Monitoring can include:

- routine inspections of premises, plant and equipment by staff
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents

- monitoring cases of ill health and sickness absence records.

4. **Act –** *Review performance, act on lessons learned*

- Health surveillance to prevent harm to health
- Conducting accident investigations and reviewing statistics
- Monitoring cases of ill health and sickness absence
- Compliance with regulations.

Prestfelde School Limited will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Prestfelde School Limited are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Prestfelde School Limited's main place of business.

Prestfelde School Limited are aware that in order to ensure the health and safety policy is maintained effectively, it is essential that all references and information are up-to-date and accurate. Should any changes occur within the School, e.g. introduction of new processes or systems etc., or if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Prestfelde School Limited's management and reviewed particularly following changes to the School and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for Prestfelde School Limited to discharge its statutory duties, staff are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Prestfelde School Limited encourages all staff to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Citation Ltd will provide advice in line with relevant health and safety legislative frameworks, however, Prestfelde School Limited retain responsibility and accountability for the health, safety and welfare of their staff and others who may be affected by any acts and/or omissions made by the School, including the implementation of risk control measures.

Health and Safety Policy Statement

The following is a statement of the School's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Prestfelde School Limited to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff working for the School and other persons who may be affected by our undertakings.

As a business we, the school and governors, acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise, where necessary, our Occupational Health and Safety (OHS) management system to ensure that health and safety standards are adequately maintained.

The Board of Governors will implement the School's health and safety policy and recommend any changes to meet new circumstances. The School recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Prestfelde School Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and staff. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the School aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Staff are also informed that they must co-operate with the School in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The School will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature	Signature
Date	Date
Mr Matty Thavenot, Headmaster	Mr R Sartain, Chairman of Governors

Environmental Statement

Prestfelde School Limited is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to staff and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

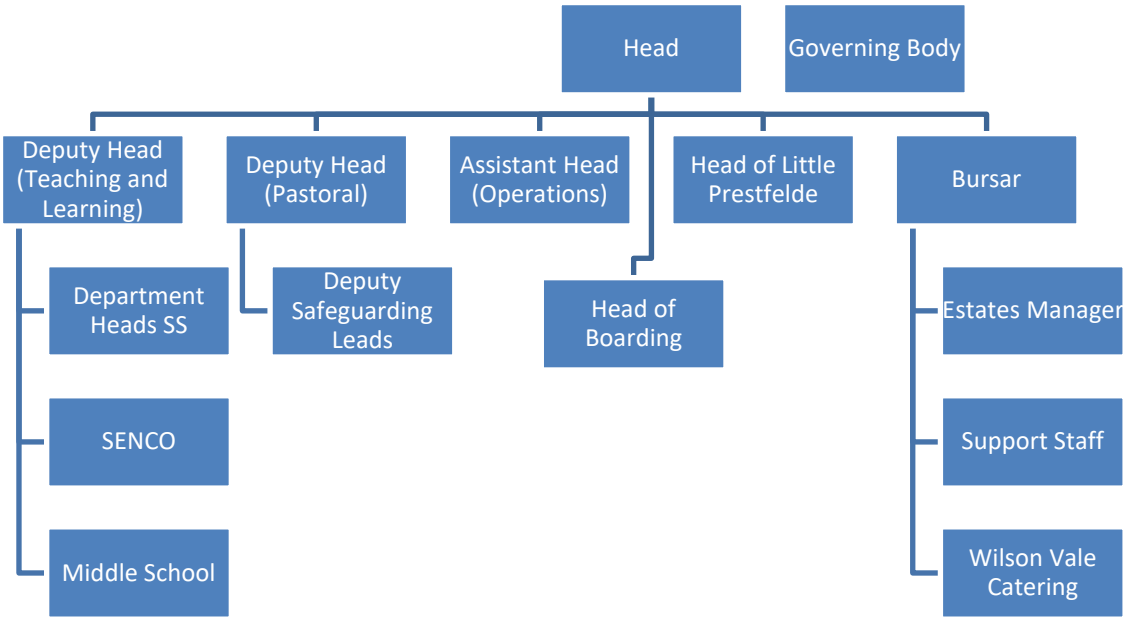
Food Safety Statement

Staff have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is Prestfelde School Limited's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All staff are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to staff
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all staff is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded

Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Tier 1
The Board of Governors will ensure that:-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Health and safety is integrated into the company's management systems.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and

that relevant employees are informed of the significant findings of the assessments.

- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- The policy is reviewed for compliance with the objectives for health and safety.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation's activities.
- The location of any asbestos containing materials is identified and appropriately managed.

Tier 2

The Head Teacher will ensure that:-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- Appoint the Bursar as Health and Safety Officer
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- Health and safety is integrated into the company's management systems.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.

- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- Health and safety is a key topic on the agenda of each board meeting.
- All employees fully understand the arrangements for the implementation of the health and safety policy.
- The policy is reviewed for compliance with the objectives for health and safety.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Sufficient knowledge is developed in order to fulfil the role of "competent person" as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.

- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.

Tier 3

The Deputy Heads & Bursar (Health and Safety Officer) will ensure that: -

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.

- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- All employees fully understand the arrangements for the implementation of the health and safety policy.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- The location of any asbestos containing materials is identified and appropriately managed.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

Tier 4

The Department Heads will ensure that:-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Health and safety is integrated into the company's management systems.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All employees fully understand the arrangements for the implementation of the health and safety policy.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.

- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.

Tier 5

The Estates Manager will ensure that:-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

- All employees fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient knowledge is developed in order to fulfil the role of "competent person" as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- The location of any asbestos containing materials is identified and appropriately managed.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Fully control the construction phase of any project. Including the management of site safety, preparation of a construction phase plan, dynamic review of safety standards, consultation, training and monitoring of workers and frequent communication with the Principal Designer on planning, management and implementation of each phase.

Health and Safety Committee

The Head of Prestfelde School with the Bursar will organise a Health and Safety Committee drawn from different areas of the school and the Chairperson will be the school's Health and Safety officer. The committee will meet each term and follow the fixed agenda detailed below. (Additional meetings may be called if needed with the approval of the safety Committee.)

The Health and Safety Committee and safety representatives are:

Mr R White (Interim Bursar and Chair), Mr M Thavenot (Headmaster) Mr. J Peakman (Science), Mr.N.Speake (Maintenance & Pool), Mr. M Haswell (Pastoral Deputy Head, DSL, Senior School), Mrs.K Jones (Matron), Ms S Lazdane (Cleaning), Mr V Paterson (CDT), Mrs H Allen (Art), Mr A Rhodes (Buses), Mr R Adcock (Middle School), Mrs A Price (Learning Support), Mrs C Morgan (Little Prestfelde); and Chef (Catering). H&S Governor will attend meetings as appropriate.

The minutes of each meeting will be recorded and emailed to staff or/and posted on the Health and Safety board in the teaching staff common room.

Health and Safety Committee agenda

Members of staff not on the committee may be invited to attend where discussion may involve their area of influence.

The objective of the committee is to promote cooperation between all employees of the school with a view to achieving, and maintaining a safe and healthy workplace for staff, pupils, visitors and contractors

The following will be standard agenda items for all Health and Safety meetings:

1. Discussion of all accidents which have occurred since the last meeting, and any remedial action that was taken to prevent a recurrence.
2. The arrangement for the next termly inspection of the school and consideration of any matters arising from the last inspection and the risk assessment carried out by the staff as a whole.
3. Consideration of the implementation in the school of any new safety instructions advice issued by the Department of Education.
4. Consideration of the progress on remedying any hazards which may have been identified.
5. To receive a report on any fire drills held since the last meeting, and to discuss any matters arising.
6. At each Autumn term meeting to review "the content of the school's health and safety arrangements, and to monitor their implementation.
7. Any other business.

Meetings will be recorded and action sheets will be produced. They will be displayed on the school notice board and a summary document will be provided for the School Council.

Health and Safety notice board

This will also be regularly updated with any new H&S information coming from the HSE or other H&S organisations and is placed in the staff common room, along with the latest minutes of the H&S meeting, and current information on pupils' medical conditions and

allergies. An emergency notice for those with severe allergies and who require epi-pens will also be displayed with a photograph of each.

Fire Responsibilities

The Estate Manager will ensure that:

- All staff receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of staff is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

General Responsibilities

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

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees also have a duty to assist and co-operate with Prestfelde School Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

<u>Sub-Contractors/Self Employed Personnel Responsibilities.</u>

Will be made aware of the School's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with the School to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively a leaflet version of the Health and Safety Law poster is available and should be distributed to all staff.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the School then the School will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions

- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

Abrasive Wheels

Description

Abrasive wheels are used for grinding, fettling, dressing and cutting. An abrasive wheel is defined as a wheel consisting of abrasive particles, bonded together using organic or inorganic substances such as resin.

There are a number of safety risks that may arise from the use of abrasive wheels, particularly due to poor maintenance, grinding wheels/disks being out of date, wrong wheels used for the task or wheels mounted incorrectly. Health issues may also occur as a result of inhaling dusts and fumes from grinding operations potentially leading to irritation or lung disease.

Associated Hazards

- Wheel breakage/bursting
- Contact or entanglement with running wheel
- Physical injury from component being ground
- Noise and vibration
- Dust and fume inhalation
- Fire from sparks, ignition of flammable vapours
- Electrocution
- Dermatitis from dust, slurry or waste material
- Embolism from air injected into the body (for compressed air grinders).

School Responsibilities

The Bursar will ensure that a risk assessment identifies:

- Significant hazards and risks arising from the operation
- Persons at risk
- The appropriate controls to be implemented.

In addition, Bursar will:

- Monitor the effectiveness of the arrangements
- Review these arrangements periodically
- Ensure that all staff are properly trained in the safe use of grinding machines and students are supervised at all times

- Ensure that the mounting and dressing of abrasive wheels is only done by an appropriately trained member of staff
- Provide personal protective equipment including eye protection, as identified in the School risk assessments
- Ensure that transparent screens are fitted to all fixed bench or stand-mounted machines, to intercept sparks and particles
- Maintain the floor area immediately around grinding machines in a good condition, and free from obstruction
- Ensure that wheel guards are secured in position and properly adjusted, before the wheel is run
- Ensure that grinding operations are carried out in such a manner as to not introduce a risk of fire
- Monitor the maximum speed of the wheels against the RPM of the grinding machine.

Relevant Staff should:

Take care of themselves and others in work activity involving abrasive wheels and also: -

- Follow training, guidance and instruction given, to prevent injury or ill health
- Use protective and safety equipment provided
- Inspect the work equipment before use
- Check skin for dryness or soreness every six months
- Report immediately to their line manager any hazardous or dangerous situations or when suffering ill health
- Co-operate with management arrangements for health and safety.

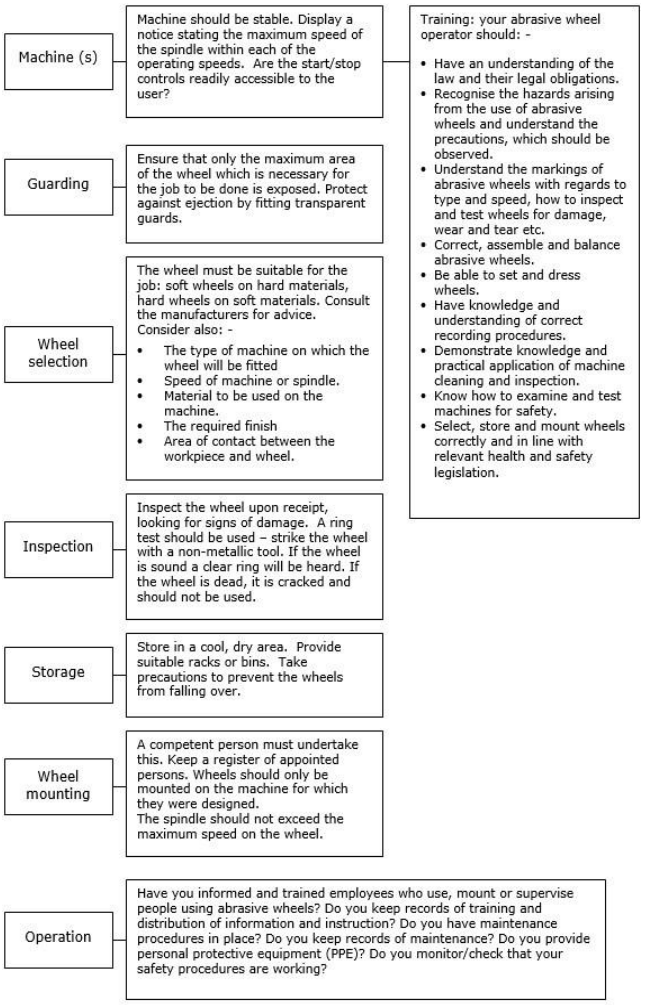
Note: All staff are reminded that, if they find any defects or faults with the equipment, then they must:

- Stop the work safely
- Isolate the equipment
- Report the defect to their supervisor.

Under no circumstances, should any students use any equipment if it is considered unsafe.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

Abrasive Wheels Flowchart



Access and Egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the School.

Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and parking areas, where applicable
- Obstructed floor, e.g. furniture, equipment. trailing cables, loose flooring coverings
- Opening in the floor/ground
- Unsuitable/insufficient lighting
- Breaches of security.

The School's Responsibilities

Bursar will ensure that: -

- A risk assessment is carried out for safe access, egress and movement within and around the premises and grounds
- Suitable control measures are implemented to minimise harm, and staff and visitors are informed of the applicable procedures
- Suitable security measures are provided to prevent unauthorised access to the premises
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- External public areas, paths and car parks are maintained in a safe condition
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards

- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc
- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are met
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately
- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Staff wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of staff and other personnel when working at the premises.

<u>All Staff and students should: -</u>

- Remain vigilant and immediately report any suspected breaches of security
- Report to management, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Follow advice and information given by the employer in relation to safe access and egress
- Keep areas clean and tidy
- Not leave trailing cables, rubbish or any other trip hazard that arises from work activities
- Wear appropriate footwear
- Take care when walking around the School premises.

Accident and near miss reporting

Description

There are many hazards present in all Schools. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all staff together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

School's Responsibilities

Bursar will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Where necessary, they notify the relevant authority, e.g. OFSTED, of any accident, dangerous occurrences and work related ill-health incidents
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the School
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- A member of staff, or a self-employed person, working for or on behalf of the School is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public, e.g. a students, or other person not at work is killed.

RIDDOR reportable instances include the following. This list is not exhaustive and The Bursar will contact Citation Ltd's advice line for further guidance, support and clarification.

Death

- Workers and non workers who have died of a work related accident.

Specified Injuries

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

Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Severe cramp of the hand or forearm
- Occupational dermatitis
- Occupational asthma
- Any occupational cancer.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifting equipment
- Electrical short circuit or overload causing fire or explosion.

People Not at Work

- A member of the public or person who is not at work has died
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

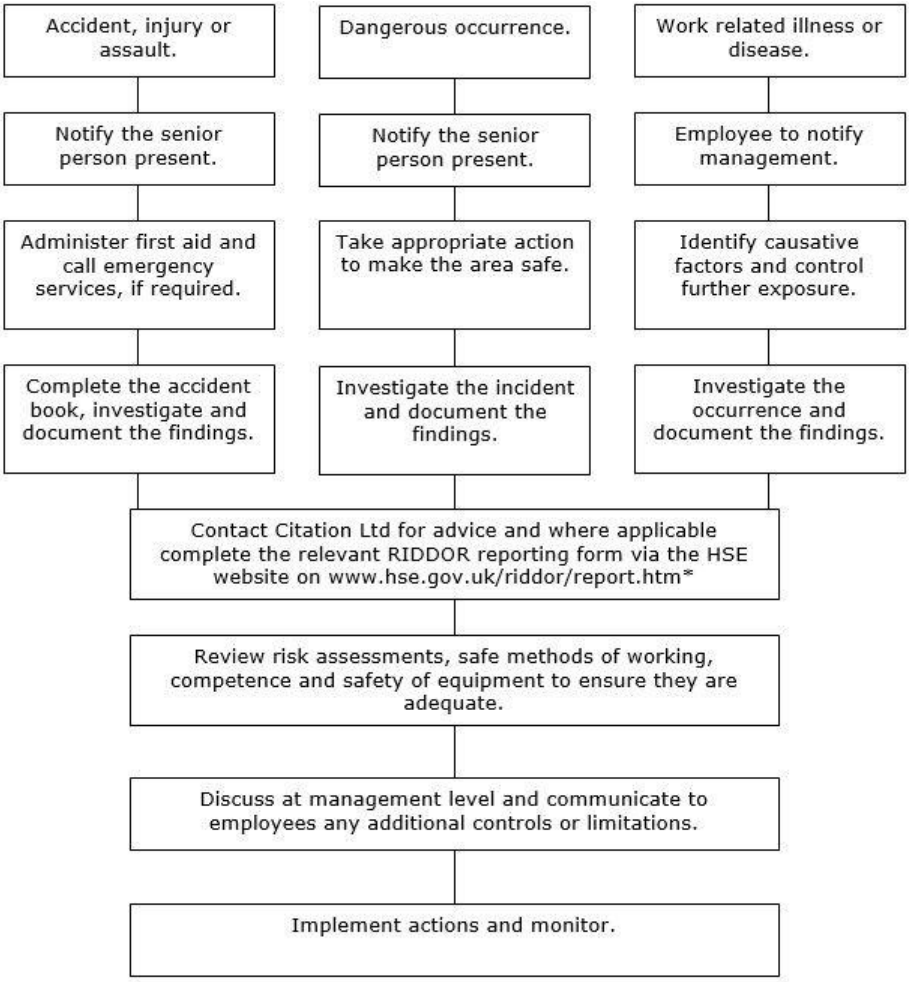
In addition The Board of Governors will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Staff Responsibilities

Any staff who are involved in, or aware of, an accident must follow the accident reporting procedure and inform the School, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Accident and Incident Reporting Flowchart



*Note the HSE Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities on 0345 300 9923.

Administration Of Medicines Including The Use of EpiPens®

Description

Many students will need to take medication, or be given it at some time in their academic life. For most students, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for students to take medication. To allow students to take or be given medication minimizes the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

Associated Hazards

- Unauthorised access to medicines
- Mal administration of medicines
- Medicines allergies.

School's Responsibilities

The Board of Governors will work in partnership with parents, students, Bursar and professionals to ensure that students who require medication during teaching time are able to receive it in a safe and secure environment that enables them to continue to make progress at throughout the day.

The Board of Governors and Bursar will develop and implement a local policy for administration of prescribed medicines and will ensure that:

- Appropriate training is delivered to enable staff to support students with medical needs that involve the administration of prescribed medication
- The content of training will include all health and safety measures required as a result of a health and safety risk assessment
- Where prescribed medication is required that could involve a hazard to the administering member of staff, or to other students (e.g. use of hypodermic syringe), a specific risk assessment will be completed
- Information about a student's medical condition and related needs are only be disseminated to those Staff who require to know in order to ensure the student's well-being. Such information will only be passed on with the consent of parents
- Parents are encouraged to contact the Board of Governors if they feel that procedures need to be adapted to suit their child's specific needs
- The policy and guidelines are reviewed in line with local and national developments and relevant legislation.

Bursar Responsibilities

The Bursar will ensure that:

- Medicines are suitably labelled with the name of the students; name of the drug; dosage; frequency of administration
- A record card is completed for each students receiving medication. The card should include the following information:
    - the medicines required by the students
    - details of dosage and times for administration
    - the types of medicines being carried
    - appropriate risk assessment undertaken
    - The staff involved in administration or supervision of medication
- Staff do not compel a students to take medication
- In an emergency, students have prompt access to their medicine through a recognised procedure
- All staff are familiar with the emergency procedure
- These procedures are followed when on School outings.

Teachers

who participate in administering medication to students will comply with the School policy.

There is no legal duty that requires the School staff to administer medication - this is a voluntary role.

EpiPens®

EpiPen® Auto-injectors are intended for immediate self administration in the emergency treatment of anaphylactic shock.

In the event of a students being prescribed an EpiPen® the School will ensure that:

- All staff are trained in recognizing anaphylaxis and in the administration of an EpiPen®
- The students is encouraged to carry his/her emergency medication on their person at all times
- Either the parent/guardian or students has granted permission for the medication to be administered in an emergency situation

- An emergency box is provided, the box to be stored in a safe, accessible, unlocked area that is clearly labelled
- The box will contain two 'in date' EpiPen® for use in an emergency and will be labelled with the name of each students prescribed EpiPen®
- In the event of a students having had an anaphylactic reaction they will be sent by ambulance to hospital whether full recovery is noted or not
- The students will be accompanied throughout by staff and the empty EpiPen® that has been administered, will be taken with them to hospital
- The students's parents will be informed immediately after alerting the ambulance.

Note:

Since there is no way to predict the severity of a reaction, and because anaphylaxis can progress so rapidly, waiting for the ambulance or the Medical Centre staff to administer adrenaline may greatly increase the risk of death.

Therefore, it is essential that anyone with a history of anaphylaxis keep adrenaline auto-injectors, such as EpiPen® adrenaline auto-injectors, on hand at all times and be prepared to use them whenever a reaction occurs.

Alcohol and Drugs Misuse

Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In all jobs safety is paramount, and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger.

Board of Governors Responsibilities

Board of Governors will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of staff, students and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Staff Responsibilities

All staff should:

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Advise the Bursar if they are aware that a colleague has an alcohol or drug related problem that is affecting their work.

Asbestos - For Those In Control Of The Premises (Dutyholder)

Description

Numerous School 'and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials.

Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. Asbestos is a prohibited substance and is classified as a Category 1 carcinogen.

Prolonged exposure for students can increase the potential of developing mesothelioma in comparison to that of an adult. Asbestos related illness contributes to hundreds of adult deaths every year within school buildings, which a potential 86% still contain the substance.

Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer
- Pleural thickening and pleural plaques.

These diseases can take between 15 to 60 years to develop and can prove fatal.

Work undertaken on asbestos containing materials is categorised as either: -

Licensable work: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensable work they plan to undertake.

Non-Licensable work: this normally involves work with asbestos containing materials which is sporadic and of low intensity and will not, if determined by risk assessment, expose staff to asbestos fibres above the legal control limit. Anyone undertaking non-licensed work must be suitably trained and competent.

Notifiable Non-Licensed Work (NNLW): Certain non-licensable works is also **notifiable** to the HSE. However, the following activities are exempt from notification:

1. short, non-continuous maintenance task whilst working only with non-friable asbestos containing materials

2. removal, without deterioration of non degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic

3. where the asbestos containing materials are in good condition and are being sealed or encapsulated

4. air monitoring and control or collection and analysis of asbestos samples.

Responsibilities Of The Dutyholder In Control Of The Premises

In it's management and reduction of the likelihood of anyone being exposed to asbestos or asbestos containing materials Prestfelde School Limited will: -

- Take reasonable steps to locate and check the condition of materials containing asbestos in non-domestic premises under their control
- Presume materials contain asbestos unless there is strong evidence that they do not
- If confirmed that asbestos is present by an asbestos survey being undertaken, including the taking and analysis of samples, make and keep up-to-date, a record or register of the location, amount, type and condition of the asbestos containing materials and the materials presumed to contain asbestos
- Assess the risk of exposure to staff, students, contractors and others to asbestos fibres from any materials identified
- Prepare a plan setting out in detail how the risks from these materials will be managed to prevent exposure to asbestos and record the roles and responsibilities for managing asbestos
- Plan for emergencies to cater for incidents of asbestos containing materials being accidently uncovered or fibres released
- Take necessary steps to put the plan into action and inform those who may be affected
- At least annually, review and monitor the plan and the arrangements to keep them relevant and up-to-date
- Regularly check the condition of these materials and search for deterioration, damage or disturbance
- Make safe or, if necessary, remove or make arrangements to have removed any material that contains asbestos where there is a risk
- Keep any material known or presumed to contain asbestos in a good state of repair
- Identify the location, type and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk
- Promote awareness of the risks of asbestos through training and induction of staff
- Ensure that anyone, including contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary
- Check that the HSE have been notified of any licensed work or relevant non-licensed work planned to be undertaken

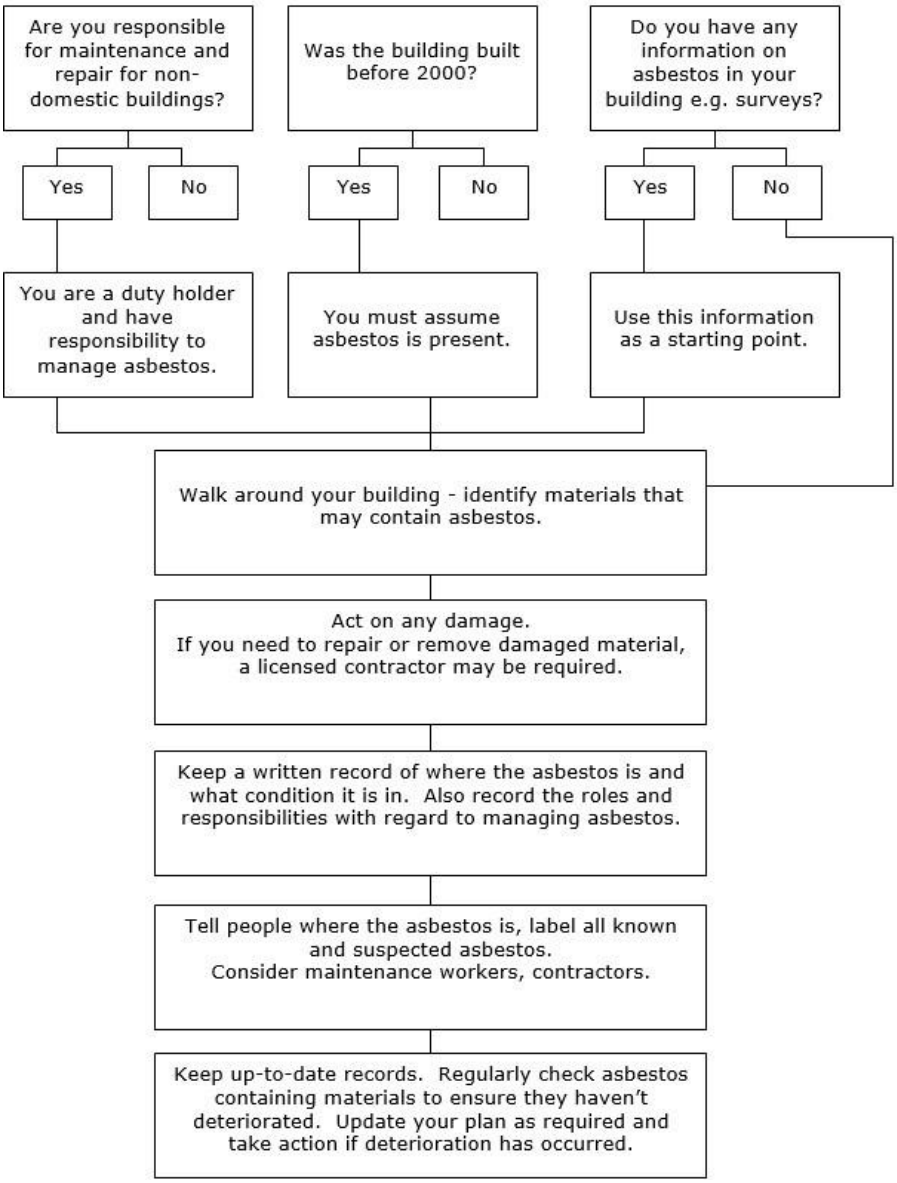
- Ensure that sub-contractors have suitable arrangements, including supervision, to control exposure to asbestos in place prior to commencing work. No work with asbestos to be carried out until a written plan, detailing how the work is to be undertaken, has been prepared
- Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

Staff Responsibilities

Staff will: -

- Immediately report any damage to the building or building materials to Bursar
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by the Bursar and are suitably trained
- Follow all information, instruction and training given to prevent injury or ill health.

Asbestos Management Flowchart



Autoclaves

Description

An autoclave is a pressure vessel with a lid/s and door/s positioned for ease of access and are used in various processes. Autoclaves can be front loading, top loading and both fixed and portable. They are used primarily for materials that are to be subjected to pressure greater than atmosphere and in most cases elevated temperatures for such purposes as sterilizing.

Associated Hazards

The major dangers associated with autoclaves are explosions and the release of components and contents upon failure. Other dangers, due to frequent opening of the doors to allow materials to be loaded and unloaded, will include;

- Heat
- Steam
- Chemicals
- Biologicals
- Sharps such as broken glassware.

Bursar Responsibilities

Board of Governors will:

- Ensure the autoclave is suitable for use and installed / commissioned by a competent engineer
- Ensure the autoclave is in a secure location with restricted access to students
- If required prepare a written scheme of examination prior to using the equipment for the first time
- Initiate an inspection regime to regularly inspect the autoclave to ensure that all the interlocks on the machine are functioning correctly at all times
- If required ensure that the autoclave is examined by a competent engineer at a maximum interval of 14 months. They will issue a certificate of inspection
- Monitor records of tests, faults, repairs and modifications to help identify and address problems before they develop
- Ensure that all operators receive information and training in the safe use of autoclaves

- Undertake a risk assessment of autoclave use and apply the control measures as necessary
- Ensure that all operators are fully trained in safe working procedures and are familiar with all the controls and safety devices prior to using the autoclave
- Issue staff with the correct PPE for use with autoclaves
- Keep records of maintenance, Certificates of Inspection issued and Written Schemes of Examination, where required.

A Written Scheme of Examination and a Certificate of Inspection do not apply to all autoclaves. Bursar should contact the equipment manufacturer or supplier to ascertain if these two documents are required.

Teachers Responsibilities

Teachers will:

- Not use the autoclave unless trained to do so
- Follow any training, guidance or instruction given to prevent injury or ill health
- Wear and keep in good condition any personal protective equipment that is issued to them for the activity
- Not tamper or remove any of the safety devices
- Perform a pre-user check prior to operation as instructed in training
- Report any hazardous or dangerous situation to the School
- Report any injuries/incidents

Co-operate with management arrangements for health and safety.

Body And Fashion Jewellery

Description

The wearing of body jewellery and fashion jewellery at work could lead to injury or ill health.

Body jewellery includes navel rings, lip studs, tongue studs and eyebrow studs, amongst others.

Associated Hazards

- Infection/cross infection
- Injury to the wearer (i.e. rips or tears) or to others
- Entanglement in equipment or clothing.

Note: the list of hazards associated with the wearing of jewellery is not exhaustive.

Board of Governor's Responsibilities & Duties

Board of Governors will comply with statutory duties in respect of health, safety and welfare and in particular, fulfil obligations to take effective measures to control and monitor the wearing of jewellery, in particular body piercing practices.

Bursar will ensure that a risk assessment identifies:

- Persons at risk (staff, students and others)
- Significant risks arising from the wearing of jewellery
- The appropriate controls to be implemented.

Where significant risks are identified, the School will eliminate these by implementing a non-jewellery policy with an exception being made in the case of wedding bands. Where this policy conflicts with the cultural beliefs of the wearer, the risks arising from the wearing of jewellery will be effectively controlled, to reduce them to the lowest practicable level.

In addition, the School will manage risks further by:

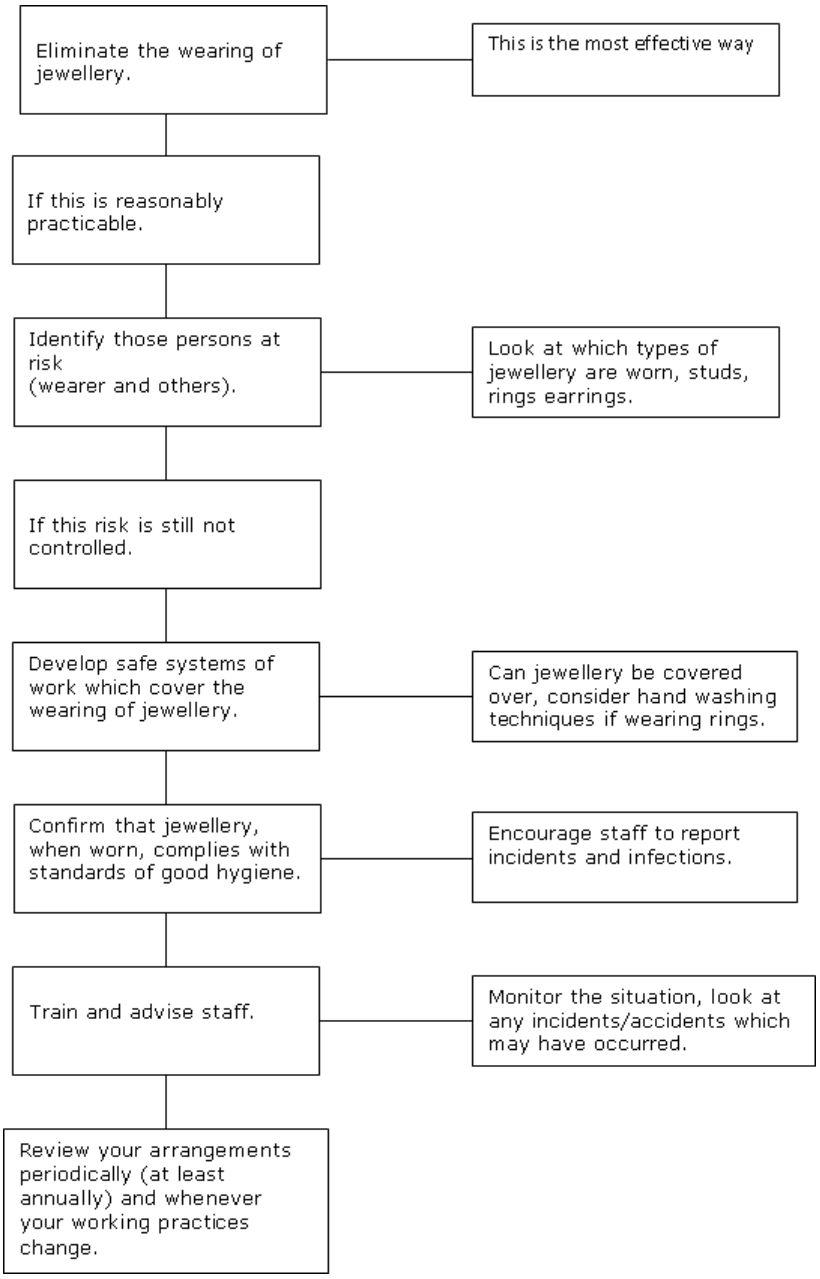
- Providing advice and guidance on the wearing of both fashion and body jewellery in the School
- Developing safe systems to cover the wearing of both fashion and body jewellery

- Ensuring that staff and students follow instructions at all times, in accordance with the guidance provided
- Regularly monitoring and reviewing the effectiveness of these working arrangements
- Confirming that jewellery, when worn, complies with standards of good hygiene
- Ensuring that teachers and students report any instances of infection arising from piercing(s).

Staff Member's Responsibilities

All staff are required to take care of themselves and others and ensure that the only jewellery that is worn complies with School policies.

Body and Fashion Jewellery Flow Diagram



Blood Borne Viruses (BBV)

Description

Board of Governors recognise that there is a potential risk of staff and students coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

Associated Hazards

- Direct contact with infected blood or saliva
- Contact with clinical dressings
- Needlestick injuries.

Board of Governor's Responsibilities

- Completing a risk assessment to identify the potential for contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids
- Ensuring that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc
- Providing First aider's with information about dealing with spillages and discarded needles
- Ensure that first aid kits contain disposable gloves to protect against possible contamination when handling an injured person
- Allowing the use of syringes within the workplace only for medical reasons (staff using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action)
- Making suitable arrangements for the storage and disposal of syringes that are permitted for use within the workplace
- Taking all suitable precautions to secure the safety of staff who have been diagnosed with a BBV and those staff working in close contact with the affected person
- Treat any information that has been given by an staff in respect of a BBV condition in complete confidence.

Staff Responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training

- Report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.

Bomb Threats

Description

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises. The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises.

Associated Hazards

- Fire and explosion
- Fatalities/major injuries.

School Responsibilities

Board of Governors will take appropriate measures it feels adequate to control the threat posed, by:

- Carrying out a risk assessment for bomb threats
- Implementing precautions and procedures when dealing with bomb threats
- Ensuring that all staff and students receive the necessary training and clearly understand the procedures for a bomb threat
- Co-ordinating and directing staff, students and others, including visitors, in the event of a bomb threat
- Reporting all bomb threat incidents to the police
- Identifying all staff that could conceivably receive a bomb threat and ensure that they are trained in handling procedures or at least have ready access to instructions – and know where these are kept
- Drawing up a clear and accessible list of actions to take on receipt of a call, ensuring that it can be printed off and fixed to walls or desks, so that staff and students can see it instantly
- Ensuring that all staff are aware of their roles
- Rehearsing bomb threat procedures as part of evacuation procedures.

Staff Responsibilities

- All staff must know what to do in the event of a bomb threat and take appropriate action
- All staff must participate in bomb alert training and evacuation

- All staff must never compromise the security of the building in any way.

Centrifuges

Description

A centrifuge is a mechanical device that uses centrifugal forces to separate substances of different densities, such as solids from liquids or liquids from other liquids.

Hazards Associated

- Microbiological
- Corrosive chemicals
- Mechanical failure
- Contact with moving parts
- Leaking samples
- Samples not balanced correctly, resulting in the machine moving
- Contact with contaminated components
- Electrical
- Thermal.

Board of Governors Responsibilities

Bursar will:

- Carry out risk assessments and introduce necessary control measures to remove or reduce the risk to an acceptable level
- Ensure that all operators are fully trained in safe working procedures, manufacturer's instruction and are familiar with all the controls and safety devices prior to using the centrifuge
- Regularly maintain and inspect the centrifuge.

Teacher's Responsibilities:

- Only operate a centrifuge if trained
- Check the equipment for damage, faults and cleanliness, before operation
- Never attempt to open the centrifuge whilst it is in motion
- Follow instruction, training and guidance given
- Report all faults and spillages immediately to the School

- Do not permit students to use the equipment without supervision.

Child Protection

See also School Safeguarding Policy

Description

Child abuse is a global phenomenon. It occurs in all countries and within all societies and involves the physical, sexual, emotional abuse and neglect of children. It is nearly always preventable.

Statutory Definitions For Child Abuse For Entry Into The Child Protection Register Are:

- Neglect:- the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development
- Physical injury:- actual or likely physical injury to a child or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's by proxy
- Sexual abuse: actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature
- Emotional abuse:- actual or likely severe adverse effect upon the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection.

Associated Signs Of Abuse

Beyond the obvious signs of physical abuse, such as bruising, staff are instructed to look for signs of emotional or sexual abuse, such as:

- Sudden changes in behaviour and/or deterioration of performance
- Difficulty in trusting or defiance of others, excessive anxiety or low self-esteem
- Knowledge of sexual matters beyond what would be expected
- A strong need for affection, sometimes expressed in physical terms
- Frequent aches and pains possibly arising from psychosomatic illnesses.

There are, of course, many other signs of abuse, but it must be understood that the presence of such symptoms does not necessarily denote the presence of abuse – they can be due to many other causes.

Board of Governors's Responsibilities

Board of Governors will seek to inform and raise awareness of child protection issues and will ensure that staff are trained in the requirements of reporting any suspicion of abuse and how to initiate the correct procedure, including any investigation and reporting to the relevant authority.

In all suspected cases of child abuse, when such a matter is reported, a nominated person will talk to the child concerned and on the basis of the conversation and any other evidence presented, will decide on what further action should be taken.

If students speak to staff and make accusations of abuse, these shall be believed at the time until a proper investigation can be made.

All staff will:

- Report any suspicions or conversations that indicate abuse has taken place
- Alert the Bursar if they think that someone is acting in an unsafe manner, or in ways that may be misconstrued
- Do not question or approach parents, guardians or other children in the family.

Cleaning and Disinfection

Description

Everyone involved in the School must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between Board of Governors and staff and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

Associated Hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slips, trips and falls
- Dermatitis.

Board of Governors's Responsibilities

Bursar has responsibility for formalising cleaning within the School, therefore cleaning schedules have been compiled which outline:

- What needs to be cleaned e.g. floors, facilities, work surfaces, equipment etc
- Who is to undertake the cleaning processes e.g. kitchen staff, cleaners etc
- The frequency of cleaning procedures to be undertaken e.g. daily/weekly
- How the cleaning process is to be undertaken e.g. whether equipment needs to be moved in order to undertake the cleaning procedure
- What chemicals/disinfectants and cleaning implements are to be used e.g. brushes, shovels, hoses etc.

In Addition, The Bursar Will:

- Train and supervise inexperienced staff until they are competent to undertake the activity safely on their own
- Undertake suitable and sufficient risk assessments for the relevant work activities
- Develop a safe system of work and train staff
- Ensure chemical data sheets are available at all times.

Staff Will:

- Co-operate with the School in relation to maintaining a clean and tidy environment
- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the School any hazardous or dangerous situation
- Co-operate with management arrangements for health and safety
- Ensure suitable signs are displayed where necessary.

Compressed Gas Cylinders

Description

Accidents involving gas cylinders can be very serious and may result in major injuries or death.

The term 'gas cylinder' includes varying types of pressure vessel used to transport and store gas under pressure. They are used for different purposes, e.g. in heating appliances and in fire fighting appliances.

Associated Hazards

- Fire and explosion
- Manual handling
- Unsecure or unstable gas cylinders
- Accidental release or leaks of hazardous substances
- Cold surfaces.

Board of Governors's Responsibilities

Bursar Will:

- Carry out a risk assessment to identify the significant hazards associated with using and handling compressed gas cylinders and implement suitable control measures to minimise harm
- Check that cylinders are labelled or marked indicating their content and hazards associated with their contents
- Ensure that affected staff are fully trained in the safe operating and handling of cylinders
- Follow manufacturer's instructions on how to store, handle and use compressed gas cylinders correctly and safely
- Store cylinders in their designated location in a secure, suitably restrained, upright position
- Ensure that storage areas are dry, well ventilated, preferably outdoors, and positioned away from any source of heat, naked flame or direct sunlight. Risk assessments must take into account compatibility of the gases stored
- Ensure that limited numbers of gas cylinders are stored at any time
- Ensure that gas cylinders and valves are regularly maintained, tested and examined in accordance with the manufacturer's recommendations and statutory requirements

- Undertake and record regular visual inspections of gas cylinders and their associated holders, clamps, couplers, regulators and hoses
- Provide personal protective equipment (PPE), as identified by risk assessment.

All staff Will:

- Undertake training in the safe use of compressed gas and follow information and instruction provided
- Wear any personal protective equipment (PPE) issued
- Report any damage to cylinders or attachments
- Do not drop, roll or drag gas cylinders
- Use equipment provided by the School to handle cylinders.

Construction, Design and Management (CDM) Responsibilities (Schools)

Description

The Construction (Design and Management) Regulations (CDM) cover a very broad range of construction activities such as building, civil engineering, engineering construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures

Under the CDM Regulations, legal duties apply to clients, designers, and contractors for all construction projects even for simple, short duration work. However, for those projects that are likely to take more than 30 days or involve more than 20 sub-contractors at one time or more than 500-person days of construction work, additional management duties are imposed, and projects are notifiable to the regulators. CDM Principal Designers and Principal Contractors must be appointed for notifiable projects.

Associated Hazards Include:

- Slips, trips and falls
- Fire and explosion
- Vehicular movement
- Falling objects
- Manual handling
- Excavations
- Hazardous substances.
- Asbestos (pre-2000 build)
- Security – (school open – segregation children to works in progress)
- Working at height
- Scaffolding

Clients Responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out including local authorities, partnerships, school governors, charities, insurance companies but excluding domestic clients.

For all Projects, Clients will:

- Ensure that designers and contractors are competent and adequately resourced
- Provide information ('Pre-Construction Information') including site rules and details of site hazards, to those planning or bidding for the work

- Where important information is not available, take reasonable steps to acquire such information including construction drawings, plans, manuals, survey reports and location of utilities
- Ensure that the project is planned and managed suitably for its duration
- Facilitate good communications, cooperation and co-ordination between project members
- Allow sufficient time and resources for the design, planning and construction work to be done properly
- Ensure that adequate welfare facilities are arranged
- Ensure that structures constructed for use as a workplace conform to the requirements of the Workplace (Health and Safety and Welfare) Regulations.

For Notifiable Projects:

Where projects are likely to Take More Than 30 Days or Involve More than 20 sub-contractors at any one time or more than 500 Person Days of construction works:

The Client Will Undertake the Following Additional Duties:

- Appoint a competent and adequately resourced CDM Principal Designer prior to detailed design of the structure - scope of works
- Appoint a competent Principal Contractor
- Provide information ('Pre-Construction Information') as early as possible to the CDM Principal Designer relevant to the health and safety of the project
- Ensure that work does not start before the welfare facilities and the Construction Phase Plan are in place
- Agree the format of the Health and Safety File with the CDM Principal Designer/Principal Contractor and retain the file for future access after completion of the project.

Contractors

Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors, including self employed workers, may be employed to undertake a variety of jobs on our behalf including maintenance, repairs, installation, construction, window cleaning, engineering. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractor's activities may put the School's staff and students at risk.

Associated Hazards

- Movement of site traffic
- Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

Board of Governors's Responsibilities

Bursar will ensure that competent contractors are selected and appointed having regard to:

- Hazards on site
- Site rules and safety procedures
- The need for and selection of protective clothing
- Any special equipment required
- Information, instruction and training
- Time when the contractors will undertake the work on School premises.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed and suitable controls are in place
- Manage, supervise, co-operate with and co-ordinate contractors when on site

- Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- Inform staff whenever, and where, contractors are working in their particular area
- Ensure contractors are segregated from students, wherever possible, and where this is not possible ensure that students remain under the direct supervision of staff
- Ensure compliance with current legislation regarding any requirements to check criminal records/barring of contractors undertaking work during any time that the School is open and where contractors could be alone with students
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

Contractor's/Sub-Contractor's Responsibilities

All sub-contractors undertaking work on behalf of the School:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the Bursar before work commences
- Must inform the Bursar of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the Bursar immediately so that they can record the incident in the accident book.

Staff Responsibilities

Staff will:

- Immediately report any unsafe practices or concerns to the Bursar.

Control Of Substances Hazardous to Health (COSHH)

Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, the School is required to control exposure to hazardous substances to prevent ill health. The aim is to protect both staff, students and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include: -

- Substances used directly in school and work activities (e.g. chemicals, paints, adhesives, cleaning agents)
- Substances generated during work activities
- Naturally occurring substances (e.g. dust)
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated health issues may include: -

- Skin irritation
- Asthma
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

Board of Governor's Responsibilities

Prestfelde School Limited recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall: -

- Identify and list those hazardous substances that are used or stored within school premises
- Identify all activities likely to produce or generate hazardous substances

- Obtain hazard data sheets from suppliers or other sources
- Identify who may be affected e.g. staff, students, contractors, public
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.
- Provide training in safe use of substance
- Report any harmful exposure to the relevant authority

Where reasonably practical, the school will prevent exposure by: -

- Changing the process so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form.

If prevention is not practicable, the school will control exposure by: -

- Total enclosure of the process or partial enclosure and extraction where applicable
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance
- Providing suitable storage and transport facilities for hazardous substances; following manufacturer's guidance and ensuring containers are correctly labelled
- Determining the need to monitor exposure or if health or medical surveillance is required
- Ensuring that control measures (e.g. ventilation and extraction) remain effective by inspection, testing thorough examination (where relevant) and maintenance of plant and equipment
- Provide staff with suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Recording the findings in a COSHH assessment and reviewing the assessment regularly or if is deemed no longer valid
- Providing a copy of each relevant COSHH assessment to those persons considered at risk

- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Regularly monitor compliance to the control measures implemented.

Bursar will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm.

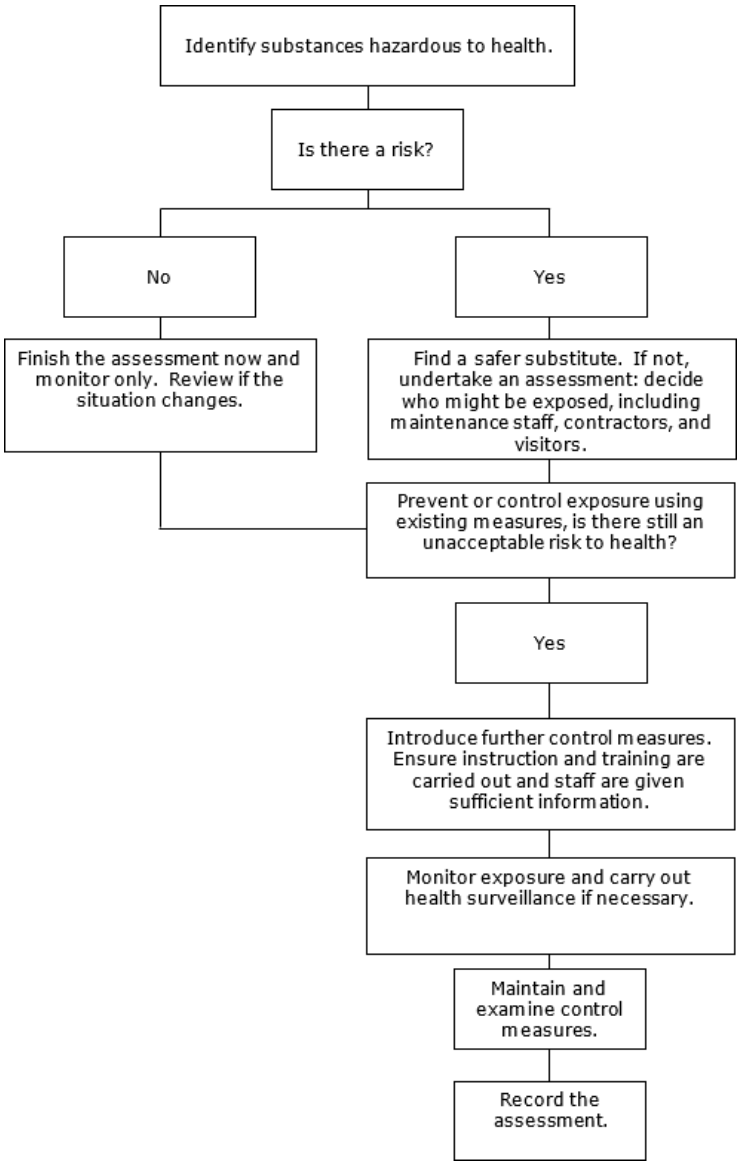
Note: controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

Staff Responsibilities

All staff have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes
- Observe container hazard symbols
- Practice safe working with hazardous substances following training provided
- Report any concerns immediately
- Wear, use correctly and maintain any personal protective equipment provided and respirable protective equipment (RPE)
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

COSHH Assessment Flow Chart



Counter Terrorism

Description

An attack not only on, but near your premises, can result in human casualties, property damage, business interruption, legal liability issues and long-term damage to brand and reputation.

Terrorist attacks are now regarded as a foreseeable risk. In today's litigious society, businesses need to ensure corporate governance and duty of care responsibilities are integral to their crisis management strategy.

Before considering how to mitigate risks, you need to understand the range of threats your organisation could face. Threats can be both direct, where your organisation itself is the target, and indirect, where your organisation itself was not the target but finds itself dealing with the consequences. Threats can range from comparatively low-key to critical events.

The importance for organisations to have a counter terrorism policy follows the disturbing rise in terrorist related incidents. The rise in terrorist attacks resulted in the current threat level in the UK being set at 'Severe' meaning an attack is highly likely.

Therefore, it is vital that an appropriate policy is developed and implemented to counter these threats.

Employer's Responsibilities

Having acknowledged what assets in the organisation could be vulnerable, you need to devise appropriate security measures or procedures to protect them. It is important to remember that no single security measure/procedure or level of investment will provide 'total' protection to your organisation. However, there are a range of measures and procedures you can use to minimise the possibility of terrorist threats.

Prestfelde School Limited will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism and will make every effort to ensure that its resources are not used to facilitate terrorist activity by:

- Assessing the different threats to the business
- Identifying vulnerable assets (staff, people, physical assets and information)
- Introducing procedures to reduce the risk of threats to those that are vulnerable in writing through risk assessment and continuity plans
- Nominating a Counter Terrorism Champion within the organisation and ensuring they are fully aware of their roles and responsibilities
- Ensuring all staff are aware of how to report a potential incident to authorities, who their point of contact is within the organisation and the preferred method of communication
- Ensuring appointed staff are aware of the procedure of how to handle incidents when they are reported to them, both internally and externally

- Incorporating all mandatory training relevant to counter terrorism into staff personal development plans and plan for how it will be kept up to date
- Ensuring background security checks for new staff have been implemented in the recruitment process
- Ensuring the policy has been reviewed and signed off by senior management
- Cascading the policy and procedures to staff in a manner whereby they understand what is required of them and they have signed to say they do so
- Put in place a process to ensure the counter terrorism policy is reviewed annually or whenever any changes are made to the organisation.

Staff Responsibilities

- To co-operate with Prestfelde School Limited in relation to health and safety arrangements in the event of any suspected act of terrorism
- Follow any training, guidance and instruction with regards to dealing with suspected acts of terrorism
- Provide information on their whereabouts during working hours to the employer for activities that involve lone working and increased vulnerability
- Report any incident or suspected act of terrorism to the employer
- Report immediately any security or terrorist incident that needs escalating to the emergency services, via the appropriate channels provided
    - Call 999 – Speak to the police and report your suspicions
    - Call 101- For crimes which do not require an emergency response
    - Call the police anti-terrorist hotline on 0800 789 321 to report an immediate threat to life or property
    - Report your suspicions to the Metropolitan Police online
    - Report suspicious activity to MI5
- Report online terrorist material.

Craft, Design And Technology Classes

Description of activity

The purpose of craft design and technology (CDT) teaching is to encourage students to apply their knowledge and understanding to develop ideas, plan, produce products and evaluate them. students design and make products using a range of materials including electronics, graphics and resistant materials (wood, metal, plastics, etc).

Due to the nature of these activities the School utilises a variety of equipment ranging from small hand tools through to larger items of equipment and machinery.

It is our policy to ensure that staff have a safe place in which to work and that students have a safe place in which to develop their skills.

Associated Hazards

- Contact with moving parts
- Entanglement
- Ejection of materials
- Kickback and snatching
- Dust and other hazardous substances
- Slips trips and falls
- Fire.

Note: CDT arrangements are complementary to, and should be read in conjunction with, those arrangements that relate to specific items of equipment and machinery.

Employer's Responsibilities

- Suitable storage is provided for hand held tools
- Machinery and work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains machinery and work equipment on a regular basis
- Suitably qualified teaching staff are appointed
- Suitable and sufficient risk assessments for the classroom activities are undertaken
- Safe working procedures are developed and implemented

- Suitable personal protective equipment (PPE) is provided for issue to staff and students
- A suitable standard of supervision of students is maintained, in accordance with the findings of risk assessments
- Arrangements are monitored and reviewed regularly.

Staff Will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Carry out, at least on a weekly basis, inspection of the equipment including guarding, attachments, stability of equipment etc. Keep records of all inspections and any resulting action necessary
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Provide adequate supervision in class, proportionate to the age and ability of individual students and the task being undertaken
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear, and ensure that students wear, any personal protective equipment (PPE) provided
- Maintain the working area immediately around machines in a good condition and free from obstruction or build up of waste materials including shard, wood shavings, dust etc
- Remove from use, and report any faulty equipment
- Isolate machinery prior to accessing any moving parts or blades
- Isolate machinery at end of use.

Note: Staff are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must:

- Stop the work safely
- Isolate the equipment
- Report the defect.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

Covid-19 And Pandemic Management

Where unprecedented situations, such as the Covid-19 pandemic occur, the School will:

- Undertake a risk assessment reflecting all areas of School activities in line with government guidelines and review as necessary in line with lessons learned and changes in government guidelines and legislation
- Inform staff and others as necessary, of the contents of the risk assessment
- Undertake audits and inspections where appropriate to check on compliance with the risk assessment
- Undertake staff health screening and return to work health checks where required by the relevant employment laws and risk assessment
- Consult with and provide information, instruction and training appropriate to the tasks to be completed to allow staff to undertake their work safely
- Provide appropriate PPE to staff where required
- Provide adequate information as to entry requirements and safe working procedures to those who may enter the premises, such as visitors
- Comply with the requirements of legally mandated government testing schemes and contact tracing
- Ensure that any pandemic procedures are compatible with existing infection control procedures, where established
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

Staff Will:

- Comply with the contents and controls detailed within the School risk assessments
- Comply with workplace procedures designed to mitigate against the effect of pandemics on the workplace, such as Covid-19
- Take care of themselves and others in the workplace where activities give rise to the potential for spread of infection
- Comply with the relevant Government guidelines and legislation in relation to their fitness to attend the workplace
- Follow any appropriate isolation/quarantine procedures which may be introduced in line with government guidance on travel
- Report any concerns or issues relating to non-conformance with pandemic controls to the person responsible
- Comply with testing requirements of the government and / or employer where there is a requirement to do so in line with legislation and / or risk assessment
- Comply with relevant contact tracing systems implemented by government, informing their employer where required to do so

- Notify their employer immediately should they be required to self-isolate in line with government and / or School requirements.

Disciplinary Rules

Description

Board of Governors believes that health and safety is a critical factor that needs to be taken into account when running the School. To enable the Board of Governors to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Board of Governors's Responsibilities

All staff may be dismissed for gross misconduct if, after investigation the Board of Governors believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the School (or its agents) for the protection and safety of staff, students and any other person affected by the School
- Used a naked flame in a non-designated area.

Failed To Follow Established Procedures For The Use Of:

- Flammable or hazardous substances
- Toxic materials
- Items of lifting equipment
- Plant or machinery
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
- Undertook any action that could interfere with an accident investigation.

Board of Governors will ensure that contact is made with the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

Staff Responsibilities

- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- To not misuse or interfere with anything provided for health, safety and welfare
- To report any identified hazards to the Bursar
- To comply with clearly indicated and specific safety rules

- To wear safety clothing or equipment provided

Display Screen Equipment (DSE)

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health. This includes laptops.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated Hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

Board of Governors's Responsibilities

Board of Governors is committed to ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy. For the purpose of this policy, a user is defined as someone who has to use DSE equipment for a significant part of their working day and has little freedom to organise their workload.

In consultation with staff, the Bursar will fulfil the School obligations by:

- Identifying all DSE users in line with the regulations
- Reducing the risk associated with DSE use to the lowest practicable level
- Ensuring the risk assessment process is systematic, appropriate, comprehensive and carried out with the involvement of staff and supported by trained assessors
- Providing suitable work equipment and arrangements for regular breaks
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided

- Incorporating task changes within the working day in order to prevent intensive periods of on-screen activity
- Reviewing software to ensure suitability for the task and providing additional training as necessary
- Arranging eyesight tests on request
- Contributing towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

Prestfelde School Limited will ensure that, where required all new teachers will complete a DSE assessment questionnaire. Further risk assessments shall take place for staff who are pregnant or may be returning to work from injury.

Where a user raises a matter related to health and safety in the use of display screen equipment, the Bursar will:

- Take all necessary steps to investigate the circumstances
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

Prestfelde School Limited will undertake a general risk assessment for all computer rooms to identify any safety issues. All cables will be secured under desks in cable management solutions in order to reduce any trip hazards.

All windows will be protected from excessive glare by either installing blinds on the windows or by placing tinting film on the windows.

The students will be advised at the beginning of all lessons to adjust their workstation so that they are sitting comfortably when operating the computer equipment.

<u>All Staff Have A Responsibility</u>

- To inform the Bursar in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the School
- To familiarise themselves with the contents of the relevant risk assessments.

Dogs on site

Prestfelde School does not encourage parents to bring dogs onto the school site. If dogs are brought on site by their owners the dogs should either remain in the car, or if walked on the school site, they should:

All dogs should:

- Remain on a lead
- Only be walked on tarmac areas, and not on grass on safety surfaces
- Not be allowed inside school buildings

Rationale

Dogs are highly valued as family pets and it is for that reason owners may underestimate the risks they present if brought onto the school site.

The government in its Statutory Instrument 1991 No. 961 The Litter (Animal Droppings) Order 1991 of the Environmental Protection Act 1990 (c. 43) places a duty on local authorities to keep the following areas clear of dog faeces:

- Any public walk or pleasure ground
- Any land laid out as a garden or used for the purpose of recreation

The reason for the introduction of this legislation is the serious threat to children's' health posed by dog faeces.

THREAT POSED BY DOGS ON THE PRESTFELDE SITE

DOG ALLERGY

Some children become allergic to dog fur and fluff. In fact, it's an allergy to the proteins in the saliva that the animal licks on to their fur. Simple treatments, avoiding the animal, and keeping the animal away from areas the children use is the only solution. Many children on the school site are epipen users and dog allergy can bring on a severe allergic reaction.

TOXOCARIASIS

Toxocariasis is a disease caused by the roundworm Toxocaria Canis which is found in dog faeces It is thought that up to 70% puppies have this worm and up to 40% adult dogs. In most cases the worm will not cause any symptoms in dogs, however if humans are infected the parasite can cause Ocular larva migrans, an eye disease which can result in blindness. The other form of this disease is Visceral larva migrans which causes swelling of the organs and nervous system. Symptoms can include coughing, asthma and pneumonia. Toxocariasis is also very dangerous for pregnant women, because it can lead to major damage and even death of the unborn child.

FUNGAL AND VIRAL INFECTIONS

Dogs are vulnerable to the fungal infections that cause ringworm (with spreading areas of hair loss) and these fungal infections can be passed on to humans.

TICKS AND FLEAS

There are some parasites that can jump from dogs to humans. Most of these generally prefer to live on the dog, but some, such as fleas, are showing an increasing ability to live just as happily on humans. Even if they don't survive on humans, bites from fleas in the house and soft furnishings can be a nuisance. Ticks are also sometimes transferred accidentally when you stroke a dog's fur.

DOG BITES

Dog bites can cause serious bleeding and transmit nasty infections.

HOOKWORM

These are distributed worldwide and are found wherever dogs live. In humans they are responsible for a condition known as Cutaneous Larval Migrans. The migration of the larval stages causes localised skin inflammation, especially in the lower leg region
The infections carried in dog faeces can remain active long after the mess has disappeared making the soil itself potentially dangerous. The same can be said for allergy producing chemicals spread in indoor areas by dogs being taken into school buildings. The best solution is not to bring dogs on site, but minimum guidelines described in the introduction to this policy must be adhered to by pet owners.

Doors

Description

All doors within the School will be designed, installed and maintained, so that staff, students and visitors can utilise them without risk of injury.

Associated Hazards

- Fire/Products of combustion
- Slips, trips and falls
- Object movement
- Struck by moving object
- Entrapment.

Board of Governors's Responsibilities

Bursar will ensure that:

- All doors are designed so that staff, students and visitors can utilise them safely
- A general workplace risk assessment is undertaken which considers safe access/egress within the premises
- Automatic door closers are fitted where required
- Wherever possible, fire doors are hung so that they open outwards as this improves egress in emergencies and for moving and handling
- Where necessary vision panels are provided
- Where necessary, fire doors are fitted with electromagnetic door catches that ensure the doors close automatically on activation of the fire alarm
- Fire doors are marked with suitable signs e.g., "Fire door – keep closed" or "Fire door – keep locked shut" as appropriate
- Fire exit doors are marked with suitable signs e.g. "Fire Exit" and "Push bar to open" as appropriate
- Anti finger trapping devices are installed where necessary and completely cover the gap that is created on the hinge side of a door when it is in the open position
- Where necessary, cupboard doors are fitted with safety catches.

Staff Will

- Not chock or wedge fire doors open
- Report any damage to doors, fixings or signs to the maintenance department
- Report any accidents or near misses.

Driving for Work

Description

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time, making work-related road crashes the biggest single safety issue for most UK businesses. Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, and could reduce the chances of staff being injured in a crash whilst away from work.

Associated Hazards

- The driver: competency, training, fitness and health
- The vehicle: suitability, condition, safety equipment (seat belts), and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions.
- Breakdowns and other emergencies

Board of Governors's Responsibilities

Bursar will ensure that:

- Where possible, Board of Governors will give consideration to the avoidance of driving or use an alternative mode of travel, where these are reasonably practicable alternatives. If driving is absolutely necessary, risk assessments will be undertaken for all work-related driving activities in consultation with the relevant staff
- The necessary control measures will be implemented and communicated to the relevant staff
- Drivers are fit and competent to drive: that they holds a valid driving licence, is suitably insured, is familiar with the vehicle and the task, understands the risk assessment findings and control measures and has received appropriate training, as necessary
- Drivers are properly trained, induction training will be given to new staff and further training may be provided for those staff at highest risk
- Drivers will be trained to carry out basic safety checks, and what to do in the case of breakdown, accidents or emergencies
- Vehicles are appropriate for the task and maintained in a clean and roadworthy condition.

Staff Responsibilities

- Staff must follow any advice, information, instruction and training given by the School
- All staff who are expected to drive on school business must have a valid drivers' licence for the class of vehicle they are driving
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles
- Drivers are expected to comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- It is expected that any person driving vehicles on School business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- All relevant staff must provide a copy of their driving licence on request and declare any driving convictions
- All relevant staff must inform the Bursar if they become aware of any medical condition or take medication that might affect their ability to drive.

Education Premises Management

Description

The School premises are constantly monitored by Prestfelde School Limited and the School care taking team to ensure it complies with the Education (School Premises) Regulations 1999, which stipulate minimum standards for such premises.

School's are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

Associated Hazards

- No suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks and showers
- Where water temperature is not regulated and therefore exceeds 43C
- No appropriate drainage system for hygienic purposes
- Load bearing structures not capable of sustaining and transmitting the dead load and imposed loads
- No suitable security arrangements for the School grounds and buildings
- Poorly managed sub-letting arrangements to third parties who may use the School
- Unsuitable access arrangements due to bad maintenance of entrances and access ramps for wheelchair users
- Inappropriate medical and first aid facilities for students
- Outside catering suppliers providing Inadequate facilities and unhygienic methods of preparation, serving and consumption with lack of regular inspections
- Poor general cleanliness, tidiness and housekeeping throughout the premises
- Insufficient noise control, sound insulation and acoustics
- Poor lighting, heating and ventilation in classrooms and other areas of the School
- Inappropriate provision and use of non-standard furniture and fittings
- Inappropriate flooring condition in both internal and external areas due to uncontrollable factors. i.e. adverse weather

- Any play equipment supplied, fitted and maintained to a poor standard
- Poor resistance to the building from rain, snow, lightning, wind and moisture.

School Responsibilities:

The Board of Governors will ensure that there is a local policy in place that includes:

- The School complies with The Education (School Premises) Regulations 1999 and the Workplace (Health and Safety and Welfare) Regulations 1992.
- The School has regular maintenance and inspection regimes in place that are carried out on time with records kept in all instances
- That any necessary repairs are carried out in a timely manner to ensure the School and occupants health, safety and welfare are prioritised at all times
- Ensure third party lettings comply with the School policy and procedures and produce their own attributed safety systems before permitting the activity/work

Head of Department will ensure that:

- A suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks and showers are constantly provided and maintained
- Water temperatures supplied to communal outlets should not exceed 43C
- There is adequate drainage system for hygiene purposes and disposal of water, which is thoroughly checked and maintained both internally and by and a specialist contractor where necessary
- Load bearing structures are capable of sustaining and transmitting any dead or imposed loads and where necessary consultation with construction professionals
- Suitable security arrangements, including adequate locking and alarm mechanisms are in place for the school grounds and buildings, also considering the entire perimeter of the grounds and visitor activities
- Appropriate letting arrangements to third parties are organised to ensure that the health safety and welfare of the students are safeguarded both in and out of School opening hours
- Suitable arrangements are in place to ensure access is kept clear, also considering the movements of those who may be less able bodied
- Appropriate medical and washing/changing facilities for students who fall are always available and maintained

- Catering suppliers provide adequate facilities to ensure hygienic preparation, serving and consumption of food and regular inspections of food hygiene standards will be carried out
- Classrooms and other parts of the School are maintained in a tidy, clean and hygienic state with regular, formal monitoring and standards of cleaning
- Good sound insulation and acoustics allow effective teaching and communication in relevant classrooms
- Lighting, heating and ventilation in classrooms and other areas of the School are satisfactory and follow the Education (School Premises) Regulations 1999.
- Furniture and fittings are appropriately sourced designed for the age, needs and activities of all students at the School
- Flooring conditions are monitored to ensure they are in good condition by carrying out regular visual checks and implementing plans for necessary repairs / replacements
- Play equipment is monitored daily with any deficiencies reported to the appropriate body and repairs carried out as necessary.
- Regular checks and repairs are carried out to the School to ensure buildings are resistant to and protected from penetration by rain, snow, wind, moisture or lighting
- Utilise this arrangement alongside the 'Maintenance' instructions in this policy.

<u>Staff will:</u>

- Comply with the health and safety policy and follow any associated protocols and procedures for Premises Management
- Report any defects or repairs that they come across in the School to Head of Department
- Carry out any inspections of the premise or equipment at required timescales as defined by the Head of Department
- Follow guidance as noted within the 'Maintenance' policy and handbook arrangement.

Educational Outings

Description

Educational visits form an important part of the School curriculum and are designed to stimulate the mental, emotional and physical development of the students as well as facilitating deeper and more practical understanding of curriculum subjects.

It also forms an important part of enabling students to learn to understand and manage the risks that are a normal part of life.

School visits include short visits to premises close to the School such as the local library, park, outdoor centres, museums, charitable events etc. Some may also arrange activities outside of School hours including trips to foreign countries.

A proportionate and sensible approach should be used when planning, assessing and managing the risks associated with School trips, with preparation and planning being key to successful and safe School visits.

Associated Hazards

- Lack of suitable and sufficient risk assessment, leading to unanticipated risks and adequate controls not being implemented
- Insufficient records collated of those approved by parents to attend the outing and a register of their attendance during the trip
- Outings being planned and facilitated by staff who have not been suitably trained and are therefore unaware of relevant safety considerations and implications
- Poor pre-checking of contractors involved in the outing. This may include the vetting of travel operators, voluntary support staff and activity facilitators
- No suitable contingency plan in place to cover traffic, toilet breaks, first aid/medication issues, individual's behaviour, refreshments or unforeseen circumstances
- No consideration or implementation of safeguarding provisions
- Lack of appropriate insurance to cover the planned activities.

School's Responsibilities:

The School governing body will ensure that there is a local policy in place that includes:

- A statement of acceptable School visits which is available to staff
- Suitable planning, management, risk assessments, approval and evaluation of visits, with appropriately trained staff and volunteers

- Checks of licences to comply with the Adventure Activities Licensing Regulations 2004
- Ensuring appropriate insurance is in place for all School visits

Bursar Will Ensure That:

- The policy produced by the governing body is implemented and acknowledged
- All School visits comply with governing body policy and School regulations in every respect and if this responsibility is delegated, it must be to a "competent" person
- There is suitable planning, management, risk assessments, approval and evaluation of School visits and that students safety is paramount
- There will be suitably trained teachers and volunteers (Adults other than teachers – AOTT's with DBS where appropriate) in place and, although there is no legal requirement, will consider the role of an Educational Visits Co-ordinator (EVC) as best practice, to liaise with the local authority's Outdoor Education Adviser to help colleagues in School's to manage risks
- Planning of School visits involves guidance and support from those with specialist competence and expertise, especially in relation to higher risk activities
- Suitable insurance will be in place for all School trips
- Suitable transport will be used with risk assessments and emergency procedures in place for first aid, breakdown of transport, missing students and gathering emergency contact details
- Relevant information about precautions associated with School trips is communicated to staff, students and parents, where appropriate
- Any accidents, or incidents are recorded and investigated.

Teachers and staff will:

- Comply with the governing body policy and follow the associated protocols and procedures on School outings
- Ensure suitable planning, management, risk assessments, approval and evaluation of School visits, with consideration of students safety being paramount.
- That suitable transport will be used with risk assessments and emergency procedures in place for first aid, breakdown of transport, missing children and emergency contact details are available
- That licenses will be checked of adventure activity providers to ensure they comply with the Adventure Activities Licensing Regulations 2004.

- Suitable supervision will be in place with consideration of the age, sex, behaviours, safeguarding and medical/dietary needs of all students
- Parental consent will be obtained as appropriate for School trips
- Record and investigate all accidents and incidents.

Electricity

Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

Board of Governors's Responsibilities

With regard to fixed installations Board of Governors will: -

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained and inspected in accordance with the IET (Institution of Engineering and Technology) Wiring Regulations
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110v plant and power tools for harsh environments

- Ensure that staff who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Board of Governors is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Staff Responsibilities

Staff have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection

- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

Emergency Plan

Description

As part of our overall Health & Safety Management Plan we will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat
- Spillage.

Bursar's Responsibilities

- Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences
- Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role
- Where applicable, liaise with Principal Contractors, Client Representatives, Safety Representatives, external emergency services, and local authorities, regarding the emergency plans
- Provide clear systems for contacting the emergency services
- Provide information, instruction and training to staff and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc
- Make arrangements to recover and treat injured people
- Undertake emergency practice drills

- Ensure that any equipment used as part of the emergency plan such as first aid, fire fighting, fire detection, alarms, gas release detection, communication systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services
- Investigate all emergency situations
- Develop a strategy for dealing with the media.

Staff Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if you have been trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

Evacuation Plan

An emergency plan has been drawn up, based on the outcome of a risk assessment of fire and other conceivable emergencies which will result in the evacuation of the school. This emergency plan will be reviewed and revised on a regular basis.

The aim of the emergency plan is to ensure that everything possible is done to:

SAVE LIFE
PREVENT INJURY
MINIMISE LOSS

In the event of a major emergency on the school site:

- everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the school can be safely evacuated;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities etc. are catered for.

The emergency plan includes line drawings of Prestfelde School showing the following details:

- essential structural features including escape routes, doorways, walls, corridors, stairways etc.
- designation of the classroom, work and internal assembly spaces
- location of any flammable materials stores; LPG etc.
- location and type of firefighting equipment
- location of manually operated alarm call points and the control equipment for the alarm
- location of main electrical, gas, oil and water valves and control systems
- location of water hydrants
- location of the assembly points

A hard copy of the emergency plan is kept in the following locations:

SCHOOL OFFICE, BURSAR'S OFFICE, DEPUTY HEAD'S OFFICE

The emergency plan will also be on the school intranet

The person responsible for ensuring that it is passed to the emergency services upon their arrival at the premises is:

THE BURSAR OR THE DEPUTY HEAD:

An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the school as necessary. Where contractor's activities on the school site may affect the implementation, or the information contained within the emergency plan, amendments will be made accordingly.

Events Safety

Description

The health and safety arrangements for events organised at the premises may need to vary according to the nature of the event. Therefore, robust planning and management are fundamental to ensuring safety at each event.

Note: This arrangement covers events taking place either wholly or partially in the open air or in marquees or other temporary structures. The general safety advice is however also pertinent for small events taking place indoors.

Associated Hazards

- Poor venue design such as marquees, fencing
- Lack of staff/volunteer/contractor competence
- Delivery, installation or removal of equipment and services
- People management
- Traffic management
- Medical emergencies and major incidents
- Waste management.

Note: food safety may need to be considered.

Board of Governors's Responsibilities

The Board of Governors will ensure that:-

- A plan is produced that describes how the School will manage event safety, who has specific responsibilities and how these will be carried out
- The Bursar is formed that comprises sufficient numbers of staff and parents/guardians. Team members will have a level of competence appropriate to the nature and size of the event
- Suitable and sufficient risk assessments are completed
- A list of safety rules is created and distributed to all workers or helpers who will be associated with the event
- Contractor or sub-contractor companies are vetted in accordance with the School's arrangements for control of contractors
- Contractors or sub contractors are competent in managing their own safety on the site

- Volunteers and contractors are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding
- Arrangements are in place for the supervision, support and monitoring of volunteers, and other workers where necessary
- Suitable and sufficient site services and welfare arrangements are in place
- There is liaison, if deemed necessary, with the relevant local authority and emergency services representatives and they are provided with sufficient information to enable their understanding of the nature of the event.

Staff Responsibilities

Staff will: -

- Comply with the arrangements put in place for the event.
- Report any unsafe situations or acts to the person in charge at the event.

Fire

Description

Fire prevention is an important obligation for all School's. Board of Governors has a responsibility for ensuring the health, safety and welfare of all staff and students who may have access to the premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety.

It is the responsibility of Prestfelde School Limited to ensure that all staff, students, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards.

Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

Board of Governors's Responsibilities

Bursar will ensure that:

- All staff receive comprehensive training at all inset days to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- A fire risk assessment for the relevant premises* is undertaken (and regularly reviewed) which clearly sets out identified control measures
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

**** Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment.***

- A register of staff and students is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- Training in fire safety are adhered to

- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out each Term and details recorded in the fire logbook
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors will be unlocked and available for use at all times when persons are in the building. All fire doors will be closed at all times and not wedged open.

Staff's Responsibilities

All staff are required to:

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Prestfelde School Limited does not expect staff to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

Fire Action

If You Discover A Fire

- Immediately operate the nearest alarm call point or notify the senior person present
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The Fire Marshal will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- Give the company name and location (as per Fire Action Notice / Fire Plan) to the operator from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately to every fire or on suspicion of a fire.

On Notification Of A Fire

- The Fire Marshals will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The Fire Marshals will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.

Food Safety

The School Kitchen and Dining Room are subject to the Food Safety Act 1990 and regulations made under that Act. The Food Safety Act 1990 makes it an offence to possess or use 'unfit food, food which is not of the nature, substance or quality the customer demands. Unfit food refers chiefly to food which is decayed or contaminated which can be described as 'failing to comply with food safety standards' and which may cause food poisoning.

Under the Food Premises (Registration) Regulations 1991 Prestfelde School kitchen is registered with the local Environmental Health Department and are subject to regular inspections.

The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 detail the required hygiene standards for the school kitchen and dining room. The regulations cover food hygiene in relation to:

The Food Safety (General Food Hygiene) Regulations

a) Cleanliness
b) layout and design
c) Washing facilities
d) Lighting
e) Ventilation
f) Changing facilities
g) Transport
h) Equipment
i) Removal of waste
j) Pest prevention and control
k) Water Supply
l) Personal Hygiene
m) Training
n) Temperature at which food must be kept.

The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 require Prestfelde to:

- The Kitchen Manager to identify any steps critical to ensuring food safety and must ensure that adequate procedures are identified, implemented and reviewed.
- Insect proof screens must be placed on any openings to the kitchen from the outside
- Food handlers must be supervised, instructed and/or trained in the food hygiene matters appropriate to their work.

RISK ASSESSMENT

A general risk assessment of hazards which might occur will be carried out on a regular basis and will include a COSHH risk assessment where appropriate.
The general assessment will include:

- Notices – Fire, First aid
- Lighting – General, over machines
- Environment – Ventilation, Temperature, Space
- Floors – Free from obstruction, slip resistant, leaks, condensation, spills procedure, cleaning procedure
- Machinery – Guarding, user competence, cleaning procedure
- General ventilation – windows, doors etc
- Local extraction Ventilation

- Personal Protective Equipment – gloves, masks etc.
- Emergency Procedures – emergency services, spillages etc.
- Air Monitoring – draegar or personal sampling
- COSHH risk assessment may include:
- Cleaning substances
- Washing up liquids/tablets

The Kitchen management will ensure that:

- Floors are in good order, free from obstruction and spills and leaks are cleaned immediately. Falls are the most common cause of injury in kitchens.
- Food preparation machinery is potentially dangerous and young people and others using it will be adequately trained.
- When cleaning machinery dangerous parts may be uncovered so safe working methods will be established
- Kitchen equipment- Sterilising sinks and cooking are common causes of burns and scalds, and all kitchen equipment must be used with the utmost care
- Hazardous substances used in the kitchen, for example – oven cleaner, automatic dishwasher liquid, will have assessments carried out on them in line with COSHH regulations 2002, These substances will be stored away from food and packed in such a way that they cannot contaminate the food
- Dry goods storage areas should be kept clean and tidy to minimise 'foreign body' hazards and to prevent the harbouring of pests. Packs should be handled with care to prevent damage that may allow contamination.
- Chilled storage areas must be run at suitable temperatures to comply with temperature control regulations.
- Cool Storage temperatures will be monitored.
- Raw foods, which may be liable to contamination should be kept away from ready to eat foods such as fruit and vegetables
- Food Labelling Regulations will be followed with food labelled with 'Use By' date marks must be used by the expiry date and should not continue to be stored or used past this date.
- Manual Handling will often need to take place in the kitchen, deliveries, heavy pans, tables and chairs etc. Any tasks which may involve the risk of injury should be avoided if reasonably practicable. If they cannot be avoided a manual handling assessment will be carried out and the appropriate steps taken to reduce the risk
- Risk in manual handling will also take into consideration the possibility of food or other packaging breaking, as a result of poor manual handling procedures, resulting in contamination

CLEANING

A regular cleaning rota will be kept to ensure that cleaning standards in the kitchen are maintained. A competent person will be appointed to ensure that the rota is being carried out and the standards are 'adequate'.

APPLIANCES AND SERVICES

The Kitchen Management will ensure that kitchen appliances and services are regularly checked to include:

- Electrical installations – five yearly inspection and test of the fixed installation to meet the requirements of the Electricity at Work Regulations 1989

- Gas system and appliances – an annual inspection will take place to ensure installed appliances and pipe work are in safe condition under the Gas Safety (Installation and use) Regulations 1998

- Cold Water Systems – The water system and tanks will be well covered, kept clean,

tested and inspected annually. If necessary disinfection will take place every 3 years.

- Kitchen range hoods and fans – Annual inspection will take place and filters regularly cleaned
- General ventilation fans – annual checks will be carried out to ensure they are operating efficiently.

FOOD PREPARATION AREAS

All food preparation areas must be kept clean and in good condition.
Food waste should not be allowed to accumulate in food rooms and must be deposited in closable containers that can be easily cleaned and disinfected.
Staff will also be regularly reminded to wash their hands thoroughly before handling food.

DELIVERY MONITORING

A competent member of the kitchen staff will be available to check each food product as it is delivered. The date and time of arrival and the name of the supplier will be recorded.
All food deliveries should be checked for damage, contamination, infestation, date codes and temperature control.

Details of the product will provide the information:

- Use by
- Best before
- Temperature recording
- Weight and/or quantity
- The initials of the person receiving the goods
- Other comments – 'damaged', 'damp', 'unsatisfactory temperature', 'to be returned' etc.

The kitchen will ensure that the temperature of any chilled or frozen foods is monitored to ensure that they are within satisfactory parameters:

Chilled Foods delivered below 5 degrees centigrade
Frozen Foods at temperatures below -18 degrees centigrade

FOOD AUDIT

A regular food audit will be carried out to ensure that defects in cleanliness, food handling, maintenance and pest prevention and control can be quickly identified and an action plan for their correction agreed

STAFF TRAINING

It is recommended that all staff working with food will be made aware of the following;

Knowledge of the ways and conditions that bacteria grow and multiply.
Knowledge of the ways of preventing food poisoning and contamination.
Knowledge of cleaning methods.
Knowledge of the effect of Food poisoning.
Knowledge of pest control.
Knowledge of food handlers legal responsibilities.

The kitchen will keep a staff record of those who have undertaken training in the safe handling of food and copies will be given to the Bursar. Kitchen staff will abide by and fully implement all aspects of their training with respect to health & safety.

WASHING UP

At least one stage of the washing up procedure will involve items being exposed to temperatures in excess of 60 degrees. Suitable procedures will be put in place to ensure that this happens.

COOKING BY THE PUPILS

Staff undertaking food based work with pupils should be mindful of the difficulties associated the storage of completed work. Cold holding temperatures must be maintained at 5 degrees.

Sugar Policy whilst on school site
In accordance with instructions given by the school dentist Prestfelde has introduced the following:

Teeth cleaning for boarders will be supervised as arranged by each housemaster.

If appropriate, a mouth wash will be used weekly by the boarders following tuck on Wednesday night.

At breakfast only sufficient sugar for one teaspoonful on cereal and one teaspoonful in tea will be put out for each table. No refills will be given

The quantity of sugar given to all the pupils in the school will be reduced where ever possible with homemade food being a major contributor to this effort.

The squash served in school will have no added sugar. Water, however, will be the drink of choice wherever possible.

Food Technology And Textile Classes

Description

One of the main purposes of effective teaching and learning in home economics is to develop students abilities in handling craft processes, particularly in fabric and food.

To achieve this, the School utilises a variety of equipment ranging from small hand tools through to larger items necessary for the preparation, storage and distribution of food.

It is our policy to ensure that staff have a safe place in which to work and that students have a safe place in which to develop their skills.

Associated Hazards

- Machinery safety
- Slips and trips
- Cuts
- Burns and scalds
- Manual handling
- Food poisoning.

Board of Governors's Responsibilities

Bursar will ensure that:

- All walls, ceilings, doors and floors are of a suitable construction and finish to be easily maintained
- Suitable storage is provided for hand craft tools
- Kitchen work equipment meets regulatory requirements for safety and is positioned securely
- Machinery used in handcraft classes is suitably guarded, and is positioned securely
- A competent person maintains work equipment on a regular basis
- Suitably qualified teaching staff are appointed
- Suitable and sufficient risk assessments for the classroom activities are undertaken
- Safe working procedures are developed and implemented
- Suitable personal protective equipment (PPE) is provided for issue to staff and students

- A suitable standard of supervision of students is maintained, in accordance with the findings of risk assessments
- Arrangements are monitored and reviewed regularly
- All food that is cooked correctly for the correct period of time.

Staff Will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Provide adequate supervision in class, proportionate to the age and ability of individual students
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Remove from use, and report any faulty equipment
- Ensure that any food or drink that is accidentally spilt will be cleaned up immediately and where appropriate, display suitable warning signs in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear and ensure that students wear, any personal protective equipment (PPE) provided
- Carry out and promote good personal hygiene.

Reporting Illness/Exclusion

Home Economics teachers and students are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. In keeping with good practice, food handlers suffering from any of the complaints listed above will be excluded from food handling activities until they have fully recovered.

Gas Safety

Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

Associated Hazards

- Tiredness
- Drowsiness
- Headache
- Stomach pains
- Nausea
- Chest pains.

Board of Governors's Responsibilities

Bursar will ensure that:

- All reasonable steps will be taken to secure the health and safety of all staff, students and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, ie propane and butane
- That suitable and sufficient risk assessments are undertaken in respect of gas safety
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance
- That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
- Safe systems of work for maintenance, inspection or testing are promoted and implemented
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons

- Contractors and persons who carry out work on gas installations and appliances are competent to do so
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the School's health and safety arrangements
- Detailed records required by the regulations and in relation to the above are maintained.

Staff Must:

- Co-operate with management arrangements for gas safety
- Not carry out repair work to gas appliances unless competent to do so
- Follow any training, guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situation.

Glass and Glazing

Description

The Health and Safety at Work etc Act does not specifically mention glazing, but the introduction of the Workplace (Health, Safety and Welfare) Regulations included requirements for glazing, for which the duty to comply will fall to the School.

Associated Hazards

- Cuts and lacerations from exposed edges or broken glass panels
- Eye injuries from small flying glass particles
- Food contamination
- Light fitting breakages.

Board of Governors's Responsibilities

- A risk assessment will be undertaken in respect of all window or other translucent surface in a wall, partition, gate or door to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or it breaks
- Carry out visual maintenance checks for integrity of glass structures.
- Ensuring that where there is potential for an individual to fall through the window at height, measures are implemented to prevent people or objects coming into contact with the glazing
- Ensuring that glass for windows and patio doors be constructed of safety glass to a recognised standard or alternatively be fitted with suitable safety film that prevents the glass from shattering with attention given to low level, door, adjacent to doors and partition glazing.
- Windows will also be clearly marked in a prominent position with manifestations to prevent people colliding with them when they are closed
- Any windows that are accessible to pedestrians above ground level and could result in personal injury due to a fall from height, will be fitted with suitable restrictors to prevent the window being opened. In order that adequate natural ventilation is allowed into the room the opening gap will be restricted to approximately 100mm
- Where necessary, traffic routes will be reorganised (either for people or vehicles) to avoid the risk of glazing being broken by impact.

Staff Responsibilities

- Cordon off access and report all damaged or broken glazing to the maintenance department
- All accidents and incidents must be reported to the School management team.

Hand Tools

Description

Tools that are hand held and are powered manually. Categories of hand tools include (but are not limited to) wrenches, pliers, cutters, striking tools, struck or hammered tools, screwdrivers, clamps, snips, saws, drills and knives. Outdoor tools such as garden forks, pruning shears, and rakes are additional forms of hand tools.

The greatest hazards posed by hand tools result from misuse and improper maintenance e.g.

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other staff.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other staff.
- If the jaws of a wrench are sprung, the wrench may slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads may shatter on impact, ejecting sharp fragments toward the user or other staff.
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances

Associated Risk

- Ejected materials
- Cuts, splinters , punctures.
- Falls
- Sparks and fire

Employer's Responsibilities:

- Compile risk assessments and implement suitable controls for work involving hand tools
- Provide safe and maintained tool
- Provide the correct tool for the task being completed and ensure 'homemade' tools are not being used
- Provide information, instruction, training and keep appropriate records

- Provide appropriate personal protective equipment and train staff in its use and storage.

Staff should:

- Carry all sharp tools in sheath or holsters
- Examine each tool for damage or wear before use
- Tag worn, damaged or defective tools "Out of Service" and do not use them
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person
- Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed
- Do not perform "make-shift" repairs to tools or manufacture 'homemade' tools for work
- Do not throw tools from one location to another or from one employee to another
- Transport hand tools only in tool boxes or tool belts
- Wear the appropriate personal protective equipment provided, usually safety goggles, gloves, and safety footwear
- Understand any Risk assessments or Safe Systems of Work provided for the use of the tools.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

Note - This list of hazards is not exhaustive.

Prestfelde School Limited Responsibilities

- Prestfelde School Limited accepts that some of its activities could, unless properly controlled, create hazards to staff and students. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.
- Consequently, Prestfelde School Limited will inform the Bursar of likely hazards by means of risk assessments, information, instruction, training, documentation and signage in order that control measures are implemented to protect all students.
- To aid the recording of hazardous situations Prestfelde School Limited have implemented a hazard reporting procedure for staff, this will encourage safety awareness in the school. By encouraging the workforce to use these systems, accidents should be reduced which will lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.

Staff Responsibilities

- All Staff should use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the school, this is to be done verbally and in writing using the forms provided.
- When a hazard has been identified, it must be reported immediately to your Supervisor. It is their duty to assess the situation and introduce the necessary

control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.

Health Conditions

Description

Prestfelde School Limited is aware that people who have underlying health conditions may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let them as the employer know about the condition. Such conditions could include but not be limited to Diabetes, Epilepsy and Asthma (including Occupational).

Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

Employer's Responsibilities

Prestfelde School Limited will:

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, considering individual circumstances
- Ensure all staff complete a health screening questionnaire on starting with the School
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Permit staff with an underlying health condition to liaise with Prestfelde School Limited and organise their work area and work time accordingly and in line with guidance/supervision, except in exceptional cases where it is operationally impossible
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Establish procedures for dealing with the underlying health conditions in conjunction with any affected staff
- Allow agreed leave for counselling, supervision, management sessions, eye examinations or treatment
- Identify any specific training needs of the individual
- Make provision for staff with underlying health conditions within the arrangements for first aid, fire and emergency evacuation. This may include appointing another individual to ensure affected staff are supervised through evacuation.

Staff Responsibilities

- To co-operate with the employer in relation to health and safety arrangements
- Notify the employer of any prescriptive medication, general sale medication or pharmacy medicines that would affect the ability to work safely e.g. drowsiness
- Follow any training, guidance and instruction
- Report any accident or incident to the employer.

Note: The following list is not exhaustive and other health conditions diagnosed in conjunction with the individuals appointed GP and health specialist should be dealt with in a similar fashion.

Additional responsibilities for staff with underlying health conditions:

Cancer:

Staff suffering from Cancer have an additional duty to:

- Notify the employer if their Cancer could have an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work.
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others.
- Notify the employer and DVLA if their doctor says they might not be fit to drive, or their medication causes side effects which could affect their ability to drive.

Diabetes:

Staff suffering from Diabetes have an additional duty to:

Notify the employer and the DVLA if:

- receiving treatment with insulin where the job entails driving any type of vehicle or
- receiving any type of medication for diabetes where the job entails driving Group 2 vehicles (bus, coach or lorry).
- Inform the employer if they need access to a fridge or cold flask for storing insulin
- Inform the employer if they need a private area in which to check blood sugar levels

- Inform the employer if they need to maintain a check on blood sugar levels throughout the day and to take regular breaks
- Inform the employer if they need access to the services of their G.P. or diabetic nurse during the working day.

Epilepsy:

Staff suffering from Epilepsy have an additional duty to:

- Alert the employer if their epilepsy is having an adverse effect on their day-to-day ability to work
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- If part of their job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.

Haemophilia:

Staff suffering from Haemophilia have an additional duty to:

- Inform the employer if their bleeding disorder is going to affect their ability to do their job or if they need specialised equipment or work wear.
- To be as prepared as possible for a bleed at work
- Inform the employer if they need a private place at work where they can administer their own treatment if the need arises.

Hypertension:

Staff suffering from Hypertension have an additional duty to:

- Notify the employer if they experience any symptoms that could affect their ability to operate plant or machinery.

Inform DVLA if driving a group 2 vehicle (bus, coach, or lorry)

- They must stop driving if a doctor says they have malignant hypertension. They can only drive again when both the following apply:
- a doctor confirms that their condition is well controlled
- their blood pressure is consistently below 180/110mmHg for cars or 180/100mmHg for group 2 vehicles.

Lupus:

Staff suffering from Lupus have an additional duty to:

- Notify the employer and the DVLA if they experience any symptoms that could affect their ability to drive or put their safety and the safety of those around them at risk, such as cognitive issues affecting their ability to concentrate
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled.

Mental health disorders:

Staff suffering from mental health disorders have an additional duty to:

- Notify the employer if their mental health disorder is having an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others
- Some mental health disorders also affect the ability to drive safely and will need to be reported to the employer and the DVLA. If they are unsure they can check on the DVLA website. https://www.gov.uk/health-conditions-and-driving.

Multiple Sclerosis:

Staff suffering from Multiple Sclerosis have an additional duty to:

- Alert the employer if their multiple sclerosis is having an adverse effect on their day-to-day ability to work
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- If part of their job includes driving, to notify the employer and the DVLA. Notification to the DVLA is a strict legal requirement
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled. These laws specifically define MS as a disability from the point of diagnosis.

Musculo-skeletal disorders:

Staff suffering from musculo-skeletal disorders have an additional duty to;

- Notify the employer if their musculo-skeletal disorder is having an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others
- Some musculo-skeletal disorders also affect the ability to drive safely and will need to be reported to the employer and the DVLA. If they are unsure they can check on the DVLA website. https://www.gov.uk/health-conditions-and-driving

Health Surveillance

Description

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the staff' exposure to a health risk, where this has been identified by a risk assessment.

Health surveillance is necessary where: -

- There is an identifiable disease or health condition may occur
- There are valid techniques available to detect the early signs of the disease or health effect
- and these techniques do not pose a risk to staff

It requires the implementation of certain procedures to achieve this, including simple methods carried out by employer who has been trained (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential by Human Resources or an occupational health professional for forty years and include: -

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Recorded details of each health surveillance check should include:

- the date they were carried out and by whom

- the outcome of the test/check
- the decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to the staff functional ability and fitness for specific work, with any advised restrictions.

Associated Hazards

- Solvents
- Fumes
- Dusts
- Biological agents
- Other hazardous substances
- Asbestos
- Ionising radiation.

Health Effects

Examples include:-

- Dermatitis
- Occupational Asthma
- Asbestosis

Employer's Responsibilities

Prestfelde School Limited will: -

- Carry out a risk assessment to ensure appropriate risk assessments take into account health surveillance requirements to identify the health hazards within the workplace and communicate the findings to appropriate staff
- Ensure that resources are available for health surveillance needs
- Appoint competent people to assist with health surveillance
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that all staff, including new staff are included in health surveillance programmes

- Ensure that staff transferring to different work activities are included in the health surveillance programme if required
- Provide staff with relevant information, instruction and training
- Communicate the results of health surveillance to relevant staff
- Ensure that staff and their representatives are consulted on the need and procedures for health surveillance
- Ensure that personal files are kept up-to-date
- Ensure that staff attend the health surveillance programme
- Ensure that sickness absence is monitored, and staff are referred to management if the reason for absence is thought to be work-related
- Provide personal protective equipment where required
- Monitor and review the effectiveness of the arrangements
- All occupational health issues should be reported to senior manager for escalation.

Staff Responsibilities

All staff will: -

- Advise the Bursar of any significant health issues
- Report any significant changes in their health to the Bursar in intervals between health surveillance sessions
- Cooperate with health surveillance programmes where a risk assessment has established the requirement
- Cooperate with other risk reduction measures for the protection of their health
- Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient
- Attend appropriate training in relation to workplace hazards and health surveillance.

Homeworking

Description

A homeworker can be considered as those who use their home as their office or place of work for much or all of their time. Most home working is office type work, which is a low-risk activity, but other situations may include higher risk activities.

Employers do not have direct control over the homeworking environment and therefore reliance is placed upon the provision of information, instruction and training to employees to maintain health and safety compliance.

Associated Hazards

- Use of electrical equipment
- Faulty or non-maintained equipment
- Lone working
- Exposure to chemicals/hazardous substances
- Manual handling and upper limb disorders
- Effects of display screen equipment use
- Stress and isolation
- Slip, trip and fall hazards
- Fire hazards
- Travelling

Employer's Responsibilities

Prestfelde School Limited realise that there may be concerns surrounding homeworking, to allay these fears we will:

- Produce a suitable and sufficient assessment of the risks to the health and safety of these staff and others who may be affected and communicate such risk assessments to staff
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide suitable DSE training to staff so to enable those staff to carry out their own Display screen equipment assessments
- Review completed DSE assessments and supply and maintain suitable equipment, where necessary, to allow staff to work safely

- Encourage staff to maintain good housekeeping so to prevent slips, trips and falls and fires
- Encourage staff to test battery powered fire detection systems regularly
- Provide employees with suitable equipment, where required, to enable effective communication, such as: computer, phone and video conferencing equipment
- Ensure regular consultations are arranged to prevent these staff feeling isolated from the rest of the business
- Check that lone workers have no medical conditions, which make them unsuitable for homeworking
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish risk assessments and emergency procedures in consultation with staff
- Provide access to first aid facilities as identified by the work activity risk assessment
- Establish an emergency point of contact and communicate this contact to our staff
- Ensure that appropriate support is given to staff following an incident
- Ensure homeworkers are covered by the Employer's Liability Insurance cover.

<u>Staff Responsibilities</u>

Staff who are recognised as homeworkers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a homeworker
- Manage their time efficiently so as to carry out their daily tasks
- Report any damage to work equipment using Prestfelde School Limited reporting procedure
- Report all incidents relating to homeworking using Prestfelde School Limited reporting procedure.

Housekeeping

Description

Often poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated Hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways.

Board of Governors's Responsibilities

Bursar will:

- Carry out a risk assessment in relation to housekeeping within the School and introduce control measures as appropriate
- Take any necessary measures to remedy any risks found as a result of the assessment
- Implement steps for the maintenance, cleaning and repair of the premises
- Train all staff to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment
- Inform all staff of the risks which exist
- Re-assess housekeeping as necessary if work processes change.

Staff Responsibilities

Staff must:

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the Bursar any hazardous or dangerous situations.

Information, Instruction, Supervision and Training

Description

Preventing accidents and ill health caused by work is a key priority for Prestfelde School Limited. Health and safety information, instruction, supervision and training helps the school to ensure all staff and pupils are not injured or made ill by any activities that they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the school to meet its legal duty.

School's Responsibilities

- Consult with relevant persons to identify the information, instruction, supervision and training required for the school, taking into account the level of skills, knowledge and experience needed, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a training needs assessment for all staff and provide the necessary training identified
- Provide and prioritise information, instruction, training and supervision based on risk assessment and ensure that any high risk needs are met first
- Ensure that the demands of the job do not exceed an employee's ability to carry out the work, without risks to themselves and others
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the information, instruction, supervision and training and its effect on staff to enable changes, modifications or additions to be made if required.

Relevant information, instruction, supervision and training will also be provided: -

- On recruitment/induction
- When moving persons to another task or promotion
- When the workplace environment, process, equipment or system of work is changed
- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

Bursar will document and maintain records of all information, instruction and training provided.

All staff will:-

- Co-operate with the School in relation to all training aspects
- Attend any training courses that are identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Use protective and safety equipment provided
- Report to their line manager any hazardous or dangerous situations
- Co-operate with management arrangements for health and safety.

Kitchen Safety

Description

Due to the nature of the School we utilise a variety of equipment for the preparation, storage and distribution of food. It is our policy to ensure that these areas are safe and without risks to the health and safety of staff and students, those accessing the kitchen and those we are providing food for.

Associated Hazards

- Machinery safety
- Slips and trips
- Cuts
- Manual handling
- Occupational dermatitis and asthma
- Burns and scalds.

Board of Governors's Responsibilities

Bursar will ensure that:

- Suitable and sufficient risk assessments for the associated work activities are undertaken
- Safe systems of work are developed, implemented and staff trained
- Work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains work equipment on a regular basis
- There is enough room in the kitchen for persons to move around safely
- All walls, ceilings and doors are of a suitable construction and finish to be easily maintained
- To prevent the entry of insects and dust into the room, cleanable fly screens are fitted to external windows and doors
- Where necessary mechanical local exhaust ventilation is provided to remove excessive heat from the kitchen
- Slip resistant floors are provided that are made of durable non-absorbent material and do not have any crevices, so that effective cleaning is possible
- Suitable personal protective equipment (PPE) is provided, as specified in the risk assessments, free of charge

- Staff are trained in the safe use of equipment
- Arrangements are monitored and reviewed regularly.

All Relevant staff Will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Report any faulty equipment or missing guards to management
- Any food or drink that is accidentally spilt will be cleaned up immediately and the appropriate warning signs displayed in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear any personal protective equipment (PPE) provided
- Carry out good personal hygiene.

Laboratory Safety

Description

Laboratory activities may involve hazardous chemicals, including gases and liquids, in addition to biological matter.

Associated Hazards

- Hazardous substances including those leading to infection, e.g. from biological matter and micro-organisms
- Chemical Burns
- Slips and trips
- Physical injury, e.g. broken glass
- Fire and explosion.

Employer's Responsibilities

Prestfelde School Limited will: -

- Carry out risk assessments for laboratory activities
- Obtain current Manufacturers Safety Data Sheets on all hazardous substances used in the laboratory
- Carry out COSHH assessments for hazardous substances stored, handled or used in the laboratory
- Implement appropriate control measures to eliminate or minimise the risk of harm and inform relevant staff of the findings
- Provide appropriate security measures and control access to the laboratory to authorised persons only
- Provide information, instruction, training and supervision in safe laboratory practice
- Provide suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as identified by risk assessment
- Provide appropriate washing and decontamination facilities
- Provide suitable storage facilities for e.g. hazardous materials, gas cylinders, laboratory equipment and PPE / RPE
- Maintain good housekeeping

- Maintain all laboratory equipment in efficient order and good repair including e.g. local exhaust ventilation (LEV), pressure systems, lifting equipment and ensure equipment is inspected and thoroughly examined as per statutory requirements
- Where necessary, implement health surveillance programmes as identified by risk assessment
- Plan for emergencies e.g. spill response and instruct staff on the procedures
- Ensure proper waste disposal procedures are in force.

Staff Responsibilities

The following controls must be adhered to: -

- Follow training, guidance and instruction given
- Use personal protective equipment (PPE) and respirable protective equipment (RPE) and other safety equipment provided
- Follow good hygiene practice and refrain from eating and drinking in the laboratory
- Report any hazardous or dangerous situations immediately to the Laboratory Manager.

Ladders and Stepladders

Description

Over a third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect selection and use of equipment.

By conducting a risk assessment, it may be determined that ladder use is acceptable for work of short duration (less than 30 minutes), providing three points of contact can be maintained whilst working from the ladder or steps, necessary control measures and training are adhered to. The duration of work should not determine whether ladders are the most suitable means of working at height. Selection of ladders should be considered, as part of a risk assessment, if the intended work is low risk and safer means of working at height (e.g. a fully guarded working area or mobile elevating work platform) are not reasonably practicably.

Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or over stretching from the ladder
- Overloading of the ladder
- The ladder slipping and falling due to not being correctly secured
- Faulty, damaged or poorly maintained equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

Employer's Responsibilities

Work at height should be avoided where possible. Where this is not possible then all reasonable actions will be taken by Prestfelde School Limited, through consideration of the working at height hierarchy, to ensure ladders are the most appropriate means of working at height. Prestfelde School Limited will ensure, so far as reasonably practicably, the safety of staff who work with ladders.

Prestfelde School Limited will, in consultation with staff and their representatives: –

- Carry out a risk assessment of work activities involving the use of ladders
- Take all necessary measures to reduce any risks found as a result of the assessment

- Design the task so that 3 points of contact can be maintained whilst climbing the ladder and at the work position. Brief periods where a handhold is not maintained can be justified (e.g. when starting a screw), otherwise alternative measures will be required to prevent or reduce the distance of a fall, such as a work restraint harness
- Ladders should only be used on firm, level ground and clean and solid surfaces which are free from loose material, enabling the feet to grip properly. Shiny surfaces can potentially be slippery even when not contaminated
- Ensure that when new ladders are purchased that they conform to EN131 Professional standard and are suitable for the task required
- Ensure the maximum load capacity is not exceeded (i.e. through consideration of the combined weight of the user, equipment and any materials being carried)
- Risk assess ladders conforming to older standards (purchased prior to January 2018). Ensure that adequate checks have been completed and, where ladders are no longer suitable for use, they must be replaced with ladders conforming to the newer EN131 Professional standard
- Ensure domestic ladders are not be used for work purposes
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed
- Ensure that all ladders used are clearly identified, regularly inspected and maintained
- Formal, detailed inspections should be carried out and recorded by a competent person. The frequency of said inspections will be determined by risk assessment (e.g. considering the frequency of use, environment in which they are used and the potential for damage).
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
- Provide appropriate information and training to staff who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way which increases the risks involved
- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken
- Ensure that ladders are secured when not in use to prevent unauthorised use
- Ensure stability devices and other accessories are included in pre-use checks and maintained in accordance with manufacturer’s instructions

- Ensure the working area is secure to prevent collisions with vehicles, pedestrians or moving objects such as doors and windows. If necessary, barriers, cones or, as a last resort, a person standing guard at the base may be required.

Safe Use of Leaning Ladders

- Leaning ladders should be appropriate for the job and not exceed 9 metres in length
- Leaning ladders should comply with British/European standards, ladders purchased should conform to EN131 Professional standard
- Domestic ladder equipment should not be used
- Leaning ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Leaning ladder stiles must be undamaged and unbent
- Wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion
- Footpads must be in good condition
- Leaning ladders should have slip-resistant rubber or plastic feet
- Leaning ladders must be free of missing/loose rungs
- Leaning ladders should be regularly inspected and defective ladders removed from use
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, leaning ladders should extend at least 3 rungs (1 m) past the landing point or above the highest rung on which feet rest
- Leaning ladders should be positioned one metre out at the base for every four metres in height
- Leaning ladders should be secured at the top or, if this is not practicable, should be secured near the bottom, weighted or footed to prevent flipping. Footing should be considered a last resort
- Leaning ladders should have a strong upper resting point (i.e. not glazing or plastic gutters) – a stability device may be required to ensure an adequate upper resting point
- The overlap for extendable leaning ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs

- There should only be one person on the ladder at any one time
- Staff should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- Staff should be fully trained in ladder use
- Never use ladders in strong winds or within 6 horizontal meters of overhead power lines (unless it has been made dead or protected with insulation)
- Do not move or extend the ladder whilst it is in use.

Safe Use of Stepladders

- Stepladders should be of robust construction and in good condition, any replacements purchased should conform to EN131 Professional standard
- Stepladders should not be used to access another level, unless they have been specifically designed for this purpose
- Any retaining cords or straps must be of equal length and in good condition
- Any metal braces between the legs must be locked into place
- Legs of stepladders must be opened fully when in use
- All legs need to be firmly and squarely placed on a solid level surface
- The stepladder should be positioned close to the work to prevent over-stretching
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- The top tread should not be used unless it has been designed as a platform with a secure handhold
- When in use, the knees should be kept below the top of the steps for support and stability
- Only one person should use the stepladder at any one time.

Staff Responsibilities

Staff will: –

- Follow instruction, training and information provided by the employer on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job. Work should not commence if a point of work risk assessment deems a ladder

unsuitable for the task, until further instruction from a supervisor or line manager is sought

- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defects, of good construction and of sound material
- Carry out visual inspection prior to use, following an event which may have caused damage to the ladder and when moving to a different environment (e.g. from a dirty area to a clean area)
- Avoid holding items whilst climbing (e.g. use a tool bag or belt)
- Do not use defective ladders and report any defective ladders to the employer immediately
- Make use of any personal protective equipment provided by the employer
- Avoid over reaching through proper positioning of the ladder. Staff naval/belt buckle should remain within the styles
- Always grip the ladder and face the rungs while climbing or descending. Never slide down the styles
- Advise the employer of any health issues, which may affect the ability to work at height.

Legionella

Description

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities:-

Duty Holder

A Duty Holder may be:-

- The Board of Governors, where the risk from their undertaking is to their staff or others
- A self-employed person, where there is a risk from their work activities to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

The Risk Of Someone Contracting Legionellosis Depends On:-

- **The presence of Legionella bacteria:** the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C
- **The means of creating and disseminating breathable aerosols**, e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc
- **The person:** The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

The Duty Holder's Responsibilities

Bursar will ensure that:–

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the:-
    - Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
    - Significant findings of the risk assessment
    - Written Scheme and its implementation
    - State of operation of the water system (working or not)
    - Results of any monitoring, inspections, tests or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

The Estates Manager will ensure that: -

- With the assistance of a competent person, carry out a risk assessment, develop a Written Scheme and seek/implement advice on prevention and control procedures.

Staff Responsibilities

Staff must:-

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the School to prevent ill health
- Report to the Prestfelde School Limited any disease diagnosed as Legionnaires' Disease
- Report to the School management any hazardous or dangerous situations.

Lettings

Prestfelde let a number of different areas of the school to members of the public. Evening classes in swimming and music for example. Also holiday lets for student groups and sporting activities. Although these events are not organised by the school it does have responsibilities for ensuring that they are managed safely.

Legislation

The school has duties under the Health and Safety at Work Act 1974 and the Occupiers Liability Acts of 1957 and 1984 for persons other than employees or pupils using the premises. Under this legislation the school must ensure that that the premises, including access and egress, any plant or substances therein, provided for use are, as far as is reasonably practicable, safe and without risk to health.

Letting Issues

Premises

- The parts of the school used by the outside group will be clearly specified in the letting agreement.
- The school should be suitable for the purposes of the let
- The group letting Prestfelde will be given all the necessary information about safe use of the premises:
    - Emergency evacuation procedures for the buildings being used
    - Normal operating and emergency procedures for the swimming pool
    - How to open windows, use lighting and heating
    - Procedure for use of the sports facilities – gymnasium, tennis courts, cricket nets
    - Be aware that the premises are used by boarding pupils in the evenings
- The school will ensure that the premises let are suitable for the size and age of the group
- The school will specify any special arrangements for the premises, noise, no smoking etc

Equipment

- The school will specify the equipment which is available for use in the letting agreement.
- The group will only be allowed to use certain equipment if the staff are trained and it is suitable for the age of the group.
- Any equipment provided in the let will be supplied with adequate instructions for safe use, and any restrictions which might apply.
- All equipment supplied will be in a safe condition for use.

Activities

- The school will make sure that the premises are suitable for any planned activities.
- The school will ensure that the lettee has developed safe systems for carrying out activities
- The school must ensure that the visiting group have the necessary competence to carry out the proposed activities safely.
- Any bookings will firstly check whether there are any conflicts with boarding activities and ensure health and safety for both is considered

Emergency Procedures

- The school will ensure that the lettee is aware of the emergency procedures for fire. That is the sound of the alarm, evacuation routes and assembly area.
- A fire drill will be carried out early in the let where necessary.

- The school will ensure that the visiting group have a mean to make an emergency call by land line or mobile phone
- First aid arrangements will be specified in the letting agreement. If the school is providing first aid equipment it will be checked to ensure it is in good condition and the first aid kit will be fully stocked
- The school will provide the lettee with a contact number which will normally be the Bursar or Head or Deputy Head

Checks on the Premises

- The school will carry out a full fire risk assessment of the building being used in the let to ensure that they are in safe condition and that no escape routes are blocked
- Where lettings coincide with the use of the school by Prestfelde pupils supervision and timetabling of the visiting group and Prestfelde pupils must ensure, as far as is reasonably practicable, the safety and welfare of both groups
- Following the let a full inspection of the buildings will be carried out by the safety officer

Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of staff and students will create an environment that is welcoming, energising and productive.

Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards
- Poor housekeeping.

Board of Governors's Responsibilities

To safeguard staff, students and visitors from the potential hazards presented by inadequate lighting, Prestfelde School Limited will: -

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account staff and students with visual limitations
- Take any necessary measures to remedy any risks found as a result of the assessment
- Train staff on how to adjust lighting levels in order to prevent visual fatigue
- Ensure that work is carried out in natural light wherever possible
- Take precautions against excessive glare
- Ensure that lights are positioned to avoid risks to health and safety (fire etc)
- Ensure that supplementary lighting is provided, as necessary
- Ensure that safe access is provided in order to clean or replace the lights or windows
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards will be adopted by Prestfelde School Limited:-

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained
- Work requiring limited perception of detail - 100 lux

- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- Storerooms - 300 lux
- Crossing points on traffic routes - 300 lux, constantly maintained.

Emergency Lighting

Emergency lighting will be provided to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to:-

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

All staff Will:-

- Report any defective lighting
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

Lone Working

Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Example is: - a caretaker working on his/her own in a school.

Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Injury received whilst entering unsafe premises
- Lack of adequate visibility, due to poor lighting.

Board of Governorss Responsibilities

Board of Governors realise that there may be concerns surrounding lone working, to allay these fears we will: -

- Identify all staff who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of lone workers and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of lone workers who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to lone workers
- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided and which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with lone workers

- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'person- down' systems
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to staff following an incident
- Ensure lone workers are covered by the employer's liability cover.

Staff Responsibilities

Staff who are recognised as lone workers, must: -

- Co-operate with the school by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as necessary
- Provide information on their whereabouts during working hours to the school management team
- Report all incidents relating to lone working using Prestfelde School Limited reporting procedure.

Machinery and equipment

Each item will be permanently marked with a unique identification number or identified by a manufacturers serial number.

Portable Electrical Equipment will be checked by a competent person once a year

All machinery and equipment within Prestfelde School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found.

Full and suitable assessments will be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the use, installation and/or sighting of such equipment.

All work equipment shall be maintained and used in accordance with the 'Provision and use of Work Equipment Regulations 1998'.

Maintenance

Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained staff, accidents and associated financial costs can be reduced or prevented. Maintenance also includes cleaning and adjusting.

Associated Hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- Human error or incompetence of maintenance staff
- Poor communication between maintenance staff and other staff
- Lack of knowledge by maintenance staff of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures
- Unauthorised staff performing maintenance functions
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

Board of Governors's Responsibilities

Bursar will:-

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety
- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date
- Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so
- Establish safety rules for how maintenance tasks are performed
- Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action

- Seek assurance of exclusivity of control if the machinery must be energised during adjustment, unjamming or other maintenance
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags
- Ensure that maintenance staff are trained and qualified to use the lockout procedure.

Relevant staff Will:-

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance
- Notify the maintenance department of any problems or hazards on a machine, such as an unguarded part
- Not carry out any maintenance activities on machinery unless trained to do so
- Co-operate with the School arrangements for maintenance of machinery
- Make full and proper use of all PPE that has been issued to them.

Manual Handling

Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated Hazards

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

Board of Governors Responsibilities

Bursar will ensure that: -

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed

- Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work
- Suitable information, training and supervision is provided for all relevant staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other staff who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises outside the regular School at which staff may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

All staff involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the School and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be reported immediately
- Assist and co-operate with the process of the assessment of risk
- Assist the Bursar with the implementation of training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the School if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work.

Missing students

Description

students may go missing when supposed to be at the School or when on School trips.

This could be for a number of reasons and it is essential that appropriate action is undertaken that identifies and minimises the risks to the students.

All incidents will be monitored to help address any causes and potential problems. It is essential that each incident is fully investigated to establish cause and that issues are addressed in such a way as to minimise the likelihood of recurrence.

Associated Hazards:-

- Physical attacks
- Verbal abuse
- Injury to students
- Abduction.

Board of Governors's Responsibilities:-

The Board of Governors will ensure that:-

- A robust policy is developed and implemented in respect of missing students
- The policy will include arrangements for both in-School and for School outings.

The policy will detail the action to be taken, when and by whom and will include:-

In School:-

- The member of staff who has noticed the missing child will inform the nearest member of the School management team
- Staff will promptly but calmly round up all students to a pre-arranged area
- Staff will count and name check all the students present against the register
- At the same time, all other available staff will conduct a thorough search of the premises and immediately notify the SMT member if the child is found
- A thorough check of all exits will be made to make sure all gates/doors were locked/bolted
- Boundary checks will be made by the Caretaker and most senior staff
- Staff will begin a search of the area immediately

- A sufficed number of staff will remain to supervise the other students
- The parents should be notified if the child has not been found within 10 minutes of the initial missing report
- The Head Teacher or next in line on site will decide at which point the police need to be contacted
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

School Outings:-

- The visit leader must ensure the safety of remaining students
- One or more adults should immediately start searching for the child
- The visit leader should contact School to alert them
- If the child is not found within 5 minutes the visit leader must contact police by phoning 999
- The visit leader should then alert the School that the police have been contacted and the School will make arrangements to notify parents
- Parents are requested to bring with them a recent photograph of their child
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

Staff Responsibilities:

The Head Teacher will ensure that:-

- Registers of students attendance are maintained for both School and School outings
- All staff are familiar with the arrangements in the event of any missing students.

The class teacher or visit leader will enact the School policy in the event of any missing students.

All staff will comply with the policy arrangements for missing students.

Monitoring, Inspection And Review

Description

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring Includes:–

- Checking compliance in following the Prestfelde School Limited Health and Safety Policy, control measures stated in risk assessments and safe systems of work
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Checking competence of staff
- Checking the wellbeing and health of staff.

School's Responsibilities are to:-

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements
- Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken
- Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements
- Regularly inspect the workplace and activities to ensure a safe working environment
- Regularly check progress in complying with health and safety plans
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc

- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel
- Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence
- Take any necessary remedial actions to safeguard the health and safety of staff, students, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
- Prioritise when, how and who implements any actions required
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

Staff Responsibilities

Staff must:–

- Check equipment, including any personal protective equipment supplied, is safe before use
- Co-operate with school arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the school for checking and inspection of safe practices
- Report any hazards or defects immediately.

New And Expectant Mothers

Description

Prestfelde School Limited is committed to protecting the health and safety of all new and expectant mothers. The phrase "new and expectant mother" means an employee (or a students of the School) who is pregnant, or who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated Hazards

- Physical agents (e.g. standing for long periods of time, movements and posture)
- Biological agents (e.g. infectious diseases)
- Chemical agents (e.g. medicines and drugs, chemicals used in learning activities)
- Working/study conditions (e.g. workload, stress, violence).

Board of Governors's Responsibilities

To safeguard the health and safety of new and expectant mothers, Prestfelde School Limited will:-

- Consider, in general workplace/curricular activity assessments any risks to the health and safety of female staff/students of childbearing age and, in particular, risks to female students and students who are new and expectant mothers
- Encourage staff and students to inform the School, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Once notified, carry out a 'new and expectant mother' risk assessment in conjunction with the staff/students, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the staff/students and her unborn baby
- Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after return to work/the School. Incorporate into the assessment any advice provided by the staff or students GP or midwife
- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers

- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair
- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks. In the case of students, consideration will be given to any changes needed to their curriculum activities
- If, despite all practicable measures being taken, Prestfelde School Limited considers that there is an unacceptable risk to staff, who is new or expectant mother, or her unborn baby, Prestfelde School Limited will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Staff and students Responsibilities

Staff and students will:-

- Report to the School as soon as pregnancy is confirmed
- Follow advice and information given by the School in relation to safe working practices
- Report any hazardous situation to the School so that arrangements for the appropriate remedial action can be taken
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the School.

Performances and events

For certain events and activities involving members of the public/parents Prestfelde School will:

- Establish whether any specific health & safety requirements exist appertaining to the activity or event
- Act upon any appropriate recommendations in the light of the above;
- For all activities requiring these arrangements a suitable and sufficient risk assessment will be carried out and are reviewed after the event with any learnings
- The appropriate enforcing agencies notified
- Where necessary neighbours adjoining the school premises will be notified by the Head
-

When considering the need for such an event the Health and Safety of staff and children on the school site must be paramount, as well as that of visitors to the site for the event

Examples of such events are:

- The School Play
- Firework Display
- Annual Concert
- Open Days

When a performance or event which involves in large audience takes place in either the theatre/Chapel or Gymnasium, the event organisers must ensure that:

- An emergency procedure is in place
- The audience does not exceed the safe capacity of the building
- The audience have safe access and egress from the building and the school site for both able bodied and disabled visitors
- Adequate toilet facilities are provided for both able bodied and disabled visitors
- The audience is made fully aware prior to the performance of the emergency procedures and assembly areas in case of fire
- An appointed person will be at the event to organise the visitors

Permit To Work

Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist:-

- High risk activities
- Required precautions are complicated
- Where the activities of different groups of workers need to be coordinated to ensure safety of ALL concerned
- The work areas normally requiring a permit to work system are confined space entry, excavations, hot works and high voltage electrical works.

Associated Hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- Fire resulting from hot works
- Asphyxiation, drowning, burns, etc., from confined space working
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water
- Electrocution, shock, burns from inadvertent contact with electricity
- Falls through fragile roofs
- Stored energy such as steam, hydraulic fluid
- Exposure to harmful substances such as fumes
- Any other situation that standard systems or risk assessment do not adequately control.

Board of Governors's Responsibilities

Bursar will:–

- Provide written safe systems of work for all staff where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains
- Identify all such processes and ensure that suitable written systems are produced, staff trained and records kept
- Instruct all staff in the safe system of work and keep records of training
- Monitor and review the systems that have been introduced.

Maintenance Staff Responsibilities

- Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness
- Staff are encouraged to make suggestions during the formulation of written systems or suggest any improvements
- Do not carry out any works until a permit to work has been agreed and issued by the authorised person
- Only work within the timescale recorded on the permit to work
- Ensure the permit to work is returned to the authorised person on completion of the work.

Personal Hygiene – Food Areas

Description

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

Board of Governors's Responsibilities

All food handlers will be supervised and instructed and/or trained in food hygiene matters to an appropriate level. The aim is to ensure that people have the practical skills and knowledge needed for their particular job. To enable Prestfelde School Limited to prove due diligence we will:-

- Only allow adequately trained staff to prepare food
- Ensure all staff working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly
- Provide sinks or other washing facilities that are suitable and sufficient for any necessary washing of food and equipment used in the business
- Provide a separate wash hand basin together with adequate supplies of hot and cold water, soap, nailbrush and adequate hand drying facilities, in or adjacent to the food preparation area
- Make available suitable facilities for storage and disposal of refuse
- Fit screens to windows, doors and other openings used for ventilation purposes to prevent entry by insects where they overlook or are close to refuse storage areas, or where there is a particular risk of ingress by pests
- Install suitable and sufficient lighting and ventilation.

Reporting Illness/Exclusion

Staff are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

Food Handlers' Responsibilities

All staff must comply with the following:-

- Hands must be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair must be tied back and preferably covered
- Food handlers must not spit, sneeze or cough over food

- Food handlers must not smoke in a food preparation area
- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing
- Jewellery must be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

Personal Protective Equipment

Description

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

Associated Hazards

- Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi
- Noise
- Vibration
- Slipping/falling over
- Electrical hazards
- Non-ionising radiation.

School Responsibilities

Prestfelde School Limited will provide protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of staff and students who use PPE.

It is the intention of the School to ensure, through the proper use of PPE, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. Prestfelde School Limited will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff.

In addition, Prestfelde School Limited will:-

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Train staff and students in the safe use of PPE and inform them of any residual risks

- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Arrange for adequate accommodation for correct storage of the PPE
- Implement steps for the maintenance, cleaning and repair of PPE
- Maintain and replace PPE that has been provided to meet a statutory obligation.

All staff must: -

- Ensure all students are trained to use any necessary PPE correctly
- Make full and proper use of all PPE that has been provided
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Ensure all PPE is sterilised when worn by multiple individuals
- Report any defective PPE to the School management team
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any activities or work unless the correct equipment is being worn
- Store PPE securely at all times.

Pest Control

Description

Pests can be divided into three groups:- rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

Associated Hazards

- Bacterial contamination (bacteria on the pest or in droppings)
- Physical contamination (droppings, eggs, hair and dead bodies)
- Cross contamination (bacteria left on surfaces and utensils)
- Chemical contamination (poor and uncontrolled use of insecticides)
- Damage to premises.

Board of Governors's Responsibilities

Bursar will ensure that:-

- Pests cannot gain entry to premises by ensuring that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and are kept shut when not being used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled
- Where flying pests become a problem, that fly screens are fitted over windows
- Premises are kept clean and in a good state of repair, including pipes and drains
- The exterior of the premises is kept clear of overgrowing vegetation
- Good storage procedures are followed and regular stock rotation will be employed to identify any pest activity that may be present
- All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use
- Provision of adequate waste receptacles are regularly washed and disinfected.

All staff will:-

- Ensure windows and doors are kept closed when not in use
- Ensure cleaning schedules are followed and premises are kept clean and tidy
- Ensure all spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Not allow waste receptacles to overflow, especially those in external areas
- Follow good storage procedures and will follow regular stock rotation to identify any pest activity
- Inform the Bursar of any evidence of infestation
- Not interfere with any measures taken by the School to control pest infestation.

Playground and recreation areas

Basic requirements.

- All apparatus/equipment will be kept in good working condition.
- All apparatus/equipment will be constructed by specialist companies.
- All apparatus/equipment will be inspected on a regular basis.
- A copy of the inspections/risk assessments is kept by the Bursar/Safety Officer

Procedures

- A Risk assessment on the use and supervision of each piece of apparatus/equipment will be drawn up.
- The control procedures for said equipment will be adhered to at all times.
- Pupils will be reminded that while using the facility they should respect the needs of others.
- Pupils will be alerted to the need to recognise faulty equipment and report it immediately.
- Safe Surfaces, which are impact absorbent, will be installed below and around all climbing frames, swings, slides and other equipment from which pupils could fall. (It is, however, recognised that no surface currently available will prevent serious injury if falls are greater than 750mm).

The Adventure Playground

- Supervision of the adventure playground is important when in use, particularly by the younger age group.
- Staff should be familiar with the apparatus and the ability of their pupils.
- Pupils will wear appropriate footwear which provides good traction between foot and frame, smooth soles are dangerous.
- Younger children, especially those of Nursery and Reception age should not use the apparatus at the same time as the older children.
- The adventure playground will not be used in unsuitable weather conditions.
- Joints on the outdoor apparatus will be regularly checked to ensure that they are smooth and there are no protruding parts which might trap clothing or cause unexpected or unintended movement.
- The surrounding surface will be smooth and regularly maintained to ensure that the bark base is in good condition and not compacted.
- Under no circumstances should children be allowed to throw bark
- No ball games will be allowed on the adventure playground
- Children playing on the swings must not 'bail out', that is jump off while the swing is in motion
- Pupils must not move in between the swings while they are in motion.
- Swings must only be used in a backwards and forwards motion, not twisting or side to side, and only one person is allowed on each swing at any time
- Children must not stand up on the swings
- No dogs are allowed on the adventure playground
- The Head will ensure that all supervisory staff clearly understand their duties and responsibilities when supervising the adventure playground.
- The Governors will ensure that pupils are as safe as is practically possible and that legal liability is managed.
- The development and use of the adventure playground will be under regular review to ensure that a safe creative environment is provided and improved. The area will be subject to regular inspection, and accidents occurring on the area will also provide further risk assessment information to be discussed at the Health and Safety Meetings

- The height of apparatus in the area will not exceed 2.5metres unless otherwise agreed with playground specialists.
- Children from Little Prestfelde will not be allowed on the larger 'adventure trail marked with RED BANDS that is:

    - *The Monkey Bars*
    - *The Scramble Net Frame*
    - *The Log Climbing Frame*

- Pupils using the adventure playground should have suitable clothing and footwear for the activity
- No games involving chasing or physical contact should take place on the apparatus, and no pushing or shoving are allowed under any circumstances.

Physical Education Classes

Description

Physical Education (PE) includes a wide variety of indoor and outdoor activities, each having an inherent element of risk. Experienced in a safe and supportive environment, PE contributes to a students's physical development and well-being.

Teachers, and others in positions of responsibility, should ensure that planning and implementation of PE activities includes consideration of safety as an important element. This applies to all activities within the School curriculum, to extra-curricular activities during or outside normal School hours and whether undertaken on or away from School premises.

Associated Hazards

- Slips, trips and falls
- Falls from height
- Missiles
- Moving and handling apparatus
- Defective equipment
- Failure to consider existing medical conditions
- Behavioural issues
- Inappropriate clothing or footwear.

Board of Governors's Responsibilities

The Board of Governors will develop and implement a code of safe practice to reduce the risks associated with PE activities. The code will reflect the School's specific needs in respect of its programmes and premises.

In addition, the School governing body will ensure that: -

- PE teachers have the skills, knowledge, understanding and expertise necessary to effectively and safely plan, deliver and evaluate a programme of activities to a class or group of young people in methods approved through regular and accepted good practice
- Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are certificated as appropriate. Examples of such activities include swimming,

gymnastics, trampolining, contact sports and aspects of outdoor and adventure activities

- Where adults other than teachers (AOTTs) are used to support the delivery of physical education, ensure stringent checks are made in compliance with current legislation regarding any requirements to check criminal records/barring of AOTTs
- PE Equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- PE equipment is subject to proper maintenance, carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use
- All facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment are regularly maintained and inspected with records maintained. Competent contractors to inspect PE equipment at least annually
- Suitable storage facilities are provided for PE equipment
- Arrangements are in place to enable students to learn how to move and handle equipment safely, according to their age and strength
- Activity specific risk assessments are completed that prescribe the level of training required and the teacher:students ratio
- Suitable first aid arrangements are in place, including procedures for contacting the emergency services
- Arrangements are in place to ensure that the School is notified of any students with medical conditions which may affect their ability to safely participate in PE activities
- For activities away from School premises, procedures to address the needs of injured students, those that may have fallen ill and the remainder of the group are anticipated and included in PE risk assessments.

<u>Staff will: -</u>

- Comply with this policy and follow the associated protocols, procedures and safe systems of work
- Ensure that School clothing and footwear is appropriate to the activity and the environment in which the activity is taking place
- Provide adequate supervision in class, proportionate to the age and ability of individual students, the activity being undertaken, location travel distance and weather conditions

- Ensure that the area in which activities are carried out is thoroughly inspected prior to commencement of the activities. Any unanticipated hazards which haven't been considered as part of relevant risk assessments, and therefore aren't adequately controlled, must be reported to a responsible person immediately and the activities should not take place until the area has been deemed safe
- Carry out pre-use visual checks of equipment to identify obvious defects - this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed
- Carry out, at least on a weekly basis, a general inspection of the PE equipment and keep records of all inspections and any resulting action necessary
- Immediately remove from use and report any faulty equipment
- Ensure that unsafe behaviour by students is discouraged and dealt with appropriately and proportionately.

Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated Hazards

- Shock or burns
- Uncontrolled start up of equipment
- Fire or explosion
- Trips and falls.

Bursar's Responsibilities

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks
- Ensure that trained and competent persons undertake the work
- For equipment connected to power sources either use "double insulated" or earthed cables and ensure cables are protected against damage
- Ensure that equipment is regularly maintained by following the manufacturer's instructions
- Ensure users visually check equipment before and during use
- Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc
- Ensure that the power supply is within the operating range of the appliance

- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Staff Responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the supervisor
- Do not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

Power Tools

Description

A Power Tool is a device that may be hand held but is driven by a power source other than human effort. There are various types of power tools determined by their power source: electric, pneumatic (powered by compressed-air), liquid or gaseous fuel (Fuel-powered tools are usually operated with gasoline or LPG), hydraulic, and powder-actuated.

Powers tools include (but are not limited to): chippers, drills, hammers, sanders, Chain saw, Compressed air guns and other tools.

Dangers and associated hazards

- Guards failure / Guards been removed: Exposed moving parts of power tools need to be safeguarded at Point of operation, In-running nip points, rotating parts, ejected chips and sparks to protect the operator and others
- Operating Controls and Switches: hand-held power tools unequipped with a constant-pressure switch or control that shuts off the power when pressure is released
- Electric Tools: burns, shocks, trips
- Portable Abrasive Wheel Tools: ejected fragments, moving parts, cuts
- Pneumatic Tools: getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool, injection of air into bloodstream
- Liquid Fuel Tools: fuel vapours can burn or explode and emit dangerous exhaust fumes
- Powder-Actuated Tools: ejected fragments, noise, vibration
- Hydraulic Power Tools: fire- if the fluid used in hydraulic power tool is not an approved fire-resistant fluid, injection of fluid into individual.

Employer's Responsibilities

- Compile risk assessments and implement suitable controls for work involving powered tools
- Provide information, instruction and training and keep appropriate records, specific to each type of equipment used
- Where required erect suitable barriers and controls to prevent unauthorised access
- Secure work with suitable clamps or a vice, freeing both hands to operate the tool

- Keep appropriate records for the issue of tools and guard maintenance and inspection
- Maintain all tools in line with the manufacturer’s recommendations
- Keep all people not involved with the work at a safe distance from the work area
- Provide appropriate personal protective equipment and train staff in its use and storage
- Where required, provide adequate health surveillance for the effects of noise and vibration
- Fire extinguishers must also be available in the area
- Emergency procedure in place and communicated to staff
- Provide adequate first aid provision dependant on the hazards and risks associated with the equipment

Staff Responsibilities

- Never carry a tool by the cord or hose
- Never yank the cord or the hose to disconnect it from the receptacle or power source
- Keep cords and hoses away from heat, oil, and sharp edges and preferably run above head height
- Disconnect tools and ensure movement has stopped when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters
- Visual pre-use inspection, look for (broken or missing guards, damaged or cracked tool housings, loose, deformed or missing parts, exposed conductors or “live" parts, leaks from hoses or hydraulic systems etc.)
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool
- Maintain tools with care; keep them sharp and clean for best performance
- Follow instructions in the user's manual for lubricating and changing accessories
- Be sure to keep good footing and maintain good balance when operating power tools
- Wear the correct apparel for the task. Loose clothing, ties, or jewellery can become caught in moving parts
- Personal protective equipment provided must be worn (safety goggle, gloves, safety foot wear and hearing protection etc.) as identified by the risk assessment

- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

Responsibilities (electrical)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use
- Operate electric tools within their design limitations
- Use the correct PPE when using electric tools
- Store electric tools in a dry place when not in use
- Do not use electric tools in damp or wet locations unless they are approved for that purpose
- Keep work areas well lighted when operating electric tools
- Ensure that cords from electric tools do not present a tripping hazard
- In the construction industry, staff who use electric tools must be protected by ground-fault circuit interrupters or an assured equipment-grounding conductor program.

Responsibilities (pneumatic)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use including all hoses for wear (do not repair leaks with tape)
- Secure pneumatic power tools to hoses to prevent accidental disconnection
- Do not exceed the manufacturer's safe operating pressure for all hoses and fittings
- Install and maintain safety clips or retainers on pneumatic impact tools to prevent them from being accidentally expelled
- Ensure that safety clips or retainers are used on sections of hose to prevent accidental whip action
- Use the correct size of hose and the shortest size necessary for the tool. Keep all disconnected hoses clean
- Fit all air lines with an efficient filter and lubricator
- Use compressors in well-ventilated areas
- Do not use compressed air to clean clothing, skin, or hair and don’t turn the hose towards another person
- Wear personal protective equipment as supplied by your employer.

Responsibilities (abrasive wheels)

- Understand any risk assessment and Safe System of Work provided by your employer

- Inspect for damage before use, do not use wheels or blades that have gouges, pieces missing or uneven wear to the grinding surface
- Before an abrasive wheel is mounted, it must be inspected closely for damage and should be sound- or ring-tested to ensure that it is free from cracks or defects
- To prevent an abrasive wheel from cracking, it must fit freely on the spindle.
- Follow the manufacturer's recommendations
- Take care to ensure that the spindle speed of the machine will not exceed the maximum operating speed marked on the wheel
- An abrasive wheel may disintegrate or explode during start-up.
- Allow the tool to come up to operating speed prior to grinding or cutting
- Staff should never stand in the plane of rotation of the wheel as it accelerates to full operating speed
- Wear personal protective equipment as supplied by your employer.

Responsibilities (liquid / gaseous fuel tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, check for leaks of fuel
- Staff must be careful to handle, transport, and store gas or fuel only in approved flammable liquid containers, according to proper procedures for flammable liquids.
- Before refilling a fuel-powered tool tank, the user must shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapours, before restarting ensure all fuel vapours or spillages have dispersed or been cleaned away
- When a fuel-powered tool is used inside a closed area, effective ventilation and/or proper respirators such as atmosphere-supplying respirators must be utilised to avoid breathing carbon monoxide
- Wear personal protective equipment as supplied by your employer, for tool use and refilling procedures.

Responsibilities (powder-actuated tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use
- Only operate equipment in line with the manufacturer’s instructions and specific safe systems of work
- Must check that the tool is unloaded before doing any alteration or adjustment to safety guards, muzzle or barrel
- Follow the manufacturer’s guidance when dealing with a misfired cartridge

- Report any defect and ensure the equipment is not used until it has been repaired by a competent person
- Not remove any guards fitted to the tool
- Assist the employer in counting cartridges out and in every day
- Not undertake horseplay, especially with cartridge tools
- Never walk around with a loaded gun
- Wear the appropriate personal protective equipment provided, usually eye and hearing protection as a minimum.

Responsibilities (hydraulic power tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, including any hoses for wear or leaks (DO NOT REPAIR)
- Follow The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded
- If a leak is found DO NOT ATTEMPT TO STOP THE LEAK BY ANY MEANS, turn off equipment, place on floor and remove from power immediately.

Review of the Health and Safety Policy

The Head (or governing body) of Prestfelde School will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of a Health & Safety Inspection of records and procedures and regular safety tours covering all areas and activities on the whole site. The H&S Governor may be tasked with conducting the initial review with the H&S Committtee and reporting to Council.

Particular attention with be given to:

- The Policy statement
- Organisation
- Training and competency
- Safe systems of work
- Safe place to work
- Trips and activities holidays
- Internal communications
- Emergency Procedures
- Fire
- Medical facilities and welfare
- Records
- Monitoring at the workplace
- Any other as deemed necessary in the light of changing conditions and legislation.

Following the review the policy statement will be signed and dated by the Head or chair of the governing body.

Risk Assessment

Description

In many premises there are risks, which may affect the health and safety individuals within the building. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the management of Health & Safety at Work Regulations. A properly conducted risk assessment is an important step in protecting all staff, students and the School, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect Schools to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated Hazards

- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

Board of Governors's Responsibilities

The Board of Governors will ensure that:-

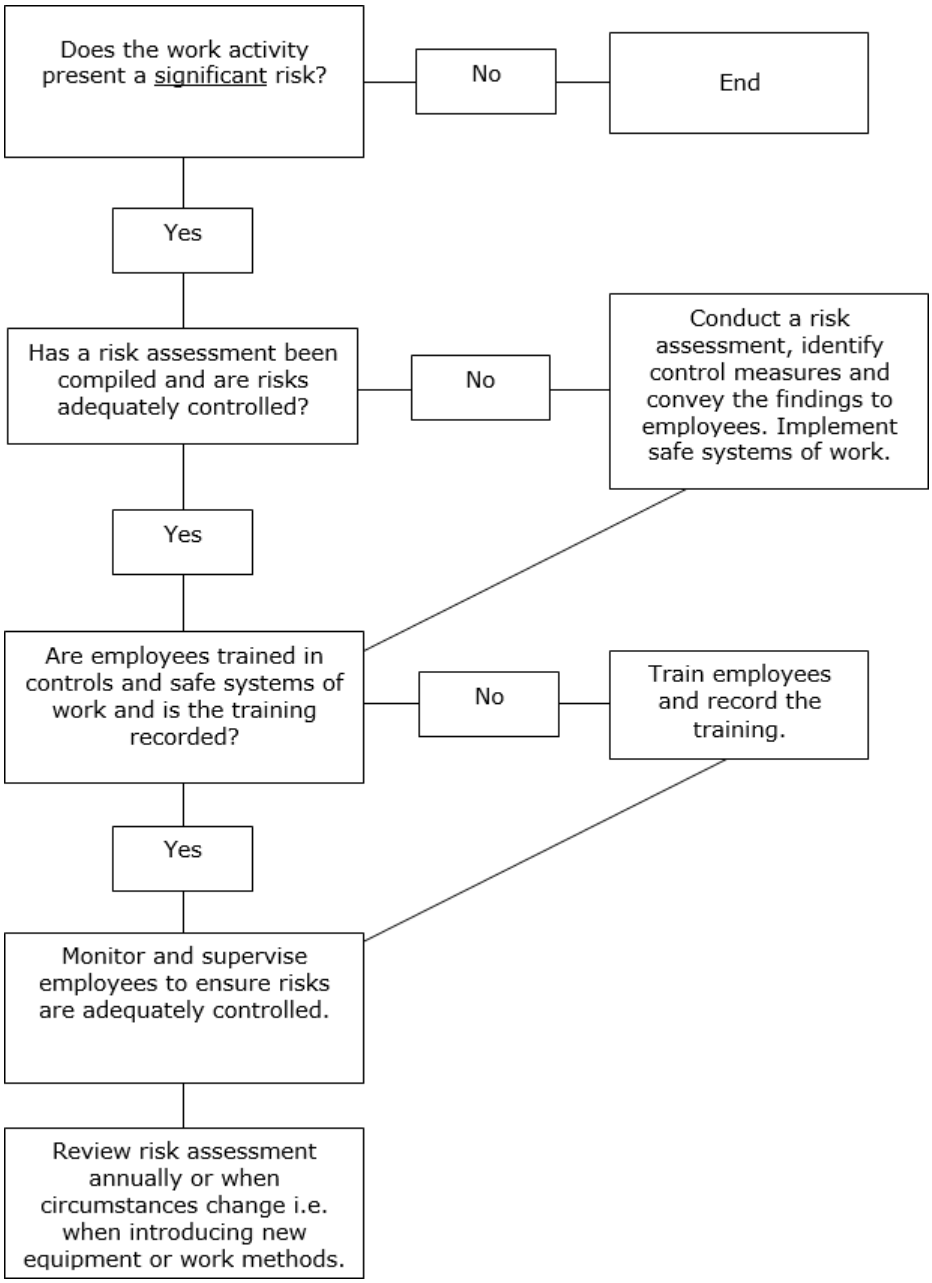
- Any person undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process
- All hazards with the potential to cause harm are identified
- The probability and severity of potential injury or damage is evaluated
- Staff are provided with any additional training identified within the risk assessment process as being a necessary control measure
- Risk assessments are reviewed annually, where they are no longer valid, or where there has been a significant change in work activities or processes
- Records are kept of all the significant findings of the risk assessments and identify anyone who may be at risk

- Appropriate health surveillance is provided where there is an identifiable disease or potential adverse health condition related to the work activity
- Anyone undertaking work activities on the School are provided with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

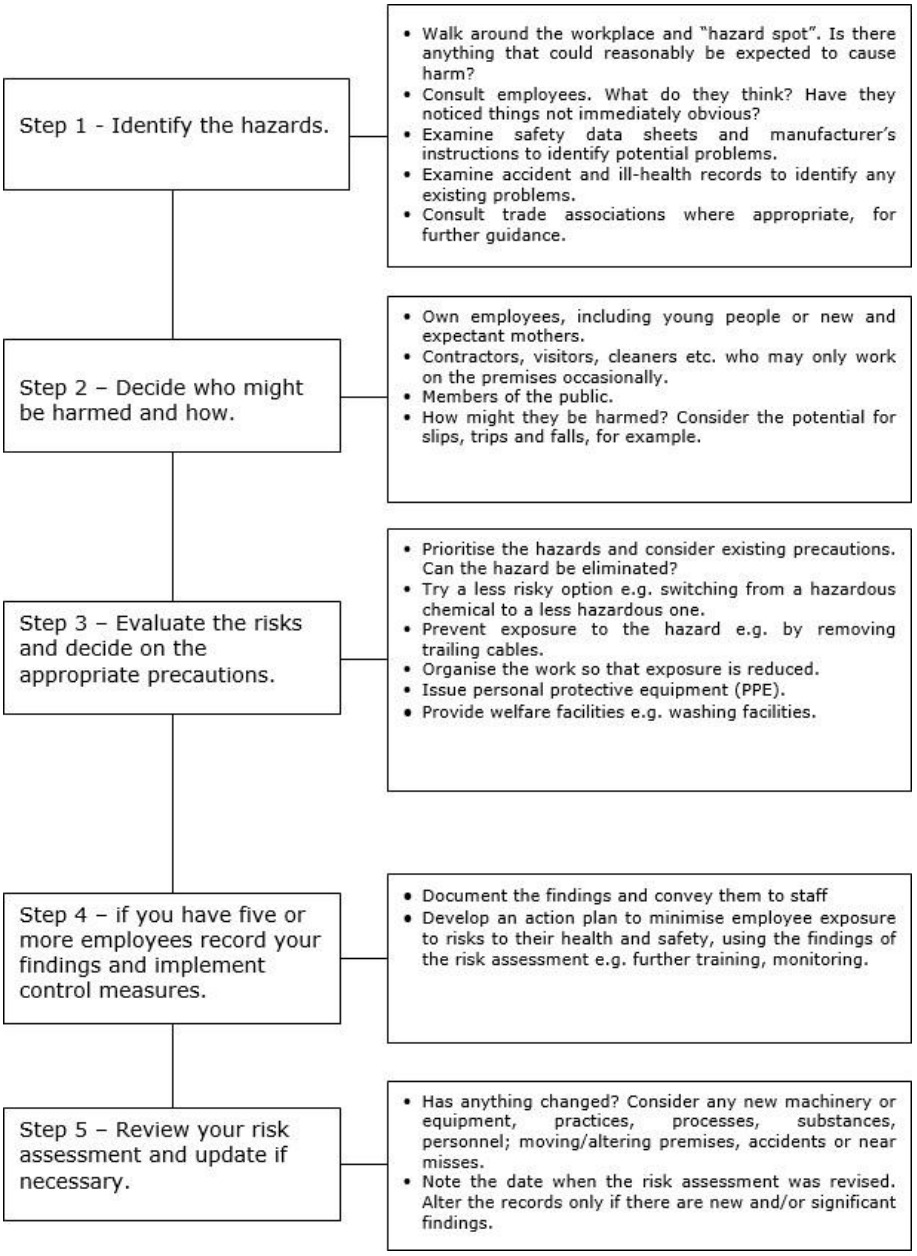
All staff Must:-

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the School
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the School management team immediately
- Make full and proper use of any PPE provided.

Risk Assessment Flow Chart



Risk Assessment Process



Safety Signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms). Traditional signs such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Prestfelde School Limited will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** e.g. no smoking



- Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of personal protective equipment



- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation



- Green signs identify or locate safety equipment as well as marking emergency escape routes.



Board of Governors's Responsibilities

The Board of Governors acknowledge that signs must comply with the regulations, however where necessary we may design specific signs to maintain a safe environment.

It is the School policy to ensure that any signs that are provided for safety reasons are:-

- Maintained in a good condition
- Positioned in the correct location
- Explained to all staff and students to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Staff will:-

- Familiarise themselves and comply with any signs and notices that are displayed
- Bring any defects to the attention of the Bursar
- Follow safe operating procedures.

School Transport

Description

The provision of School transport includes a diverse range of vehicles. 18% of children killed or seriously injured on the roads were travelling to or from the School. However, casualty statistics indicate that fewer casualties occur to students travelling to and from the School in PSV vehicles than amongst those who walk or are driven in cars.

There are two categories of School transport drivers, professional drivers and non-professional drivers.

Associated Hazards

- The driver: - competency, training, fitness and health.
- The vehicle: - suitability, condition, safety equipment (seat belts), and ergonomic considerations.
- The journey: - routes, scheduling, time, distance, weather conditions.
- The students:- behaviour and discipline.

School's Responsibilities

The Board of Governors will ensure that:-

- Drivers are fit and competent to drive: that he/she holds a valid driving licence appropriate to the vehicle to be driven, is familiar with the vehicle and the task, understands the risk assessment findings and control measures and has received appropriate training, as necessary
- Vehicles are appropriate for the task, insured, regularly serviced and maintained in a clean and roadworthy condition
- Drivers carry out basic safety checks, and are familiar with arrangements in the case of breakdown, accidents or emergencies
- Journeys are planned and scheduling takes into account routes, time, distance and weather conditions
- A risk assessment is completed for each School journey and a decision made about escorts. Any volunteer driver, including staff, who is not prepared to drive without an escort will not be required to do so
- There is a code of conduct for students travelling on School transport
- The School bus is provided with an emergency provisions pack including a means to make contact in an emergency situation, a first aid kit and an up-to-date list of emergency contact numbers

- There are systems in place to ensure that contract drivers and volunteers are providing a safe service.

Staff engaged in driving the School bus will:

- Follow any advice, information, instruction and training given by the School governing body
- Hold a valid drivers' licence for the class of vehicle they are driving
- Ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition
- Comply with traffic legislation, be conscious of road safety and demonstrate safe driving
- Not be under the influence of drink or drugs and must not drive whilst disqualified
- Stop after a crash or similar incident with which they are involved
- Provide to the Board of Governors a copy of their driving licence, on request, and declare any driving convictions
- Inform the Bursar if they become aware of any medical condition or take medication that might affect their ability to drive
- Implement the School's code of conduct for students.

Hire of external transport:

- Transport booked externally will be through recognized companies
- Drivers will need to hold valid DBS
- Insurance for public liability will be in place for all transportation

Science Department

The science department, whilst following the general guidelines and procedures contained in the overall school safety policy, will require additional procedures to ensure the health and safety of staff and pupils at all times.

It shall be the responsibility of the head of the science department to ensure that the general policies are adhered to within the department and to instigate any specific procedures developed, in consultation with the nominated competent person and all members of staff. The avoidance of accidents and injury is of primary concern within the department, and this shall be achieved by following the procedures identified as necessary in the risk assessments that shall be carried out, and in any relevant statutory provisions applicable to the work of the department.

Members of staff, both teaching and non-teaching, have a duty to work in a responsible manner, and in accordance with all laid down procedures, at all times.
Particular consideration will be given to the following areas: General laboratory procedures
It is essential that good practice is followed, and demonstrated by members of staff at all times whilst in the laboratory. All pupils shall be made aware of the principles of safe laboratory practice, the type and range of hazards that may be present, and the procedures to be adopted in the event of an emergency.

The following basic rules shall apply:

- No eating or drinking in the laboratory at any time;
- Coats and bags etc., should not be allowed to clutter the benches or adjacent floor areas.
- No unauthorised experiments or deviation from the curriculum specifications shall be allowed;
- No materials or chemicals shall be removed from the laboratory without permission, and all materials and equipment issued to pupils shall be accounted for at the end of each lesson;
- Laboratory work areas will be kept clear and tidy at all times, and materials not in use correctly stored;
- Adequate levels of lighting, heating and ventilation will be provided at all times within the laboratory areas.

Environment

- Appropriate and adequate levels of lighting, heating and ventilation will be provided at all times within the laboratory.
- All supplies of energy such as electricity, gas (mains and portable), water, etc. will be fitted with appropriate isolation controls and staff will be made aware of their position and know how to operate them in the event of an emergency.
- All areas will be maintained and used in accordance with Workplace (Health and Safety) Regulations 1992

RISK ASSESSMENT

- A thorough risk assessment shall be carried out for each laboratory procedure, in order to identify any hazards and precautions necessary.
- The significant findings of these assessments will be brought to the attention of all staff and, where appropriate, included in any lesson plans or student instructions alongside any relevant CoSHH assessments in cases where chemicals are involved.

USE OF CHEMICALS

- One of the principal hazards in any laboratory is the use of chemicals and strict procedures will be followed at all times.

- All chemicals shall be clearly identified and, where appropriate, carry all relevant hazard warning labels, even when decanted into smaller amounts for bench use etc.
- Chemicals shall be stored in accordance with the suppliers instructions and issued only in the quantities required.
- The use, handling and storage of all chemicals will be subject to the provisions of the Control of Substances Hazardous to Health Regulations 1994, and accordingly assessments will be made, and safe working procedures developed, for all chemicals present in the laboratory.
- Any such assessments, and the precautions and procedures identified as necessary, will be brought to the attention of all members of staff and pupils using those chemicals, and shall be an integral part of any lesson plan involving their use.
- All bench solutions will be labelled in accordance with the Chemical (Hazard Information and Packaging) Regulations 1993 (CHIP) as outlined in the CLEAPPS Guide.
- Each laboratory shall be equipped with the necessary materials and equipment to deal with any spillage or leakage of any chemicals at the time of their use. All members of staff, and where appropriate, pupils, will be instructed in the correct methods of their use and disposal.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will be issued and worn whenever identified as necessary in any relevant risk assessment (including such assessments made under the COSHH regulations).

- The department shall ensure that a sufficient supply of such protective equipment is made available and kept in good order.
- It shall be the responsibility of each member of staff to issue and check the returns of such equipment as appropriate.
- All loss, damage or defects should be reported and logged in order that repair or replacement can be actioned.
- The stock and suitability of all PPE shall be reviewed at the beginning of each term and the general condition monitored following each issue and use.
- All PPE shall conform to the relevant British or EC standard and be of a type suitable to afford adequate protection against the risks identified (for example, chemical resistant eye protection to BS2092-1C).
- Teaching staff shall be responsible for instructing their pupils in the correct methods of use and care of PPE, and shall supervise and enforce its use as necessary.

LABORATORY EQUIPMENT

- All laboratory equipment will be maintained in good working order at all times, and any defective or faulty items shall be removed for repair or replacement as appropriate. Where it is not possible to remove such equipment, it shall be clearly labelled as 'out of order' and isolated from its power supply to prevent accidental usage.
- Electrical apparatus shall be visually inspected on a regular basis and subjected to electrical testing (PAT test) at least once every twelve months. A record of such tests and inspections shall be maintained.
- All glassware will be inspected for chips and/or cracks etc., on a regular basis and any defective items disposed of.

BIOLOGICAL HAZARDS

Any living animals kept in the laboratory for experimental or observational purposes etc., shall be securely kept and all cages, tanks etc., will be maintained in a clean and hygienic manner. Such animals etc., shall be handled by pupils, only under supervision of a member of staff.

APPLICATION OF HEAT

Due to the frequent use of heat and naked flame in many laboratory procedures, special precautions are required as follows.

- Before any procedure involving the use of heat, flames, or exothermic reaction takes place, all potentially flammable materials and chemicals etc., not directly required, will be removed from the area.
- All flame-producing equipment and gas supplies etc., shall be maintained in good order and checked on a regular basis for damage or leaks.
- Suitable fire-fighting equipment shall be readily accessible.
- Following each laboratory session involving the application of heat, and particularly where such a session immediately proceeds a period of non-occupancy (for example, lunch-time or end of day), then the member of staff supervising the session shall ensure that all equipment is switched off, or extinguished, and that no hot or smoldering articles remain.
- In every case, a tour of the laboratory should be made at the end of each working day.
- When using laboratory glassware to contain substances and preparations requiring the application of heat, extra care should be taken to check its suitability and condition to withstand the likely temperatures during the operation.

WASTE DISPOSAL

- All laboratory waste will be disposed of in the approved manner and no chemicals etc. shall be allowed to enter the drains should they be of a hazardous nature unless they have been sufficiently diluted or made safe.
- All sharp instruments and broken glassware shall be deposited in special sharps containers and labelled appropriately prior to disposal.
- The department will ensure that all waste produced will be disposed off in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care) to a licensed waste disposal site via a registered carrier.

HYGIENE AND WELFARE FACILITIES

- All work in a science laboratory requires that the highest possible standards of personal hygiene are observed at all times, especially when the use of biological or chemical agents is involved.
- To this end, suitable facilities will be provided in, or within close proximity to, all laboratories for the purposes of personal washing.
- All water outlets within the laboratory area will be clearly identified as to whether or not the supply is suitable for drinking.

FIRST-AID FACILITIES

- The Departmental First Aid policy will reflect and enhance that of the Schools First Aid policy.
- Each laboratory shall be supplied with emergency first-aid equipment, including a sufficient number of suitably positioned eye wash bottles.
- Where appropriate, specialist antidotes and/or resuscitation equipment will be made available as necessary, and sufficient members of staff instructed in its use.
- Ail members of staff and pupils will be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first-aid and emergency treatment.
- It shall be the responsibility of each member of staff and pupil to inform the head of department, of any allergies or specific medical conditions which may affect their ability to perform any laboratory procedure, or handle any chemical or biological agent necessary, in the course of their work or study.

- All accidents shall be reported and recorded in line with the school procedures set out in the main section of the policy.

EMERGENCY PROCEDURES

- The Departmental emergency procedures will reflect and enhance that of the Schools emergency procedures policy.
- All emergency routes and exits shall be kept clear and easily identifiable at all times.
- Contingency plans will be developed to deal with any emergency such as fire or escape of hazardous substances etc., and these shall be made known to all members of staff and pupils.
- The location and type of fire extinguishers available shall be clearly indicated and the suitability of such equipment will be constantly reviewed. Members of staff will be trained in the correct use of fire-fighting equipment.

GENERAL FIRE SAFETY

The Head of Department has overall responsibility for organising staff, training and co-ordinating the actions of staff and pupils in the event of a fire. The Departmental code of practice has been established with due reference to the school/college fire safety policy.

INSPECTIONS AND AUDITS

- The head of the department will ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are complied with, by making arrangements for regular inspections and audits of the laboratories, their equipment, chemicals and working practices to be carried out.
- Any necessary alterations or remedial action highlighted by such audits and inspections, shall be put into effect following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

TRAINING

- The head of department will monitor staff performance with relation to the departmental and school safety policy and make recommendations as to any additional or ongoing training needs within the department.
- He/she will ensure that all relevant staff receive suitable training with respect to any new equipment, machinery or procedures brought into the department and ensure that they are aware of current best practice and any official guidance or codes of practice etc., relevant to their work.

Social Distancing and Infectious Diseases

Description

Social distancing is a Public Health measure introduced to reduce the spread of the highly infectious Covid-19 virus which is the causative agent in the current global pandemic.

Social distancing measures are in place throughout the whole of society, but it is the responsibility of Prestfelde School Limited to ensure that social distancing measures can be implemented and maintained wherever possible throughout the workplace and across all work activities.

Adherence to social distancing measures is one of the primary means of controlling the risk of transmission of this infection alongside effective hand and respiratory hygiene measures.

It involves keeping a distance of a "Safe Social Distance" from other persons at all times where possible. In circumstances where it is not possible to maintain this safe social distance there must be further controls in place to mitigate the risk.

As social distancing is the primary control for managing the risk of Covid-19 transmission, interactions with other people should be eliminated or reduced as much as possible. Where able to, a 2m distance should be maintained between people. Where this is not possible additional mitigating measures to reduce the risk, such as the wearing of PPE/RPE will need to be implemented.

The required social distance for businesses is regularly reviewed by the relevant Governments and it is vital that this is reflected in reviewed risk assessments and working practices.

Associated Hazards

Whilst the full extent of the consequences of acquiring the Covid-19 infection are not yet known the range of outcomes include- mild flu-like symptoms such as cough, fever, aches and malaise, (loss of sense of taste or smell) through to serious respiratory distress syndrome, organ failure and death.

Employers Responsibilities

Prestfelde School Limited will:

- Not open or operate if on the current list of prohibited businesses as declared by the Government
- Not permit persons into the premises who should be self-isolating because either they have symptoms or reside with someone with symptoms. Duration of isolation should be determined from up to date government information

- Support those who are at higher risk from Covid-19 infection and its complications due to their age, underlying health conditions, because they are pregnant or if they come from a Black Asian, Ethnic Minority (BAME) background

- Operate remotely where at all possible to avoid the need for employees to travel into the workplace

- Carry out a risk assessment of all work activities and workspaces to ensure social distancing can be implemented and maintained effectively. Control measures may include:-

    - Remote Working where at all possible

    - Staggered work patterns to reduce the number of personnel on site at any one time

    - Restricted access to common areas

    - Control of visitors and contractors to site

    - Adaption of tasks to allow for one-person completion

    - Prevention of shared of vehicle, workstations and equipment.

- Will implement further control measures where social distancing cannot be successfully implemented or maintained effectively. This may include:-

    - Documented work planning for how task will be carried out to reduce the risk

    - Minimising the time spent within safe social distance

    - Minimising the number of people, where the social distancing is breached

- Provide adequate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) as identified in the risk assessment with training on its safe and effective use, storage and disposal

- Review risk assessments and work plans in response to any changes in Government advice to ensure all working practices adhere to the most recent guidelines

- Ensure all employees receive information, instruction, training and supervision to ensure awareness and adherence to the social distancing Control Measures

- Ensure that social distancing is supported by other effective control measures such as hand hygiene and respiratory hygiene and will make the relevant provisions for these to be effective. This may include:

    - Provision of adequate hand washing facilities and sanitiser

    - Arrangements and provisions for regular cleaning and disinfection of workplaces and equipment

- Report to the enforcing authority as required by the Reportable Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any instances where a member of staff receives written confirmation of a Work-Related Covid-19 infection from a medical practitioner

- Investigate all Covid-19 related incidents and implement any action identified as necessary to prevent a recurrence. Monitor the effectiveness of the actions

- Ensure employees can attend Covid-19 tests where they are required.

Staff Responsibilities

- To take care of themselves where activities both in and outside of the workplace, give rise the potential of COVID 19 infection

- Adhere to social distancing by following instructions, signage, markings and training

- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds- including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing

- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues which are disposed of correctly followed by good hand hygiene afterwards

- Follow the further controls in the risk assessment and work plan methods to ensure that where social distancing cannot be maintained the risk is reduced by other means

- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines

- Report if they feel unwell at work with any of the Covid-19 symptoms and go directly home and follow the current Government / NHS guidance. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

- Not attend work if they should be self-isolating due to displaying symptoms or residing with someone who is displaying symptoms, if they have been contacted by NHS Test and Trace and asked to isolate or if they are required to due to recent travel and quarantine requirements. Duration of isolation should be determined from up to date government information

- Report any concerns or issues relating to non-conformance with social distancing in the workplace

- Attend Covid-19 tests where there is a requirement to do so.

Stress in the workplace

Description

Stress is not a weakness and can affect anyone. Prestfelde School Limited recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

Although a certain amount of pressure can be motivational and enable staff to perform at their best, it is when too much pressure is experienced, leaving staff unable to cope, that stress can result.

The Health and Safety Executive has defined stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed upon them'.

Work-related stress can be tackled by School and its staff working together to identify sources of stress and how those can be managed.

Sources of stress can include:

- Demands of the role, leading to an unmanageable workload
- Being under challenged or having no autonomy, leading to a lack of job satisfaction or low esteem
- Environmental factors, such as noise, temperature, exposure to violence or aggression
- Lack of support from management or colleagues
- Organisational changes and how those are communicated and managed
- Relationships and being subjected to unacceptable behaviours, such as bullying.

Employer's responsibilities

Prestfelde School Limited will:-

- Carry out a risk assessment in conjunction with staff to identify sources of stress and the associated risks and gather information, such as completed health questionnaires, sickness absence records and exit interview notes to assist in this process.
- Take steps to reduce the risks from work-related stress, as far as is reasonably practicable.
- Put in place a system so that staff can raise, with their line manager, a health and safety representative or colleague, if they are experiencing work-related

stress or have any concerns about their work environment or instances of unacceptable behaviour.

- Consult with, and communicate to, staff over any proposed changes to their work patterns or proposed changes to the working environment.
- Encourage staff to develop new skills to help them achieve their goals.
- Provide staff with access to support, such as and Employee Assistance Programme/counselling service, advice or training to help reduce work-related stress.

Staff responsibilities

Staff will:-

- Follow Prestfelde School Limited reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse
- Contribute to the development of any work-related stress risk assessment carried out by the employer
- Read all communications from the employer that concern work related changes and the reasons behind those
- Attend any counselling or stress management training sessions provided by the employer.

Swimming Pool Safety

See also Swimming Pool Operating Procedures

Description

There are significant risks associated with managing leisure facilities such as swimming and diving pools, saunas, hot tubs, steam rooms and wave machines. Organisations responsible for the management and operation of such facilities must ensure that risk management is central to the design process, including consideration of relevant British Standards (BS EN 15288-1 and 2) and industry guidance.

Appropriate operational procedures must be developed that enable effective identification and signposting of hazards, implementation of normal and emergency operating procedures in addition to effective organisation, training and co-operation of staff.

To ensure the safe operation of swimming pools and leisure facilities, effective supervision is paramount - in many cases this is likely to include the provision of trained lifeguards. The organisation must therefore ensure that there is a sufficient number of adequately trained staff who are well organised and diligent in their duties. The training that lifeguards require must be reviewed at appropriate intervals to ensure competence is maintained.

Requirements and arrangement for supervision for each location will be determined by risk assessments and safe systems of work.

Associated Hazards

In order to plan safety procedures, we will consider the following hazards and risks: -

- Lack of supervision
- Health conditions of the pool users
- The design, layout and visibility of the pool and equipment in use
- The depth of the water in respective areas
- The nature of the pool
- The use, handling and storage of hazardous substances
- Ineffective and poorly maintained water treatment systems
- Plant room operations
- Legionella
- The activities undertaken within the pool.

Employer's Responsibilities

The organisation has therefore implemented written pool safety operating procedures, that include: -

- A normal operating procedure (NOP) that determines how the pool and leisure facilities operates on a daily basis, including details of the supervision and training requirements, layout of the facilities, use and maintenance of equipment, characteristics and requirements of pool users (including children, the elderly and users with disabilities), duties and responsibilities of staff, technical operation of the pool and procedures for water treatment, rules for the safe use of facilities

- An emergency action plan that details the requirements for and activation of alarms, first aid equipment and trained personnel (considered as part of a first aid needs assessment), evacuation and getting people away from immediate danger, dealing with casualties suffering from major and minor injuries, use of emergency and rescue equipment, dealing with the non-injured, contacting and directing emergency services, dealing with fires and accidental release of chlorine gas, reporting of accidents and incidents, overcrowding, disorderly behaviour, spillages and bodily fluids in the pool (blood, vomit and faecal matter), lack of water clarity, power failures, loss of lighting, structural damage and bomb threats

The organisation must also ensure: -

- Consideration of the maximum number of people who can safely use the pool at any one time (generally 3m² of water per pool user)

- Arrangements for controlling and recording the number of pool users as well as restricting access to unauthorised users are in place

- Determination of suitable adult to child ratios and how this impacts supervision requirements

- Communication of relevant safety information to pool users, including displaying signs at the entrance to the pool area and in the changing facilities, stating the level of supervision that is provided and drawing attention to rules that should be followed

- Displaying and maintaining signs around the pool indicating the depth of the water and any diving restrictions

- Copies of the swimming pool users guide are available

- Co-ordination of responsibilities if the pool is hired out

- Arrangements for specialised activities such as canoeing, sub-aqua and social events

- Precautions and safe systems of work for dealing with emergencies in circumstances where constant poolside supervision is not required

- Arrangements for dealing with spillages of hazardous substances and leaks of toxic gases
- Provision of easy-to-use alarms which are distinctive for different types of emergencies such as fire, plant failure and lifeguard assistance
- Alarm testing is undertaken on a daily basis with details of the test being recorded in the swimming pool logbook
- Regular testing and practice of the emergency procedures to ensure staff clearly understand and remain competent in their implementation
- Adequate normal and emergency lighting is provided
- Suitable rescue equipment such as poles, throwing ropes and buoyancy aids are sited around the pool
- Where installed, CCTV covering the swimming pool area is monitored regularly
- Provision of first aid trained staff and a suitable and easily accessible first aid box
- Consideration of access and emergency arrangements for disabled users
- Arrangements for correct installation and maintenance of pool plant and equipment
- Regular housekeeping to ensure waste is disposed of properly
- Ensuring cleanliness of the pool, floors, stairs and changing rooms, including appropriate draining and slip-resistant flooring
- Removal and treatment of foreign bodies, such as blood, solid stool and diarrhoea
- Dealing with unsafe and inappropriate behaviour by pool users
- Treatment and testing of the pool water
- Providing appropriate containers for waste materials
- Provide safe, comfortable and attractive water conditions for bathers which are not harmful to the pool fabric, fittings and plant
- A safe system of work is in place for the delivery of materials on site, informed by the site's traffic management plan, which includes segregation of vehicles and pedestrians and provision of information and consultation with suppliers and haulage companies. Delivery of hazardous substances must be carefully planned to ensure incompatible materials, such as acids and alkalis, are appropriately separated, designated pipework is clearly identified, inadvertent disconnection is prevented, appropriate PPE is worn and spillage control procedures are in place

- The manual handling activities associated with operation of the pool are properly planned and assessed, including consideration of the task, load, individual and environment

For a comprehensive guide on swimming pool safety, see the Health and Safety Executives guidance publication HSG179 - 'Health and safety in swimming pools'.

Water Treatment and Plant Room Operations

Water treatment is an essential part of effectively managing safe leisure facilities. The organisation must therefore implement a pool technical operating procedure (PTOP) which is informed by risk assessment and requirements specified by the manufacturers, suppliers and installers of water treatment plant, equipment and substances.

The PTOP should include clearly defined roles and responsibilities for water treatment, including designated technical operators and supervisors, provision of appropriate information, instruction and training in addition procedures for monitoring and documentation of water treatment. All facilities must be cleaned and monitored at appropriate intervals, including chemical testing of pool water (disinfection and pH testing) and dosing to maintain water quality. Automatic dosing systems are preferred over manual systems as this reduces potential exposure to harmful chemicals. The frequency of chemical testing should be determined by risk assessment; however, it is recommended that testing should be completed before the pool opens, every two hours once it's open and after it closes. More frequent monitoring of chlorine levels may be required.

Microbiological testing of pool water should be undertaken at least monthly, or more frequently for heavily used pools or if there is evidence to suggest there is a problem, by competent personnel at a UKAS accredited laboratory.

The plant room should remain secure at all times and accessed by authorised personnel only. Individuals responsible for water treatment and operation of the plant room must be trained and competent. Temperature, humidity and ventilation must also be carefully controlled. The plant room should contain appropriate equipment, as determined by risk assessment, including PPE (e.g. gloves, face protection, boots, protective overalls) and respiratory protective equipment that meets the relevant British Standards.

COSHH assessments must be completed for all pool chemicals and microorganisms, to determine the requirements for use, handling and storage and to manage the risks associated with spillages and accidental release. Chemicals must not be stored in the plant room unless appropriate precautions are taken.

The risk associated with the handling, storage and use of flammable and potentially explosive substances used for water treatment, such as calcium hypochlorite and bromochlorodimethylhydantoin, must be carefully considered and properly controlled. This may require a specialist DSEAR assessment completed by a competent person.

Further technical information on water treatment can be sought from the Pool Water Treatment Advisory Group.

Staff Responsibilities

- Follow any training, guidance and written or verbal instruction given to prevent injury or ill health
- Immediately report any hazardous or dangerous actions/situations to their supervisor
- Fully co-operate with management in relation to health and safety
- Be familiar with the pool safe operating procedures, signage and how to respond to an emergency situation.

Tree Climbing Operations

Description

Tree climbing enables an arborist to "work" the tree for architectural development. This frequently relates to trees which have rarely been pruned. The work consists of a combination of tree climbing and aerial methods and often depends upon plant species, operations previously undertaken as well as environmental conditions.

Associated Hazards

When undertaking tree work, the main hazards are fatality or injury arising from:

- Lone working – it is recommended that a minimum of two person undertake this type of work
- Inadequate training
- Improper use of equipment
- Inclement weather
- Use of incorrect cutting techniques
- Lack of safety clothing (Personal Protective Equipment)
- Incorrect roping technique
- Defective or inadequate ladders
- Lack of site security
- Working at height
- Contact with overhead power lines.

Employer's Responsibilities

Prestfelde School Limited will ensure that a risk assessment identifies: -

- Significant hazards and risks arising from tree climbing operations
- All persons at risk
- The appropriate controls needed to either eliminate or reduce the likelihood of accidents.

In addition, the company will ensure that: -

- The work is planned with climbers and ground staff before the work commences

- Emergency procedures are planned and communicated to all those involved
- A competent and properly equipped member of the ground team is available to perform an aerial rescue, if required
- The appropriate equipment is provided
- Sufficient workers of suitable fitness and the required skills necessary for the task, are provided. (A minimum of two people MUST be present during all tree climbing operations)
- All relevant staff are aware of the risks associated with tree climbing work and have been provided with suitable instruction and training
- Personal protective equipment, identified in the assessment, is issued e.g. safety helmets, eye protection, leg and foot protection
- Climbing equipment is thoroughly examined by a competent person every six months
- Suitable ladders are provided where appropriate for access into a tree
- Defective equipment is withdrawn from use immediately, and where necessary, marked or destroyed so that it cannot be used by mistake
- Suitable warning and prohibition signs are placed at all approaches to the work area. In areas of high public access, additional controls such as barriers or barrier tape will be provided and used
- The effectiveness of the arrangements are regularly monitored
- These arrangements are reviewed periodically and as necessary.

<u>Staff Responsibilities</u>

Staff are required to:-

- Follow any training, guidance and instruction given, to prevent injury or ill health
- Only use equipment for which they have received training and in accordance with the manufacturer's instructions
- Check climbing equipment for wear and damage prior to each use, to include visual and tactile inspection
- Check ladders for defects prior to use
- Use protective and safety equipment provided
- Report any defective work equipment to Prestfelde School Limited immediately
- Report to their line manager any hazardous or dangerous situations
- Report any accidents or incidents to Prestfelde School Limited.

Violence And Aggression

Description

Prestfelde School Limited recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support staff and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. All staff whose job requires them to deal with the public can be at risk from violence.

Associated Hazards:-

- Physical attacks
- Verbal abuse
- Low morale
- Stress.

Board of Governors's Responsibilities

Bursar will:–

- Carry out a risk assessment in respect of the potential for violence and aggression in the School. This will be undertaken in consultation with staff and their representatives, where appropriate
- Provide instruction and training regarding violence at work to staff on induction and during other workplace training sessions
- Record all physical and verbal threats to staff
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The School will investigate all complaints, which relate to violence at work
- Ensure risk assessment is undertaken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded
- Report any violence and aggression to the Police at the staff request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

Staff Will:-

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the Bursar
- Complete an incident report form after any violent incidents. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work.

Visit By An Enforcement Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:-

- Failure to comply with an Improvement or Prohibition Notice
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Board of Governors's Responsibilities

Board of Governors recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with the School is maintained and kept up-to-date. Such documentation includes:-

- Health and safety policy and procedures
- All relevant risk assessments
- Induction and training records
- Maintenance, test and inspection records
- Health records
- Emergency plans etc.

Staff should:-

- Not obstructing any reasonable request made by an Enforcement Officer
- Complying and co-operating with requests by the officer

- Follow instruction and guidance given by the School.

Visitors and security and evening lock up procedure

Visitors must report to the Prestfelde School office immediately on arrival. The school office is located next to the visitors car park. They will be asked to report to the office and sign the visitors book and will be given a dated and timed security pass. Any person, (other than a member of school staff or pupil) on the school site and not in possession of a security pass will be challenged and, if necessary, asked to leave. Between 0830 and 1800 the office will be open and contractors, trades-people, and those from utilities companies will be asked to sign in and wear a dated security badge. This will be handed in at the end of the visit. If adults are escorted by a member of staff a security pass will not be needed.

Out of office hours visitors will be required to ring the Prestfelde House front door. The door will be answered by a member of the duty staff.

Post and deliveries will go to the school office to be distributed to the rest of the school by office or support staff.

Every visitor will be provided with the following information:

Safety guidelines for Visitors to Prestfelde School

1. All visitors must comply with the school's Health & Safety regulations

2. All visitors must wear security identification at all times

3. The fire alarm is a
CONTINUOUS BELL

If this should sound, leave the building by the nearest exit and proceed to the primary assembly area which is situated on

ADJACENT TO LAMP POST HALF-WAY UP HIGHFIELD DRIVE

4. The school operates a no smoking policy.

5. All accidents must be reported to the school office.
First aid facilities are available from

THE HEALTH CENTRE IN PRESTFELDE HOUSE

6. Visitors are not permitted into a classroom/workshop/laboratory unless a member of staff is present.

7. Visitors must sign out at the school office before leaving the premises.

SEE ALSO SEPARATE DOCUMENT:
Security, Access Control, Workplace Safety and Lone Working Policy

Evening Lock up Procedure

The Evening Caretaker has the responsibility lock up of the major buildings. For this purpose, they are provided with a check sheet of the essential lock up areas. This does not include Little Prestfelde the responsibility for this resting with the Little Prestfelde staff, the teacher on duty in that building ensuring that all lights and computers are switched off and doors are locked.

The lock up procedure is as follows:

MAIN BLOCK					
Common room:					
Work room		Head's of School Room		French 1	
Turn off computers		Check door is locked		Close windows	
Lock side door		English 2		Turn off computer	
Close open windows		Close windows		Turn off lights	
Lock side door		Turn off computer		Close the door	
Kitchen		Turn off lights		Geography	
Kitchen light		Close the door		Close windows	
Lid on coffee		English 1		Turn off computer	
Lid on Biscuits		Close windows		Turn off lights	
Throw away sandwiches		Turn off computer		Close the door	
Main common room		Turn off lights		Corridor	
Switch off lights		Close the door		Toilet lights	
Photocopier energy saver		English 3		Corridor lights	
Changing Room		Close windows		Stairway lights	
Lock changing room door		Turn off computer		Entrance Hall	
Switch off lights		Turn off lights		Notice board lights	
Lower Floor		Close the door		Hall lights	
Lab 1		MAIN BLOCK 1st FLOOR		Key lock 2 main doors	
Close windows		Maths 1			
Turn off whiteboard		Close windows			
Turn off lights		Turn off computer			
Lock lab 1 door		Turn off lights			
Corridor		Close the door			
Lock main block rear door – lock keypad		Maths 2			
Turn off corridor lights		Close windows			
Lock main block door opposite lab 2		Turn off computer			
Lab 2		Turn off lights			
Close windows		Close the door			
Turn off heater		French 2			
Turn off heater		Close windows			
Turn off data projector		Turn off computer			
Lock lab 2 door		Turn off lights			
		Close the door			

BECKBURY					
Changing rooms		Front stairs		First Floor	
Turn off lights		Turn off lights		Turn off lights in:	
		Back stairs		Toilets	
Put two external doors on keypad		Turn off lights		Changing rooms	
				Dorms	
				Landing	

ADMINISTRATION BLOCK					
Computer room		Latin Room		Entrance Hall	
Close windows		Close windows		Lock and bolt side door	

Turn off computers		Turn off computer		Close internal fire doors	
Turn off air conditioning		Turn off lights		Lock keypad on front door	
Turn off data projector		Landing			
Lock computer room door		Turn off landing lights			
Library					
Close windows					
Turn off computer					
Turn off lights					
Lock library door					

MIDDLE SCHOOL					
Changing room		4B		History	
Lock the back door		Close windows		Close windows/doors	
3L		Turn off whiteboard		Turn off whiteboard	
Close windows		Close door		Close door	
Turn off computer		4L		RE	
Close door		Close windows		Close windows/doors	
3W		Turn off whiteboard		Turn off computer	
Close windows		Close door		Close door	
Turn off computer				Corridor	
Close door				Close fore doors	
				Close sliding doors	
				Lock main entrance	

GYMNASIUM					
Store room		Main Gymnasium		Entrance	
Fire doors secure		Secure external fire doors		Lock staff room	
Turn out lights		Turn out lights		Turn out lights	
				Lock keypad	

ART/CDT					
CDT		Art		Landing	
Check CDT door is locked		Close windows		Turn off landing lights	
		Turn off lights		Entrance Hall	
		Lock art room door		Turn off lights in toilets	
				Turn off hall lights	
				Key lock front door	
				Lock main entrance	

MUSIC SCHOOL					
Computer Room		Instrument store cupboards		Toilets	
Close windows		Turn out lights		Turn out lights	
Turn off computers/keyboards		Lock doors on keypad		Close toilet doors	

Turn off lights		Main music room			
Drum Room		Check both external doors		Entrance	
Close windows		Lock windows		Turn off internal lights	
Turn off lights		Teaching Rooms		Close fire doors	
Corridor		Close windows		Turn on external light	
Lock side door to playground		Turn out lights		Lock external door	
Turn off corridor lights		Close doors			
Office					
Turn off office lights					

CHANGING ROOMS					
Rear changing area		Main changing area		Boot room	
Turn off toilet lights		Lock internal keypads		Turn off light	
Turn off rear changing room light		Turn off lights		Key lock external door	

CHAPEL					
Turn off heaters		Close main security gates			
Lock front & rear external doors					

SWIMMING POOL					
Pool		Girls Changing		Girls Changing	
Secure sliding door		Close windows		Close windows	
Turn off lights		Lock door to pool		Lock door to pool	
Entrance Hall		Turn off lights		Turn off lights	
Turn off lights		Lock door to entrance		Lock door to entrance	
Lock the main door					

The Duty Teacher on boarding duty in Prestfelde House should ensure that the changing room doors and Prestfelde House front and rear doors are locked and that landing security doors are closed with keypad locked. A lockdown procedure is in place for the Boarding House.

The Estates Manager will be responsible for securing the Highfield perimeter gate at 1800 hours.

Waste Disposal

Description

This arrangement covers the general waste generated by the School in carrying out its activities but not those related to the disposal of waste food.

Associated Hazards

- Build up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

Board of Governors's Responsibilities

Bursar will:-

- Identify all waste that has the potential to be removed from the premises
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the School premises
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference
- Instruct all staff in the correct disposal of waste and maintain records of instruction and training on file.

Staff Responsibilities

- To dispose of waste as instructed
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal
- Not to climb onto skips or other waste receptacles

- To inform management if waste receptacles are full and need emptying
- Not to remove items from waste receptacles and take or use for personal use.

Welfare

Description

The provision of welfare in the School should be taken seriously.

Welfare provisions will be provided for those people who are not staff but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the School accessible for their use e.g. toilets, washbasins, doors, passageways etc.

School's Responsibilities

We have responsibility to assess and provide, adequate welfare facilities for staff, students and other persons using the premises and take account of the general working environment to include:-

- Ventilation
- Indoor temperature and the impact of working in hot and cold environments
- Lighting
- The provision of adequate room and space in which to complete activities
- The safe and frequent removal of waste and the cleaning of the premises
- The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the School with regard to:-

- The floors and traffic routes providing suitable standing for vehicles and persons
- The position, integrity and visibility of transparent windows, doors, gates etc
- The safe use and maintenance of lifts and equipment to move persons
- Sanitary conveniences and washing facilities
- The provision of potable drinking water
- Accommodation for clothing and changing facilities
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

Staff And students Responsibilities

The welfare facilities provided and maintained by Prestfelde School Limited are for the benefit of all staff, students and visitors. Staff and students have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Work Equipment

Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as mini-buses, photocopiers, laboratory equipment and apparatus, automatic gates, soldering irons and scalpels are included.
Scaffolding, access equipment and safety devices etc are also considered to be work equipment.

Associated Hazards

- Dangerous/rotating parts of machinery
- Ejection of materials
- Rupture or disintegration
- Fire, overheating or explosion
- Gas, liquid, vapour or hazardous substance
- Excessively hot or cold surfaces
- Failure of safety controls on powered equipment
- Dangers from instability, poor lighting or poor maintenance
- Noise or vibration.

Board of Governors Responsibilities

Board of Governors appreciate that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, not maintained properly or stored in a correct manner. To control exposure to the hazards presented by use of, cleaning of, or maintenance of work equipment we will: -

- Undertake full risk assessments for the equipment that is being used, cleaned or being maintained and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment
- Ensure that safe systems of work are implemented
- Ensure that all relevant staff are provided with sufficient information, instruction, training and supervision when using, cleaning or maintaining the equipment. All training will be documented on the staff personnel file. Training will be provided where necessary for all students using equipment

- Ensure that all necessary safety controls are in place such as guards*, stop buttons, automatic breaks and isolation switches etc. and are secured in position, properly adjusted and working correctly

**** Even if equipment is supplied with guarding, assess its suitability and with advice from guarding specialists, fit additional guarding if required, to prevent access to all dangerous parts of the equipment/machinery.***

- Ensure that all equipment including guarding is maintained by competent people and inspected as required by assessment and the manufacturer's instructions. Records will be kept of all inspections
- Provide personal protective equipment including that for hearing, sight, and breathing protection as required by risk assessment. Ensure staff are trained in its use and maintenance
- Ensure that work equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- Ensure that work equipment is subject to regular inspection and maintenance carried out by persons competent for the work. The complexity and frequency of inspection and maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions
- Maintain suitable records of all maintenance and inspections
- Identify and label equipment as "Unsafe to use" or similar and take out of service
- Undertake an assessment of hazardous substances that are used or created by work equipment as required by the Control of Substances Hazardous to Health (COSHH) Regulations.

<u>All staff and students will: -</u>

- Use work equipment safely and in accordance with the information, instruction and training provided by the School
- Only use, clean or maintain the equipment that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the Bursar
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the School in the management arrangements for the provision and use of work equipment

- Seek the permission of the School before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities
- Make full and proper use of any personal protective equipment provided by the School
- Inform the Bursar if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

Work At Height

Description

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work.

Associated Hazards

- Falls from equipment and structures
- Falling objects.

Board of Governors Responsibilities
To prevent exposure to the hazards associated with work at height, Bursar will: -

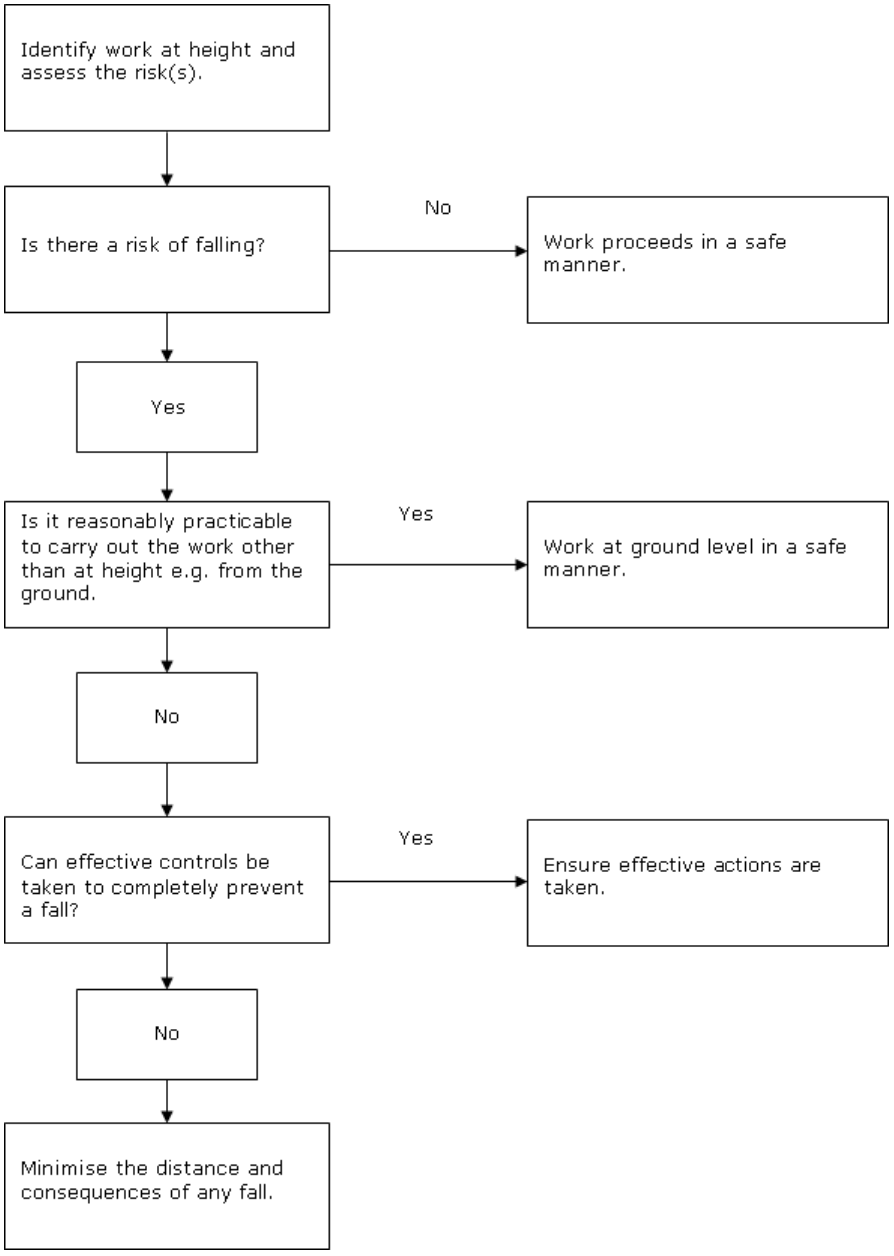
- Comply with the Work At Height Regulations and will ensure work is properly planned, supervised and carried out by competent persons
- Avoid work at height where possible
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner
- Do all that is reasonably practicable to prevent anyone falling
- Ensure that all work at height is properly planned and organised
- Ensure that all work at height takes account of weather conditions that could endanger health and safety
- Ensure that those involved in work at height are trained and competent
- Ensure that the place where work at height is done is safe
- Ensure equipment for work at height is properly inspected
- Ensure the risks from fragile surfaces are properly controlled
- Ensure the risks from falling objects are properly controlled.

All Staff Will:-

- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided by the School

- Follow safe systems of work devised by the School
- Report any accidents, incidents and near misses to the School.

Work At Height Flowchart



Young Persons

Description

Most young people cannot wait to get their first job, be it a paper round, shop work or dog walking. But some young people may be unaware of the hazards the workplace may hold.

There are specific legal requirements and restrictions, on those who employ young people (and even more so, children).

A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

Associated Hazards

Some young people may be at particular risk because of:

- Their lack of awareness
- Unfamiliarity with their surroundings
- Being physically or psychologically less suited to certain tasks
- Their lack of skills and training.

Employer's Responsibilities

Prestfelde School Limited will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the:

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks

- Health & safety training to be given to the young person
- Extent of exposure to any chemical, biological or physical agents
- Nature and layout of the work area
- Types of equipment, methods of use and work activities to be undertaken.

Where a Child or Young Person is on work experience, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.) and to the school/college/training provider where applicable.

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Prestfelde School Limited will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following: -

- Work beyond their physical or psychological capabilities
- Perform work which involves harmful exposure to radiation
- Perform work which involves risks to health from noise, vibration or extreme heat or cold
- Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic efforts or those causing genetic damage or harm to an unborn child.

Prestfelde School Limited will also:

- Ensure adequate training and supervision is provided to enable the young person to undertake their job safely
- Provide and train in its use, whatever personal protective equipment is needed to safeguard the employee e.g. ear and eye protection, helmet and footwear etc.
- Introduce health checks if there is a danger of ill health arising from the work.

<u>Staff Responsibilities</u>

Staff must:

- Co-operate with management arrangements for young people in the workplace
- Report any hazards to the employer

- Follow any guidance, information, instruction and training given by the employer.

Young people must:

- Ask the employer or senior member of staff if unsure about anything
- Make full and proper use of all PPE that has been issued to them
- Not undertake any tasks unless they have been trained
- Report any hazards or defects to the employer or a senior member of staff.