

# Health and Safety Policy

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**BABINGTON**  
**HOUSE SCHOOL**

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# Overview

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Babington House School is an independent co-educational day school from 3 to 18 years, situated in a beautiful group of buildings on Grange Drive in Chislehurst, near Bromley and founded in 1887.



This Health and Safety Policy is divided into three sections as follows:

**1. Health and Safety Policy Statement**

This section sets out the general aims and objectives of the Health and Safety Policy and is signed by the Chair of Governors and Headteacher.

**2. Organisation for Health and Safety**

This section provides information on the health and safety management system and organisational arrangements in place for implementing the aims and objectives of the Health and Safety Policy, including specific roles and responsibilities.

**3. Arrangements for Health and Safety**

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 are put into practice. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from the 'Arrangements' section.

## Amendment Record

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Any amendments made to this Health and Safety Policy will be recorded in the table below and communicated to staff accordingly. Staff will be consulted on any significant changes to this Health and Safety Policy via the Health and Safety Committee.

Revision No.	Date	Section No.	Section Title	Details of Amendment(s) Made	Amendment(s) Made By
Version 1	March 2021	Implementation of Policy	All	All	Bursar, approved by Health and Safety Committee
Version 2	May 2022	Full review – update each section to make relevant to organisational responsibilities against legislation – ensuring fit for purpose in each section.			Hettle Andrews
Version 3	May 2023	Revised and updated		Org charts	Bursar
Version 4	Nov 2024	Reviewed and updated		Org charts	Bursar

## 1.0 Health and Safety Policy Statement

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The Governors of Babington House School recognises that it has a legal duty under the Health and Safety at Work etc. Act 1974 and subordinate regulations to ensure the health, safety and welfare of employees, pupils and any others who may be affected by the school's activities.

It is Babington House School's aim to achieve a safe, healthy and supportive working and learning environment for all employees, pupils and others affected by the school's activities. Babington House School regards achieving this aim to be a mutual objective for management and employees at all levels and considers it to be a management responsibility equal to that of any other function.

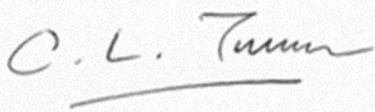
We undertake to discharge our statutory duties by:

- Complying with all relevant acts, regulations, and Approved Codes of Practice (ACoPs);
- Providing an organisational structure for health and safety with clearly defined roles and responsibilities;
- Maintaining our premises and providing a safe environment;
- Providing adequate welfare facilities;
- Providing and maintaining safe and suitable work equipment;
- Identifying hazards relating to school premises and activities, assessing risks related to them, and implementing appropriate preventative measures which shall eliminate or reduce risks to the lowest extent as is reasonably practicable;
- Ensuring that risk assessments are regularly reviewed;
- Encouraging staff, pupils and others to report all accidents, incidents, near misses, occupational diseases and hazards;
- Ensuring that all accidents, incidents, near misses and incidences of occupational disease are recorded and investigated, and that any remedial actions required to minimise the risk of recurrence are implemented;
- Ensuring that adequate emergency procedures are in place;
- Communicating and consulting with employees on matters affecting their health and safety;
- Recruiting and appointing personnel who have the ability, skills and competence commensurate with their role and level of responsibility;
- Ensuring tasks given to employees and pupils are within their skills, knowledge and ability to perform;
- Providing adequate training (and where appropriate, refresher training) to ensure that all employees are competent to perform their roles and responsibilities;
- Providing employees with appropriate information, instruction and supervision;
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- Regularly monitor health and safety performance through active and reactive monitoring, and revise policies, procedures and risk assessments where appropriate, to ensure a cycle of continuous improvement;
- Ensuring that contractors are adequately vetted to ensure that they pay due regard to health, safety and welfare matters;
- Providing sufficient resources, competent technical advice and funds as needed to meet these objectives; and
- Bringing this policy statement to the attention of all employees.

Babington House School employees will actively contribute to this policy by accepting their responsibilities for the provision and maintenance of safe, healthy working practices, equipment, premises, systems of work and the working environment. All persons are reminded that it is a criminal offence to misuse or interfere with anything which is provided in the interests of health, safety and welfare.

Babington House School stresses its commitment to Health and Safety, to the extent that where wilful disregard for safe working practices by any employee seriously puts at risk the health and safety of themselves or any other person, then this shall be considered a gross misconduct and may lead to disciplinary action.

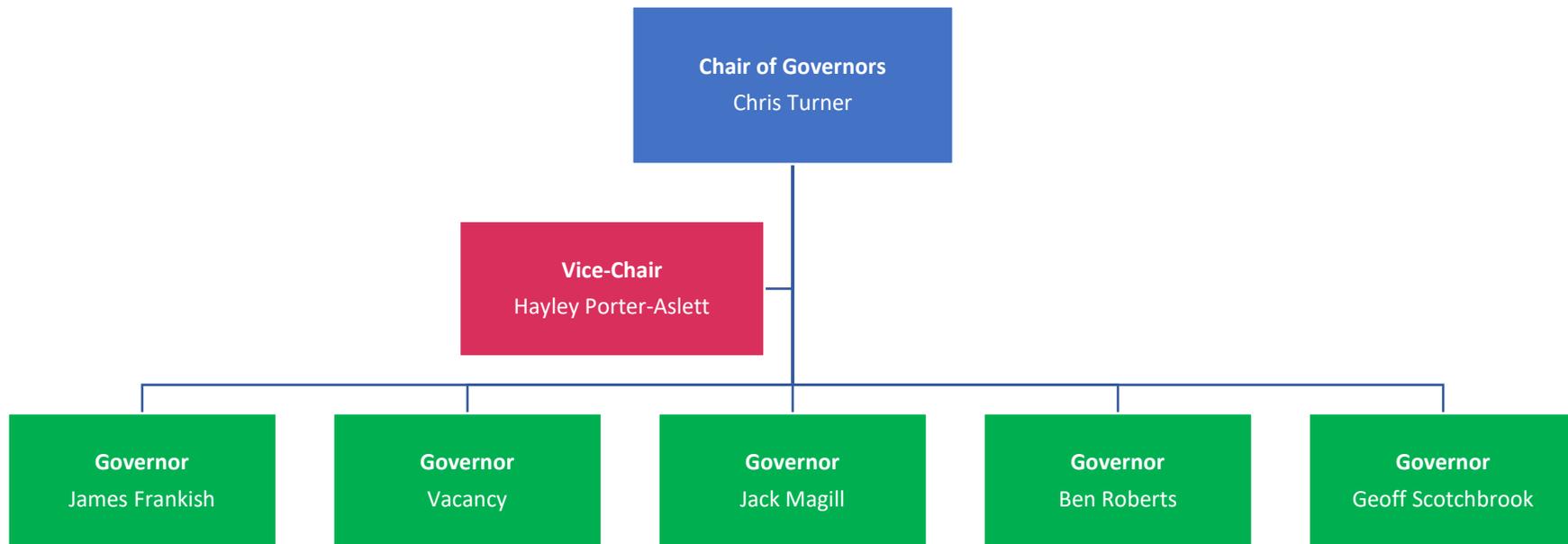
The Health and Safety Policy will be monitored and reviewed annually or as necessary, to comply with new legislation, regulations, codes of practice, or best practice procedures. All alterations, or changes to The Health and Safety Policy, will be brought to the attention of all employees.

Name:	Chris Turner	Name:	David Laird
Position:	Chair of Governors	Position:	Headteacher
Dated:	8 <sup>th</sup> October 2025	Dated:	8 <sup>th</sup> October 2025
Signed:		Signed:	

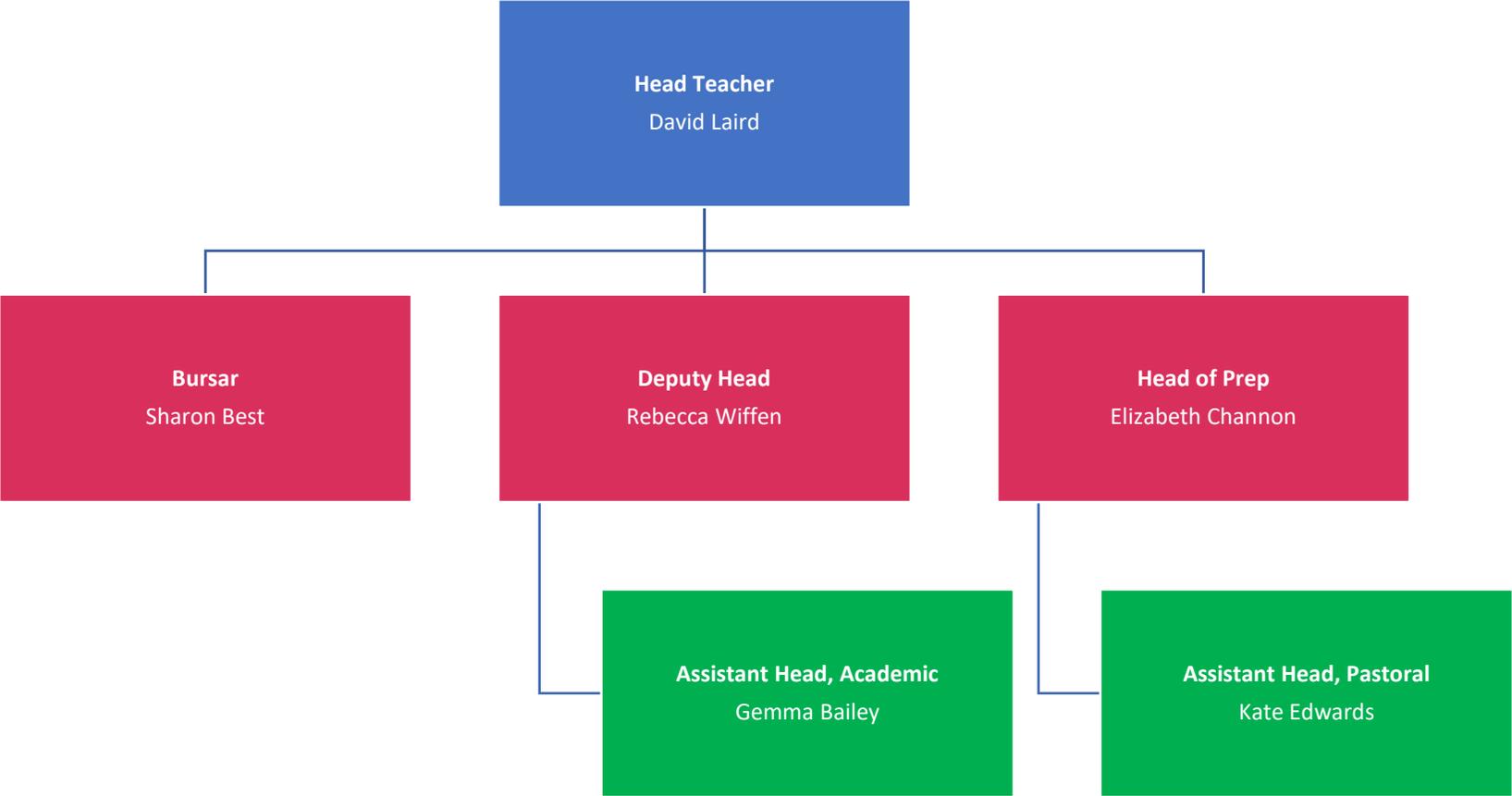
## 2.0 Organisation for Health and Safety

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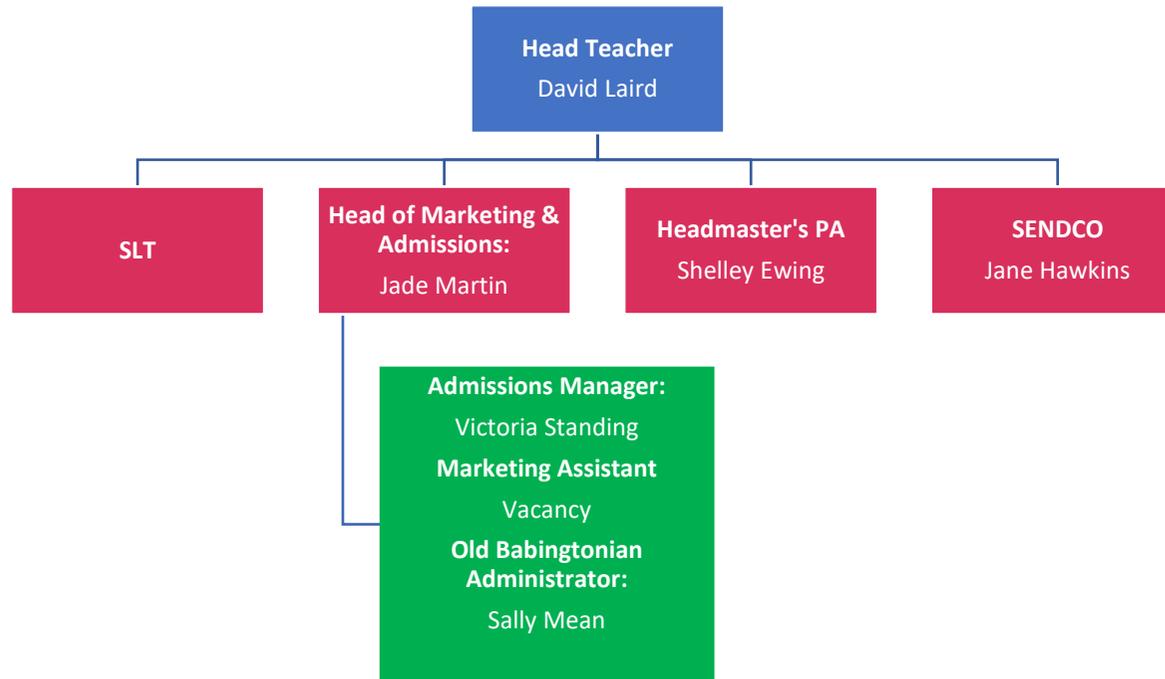
### Governor's Organisation Chart



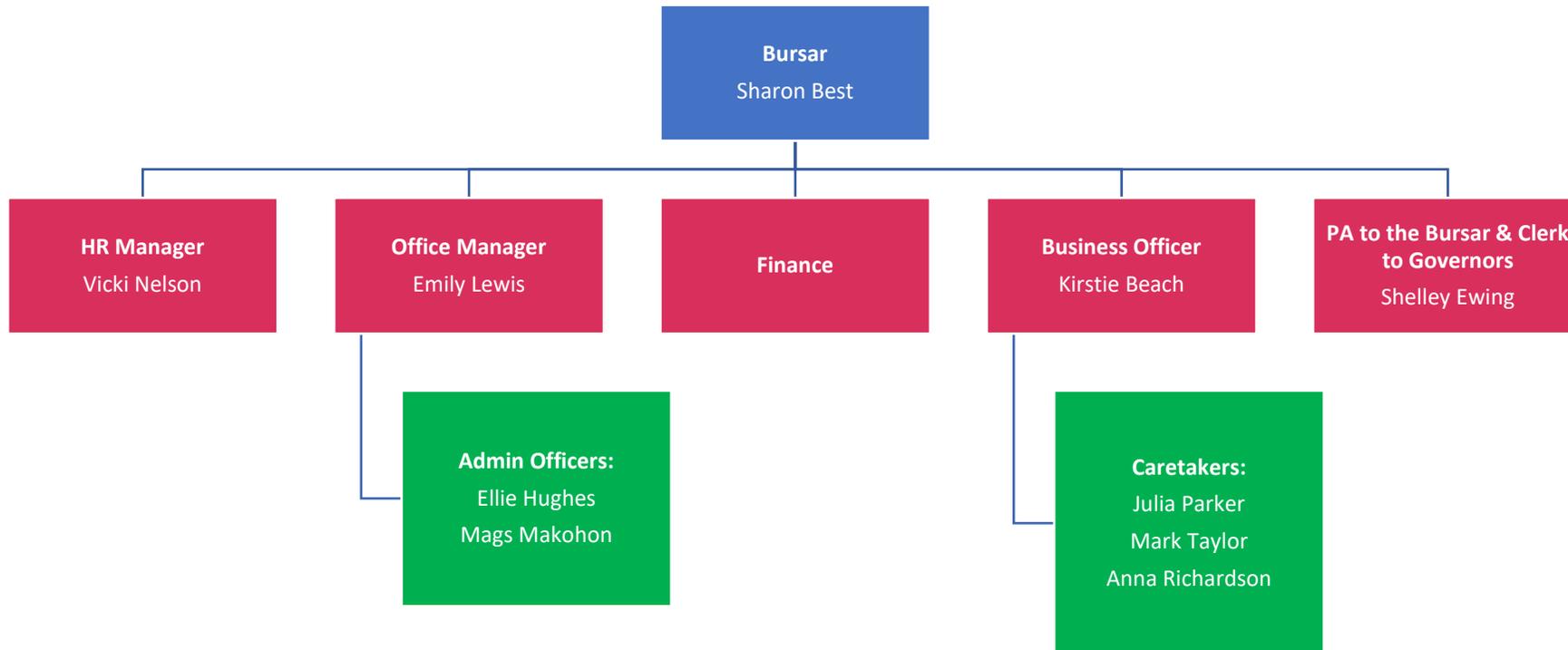
Senior Leadership Team



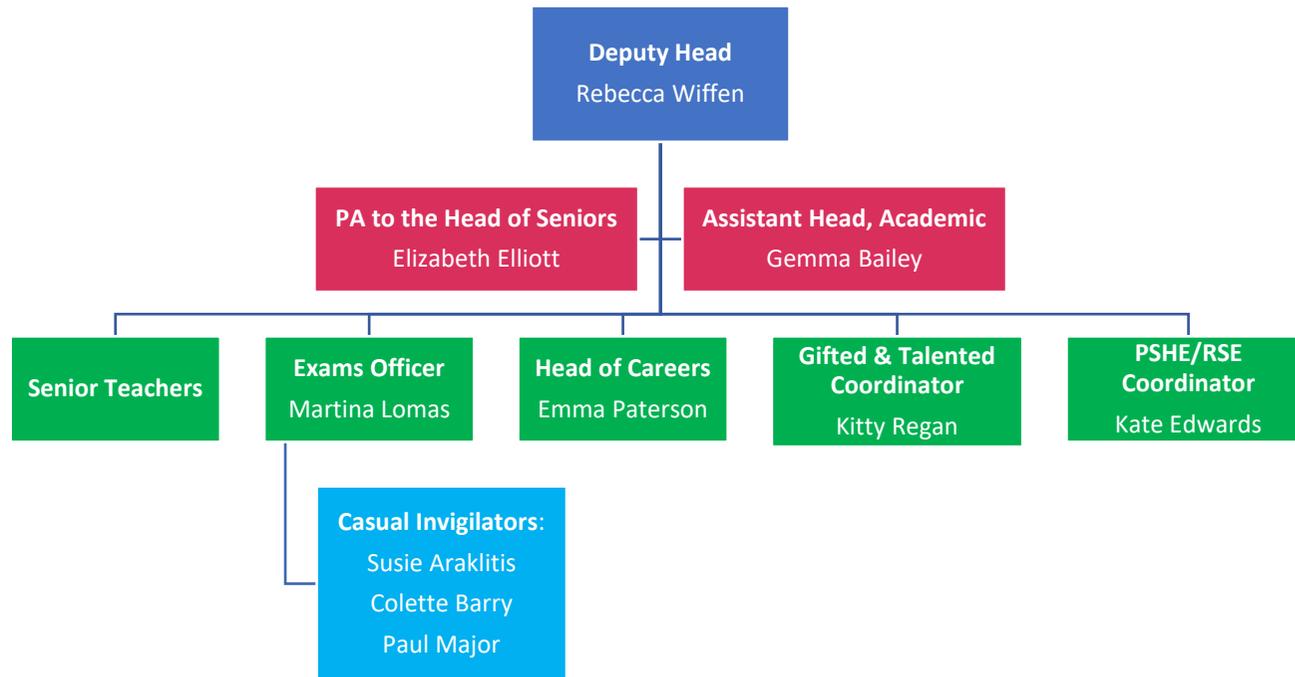
## Headteachers Reports



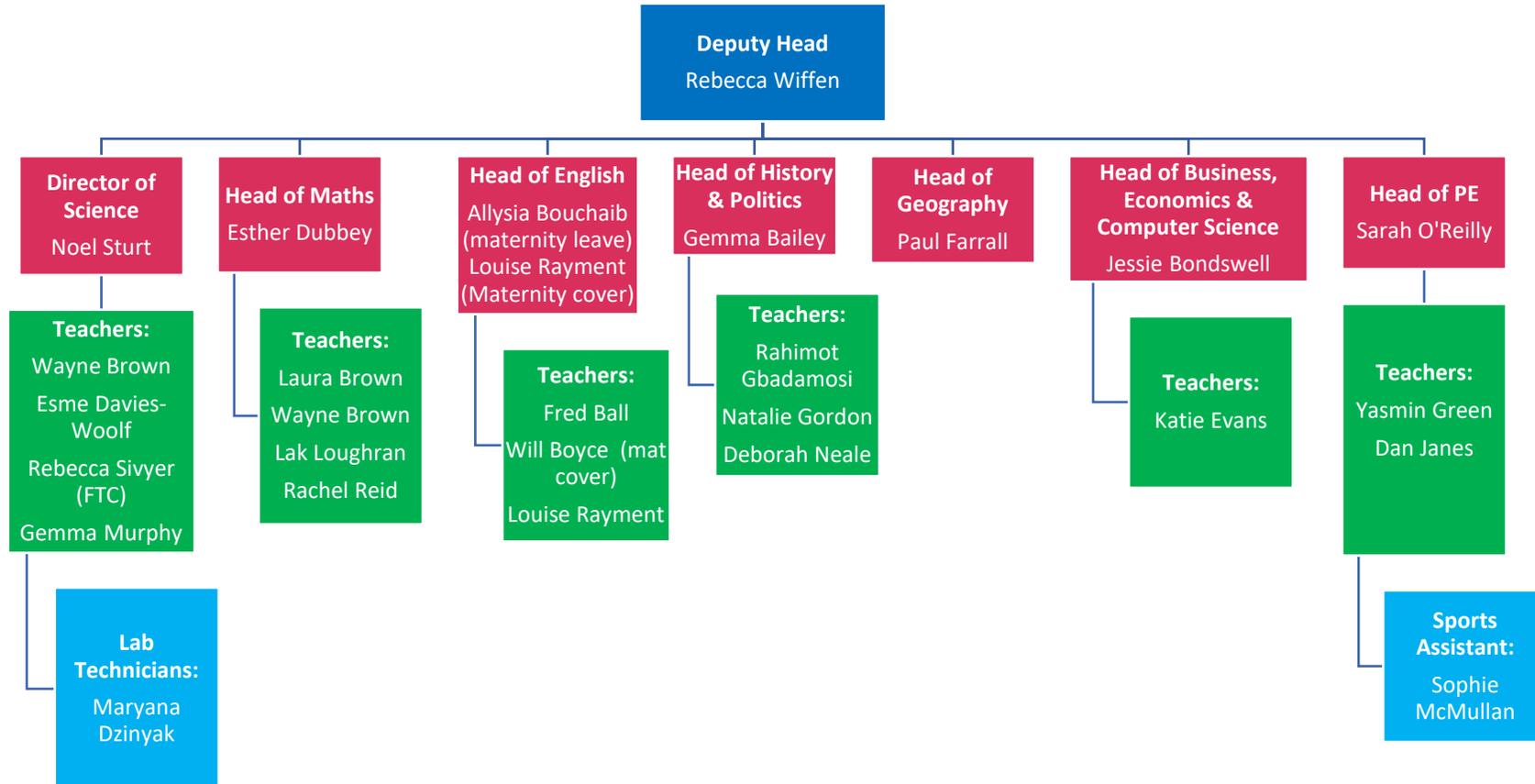
## Bursar Team



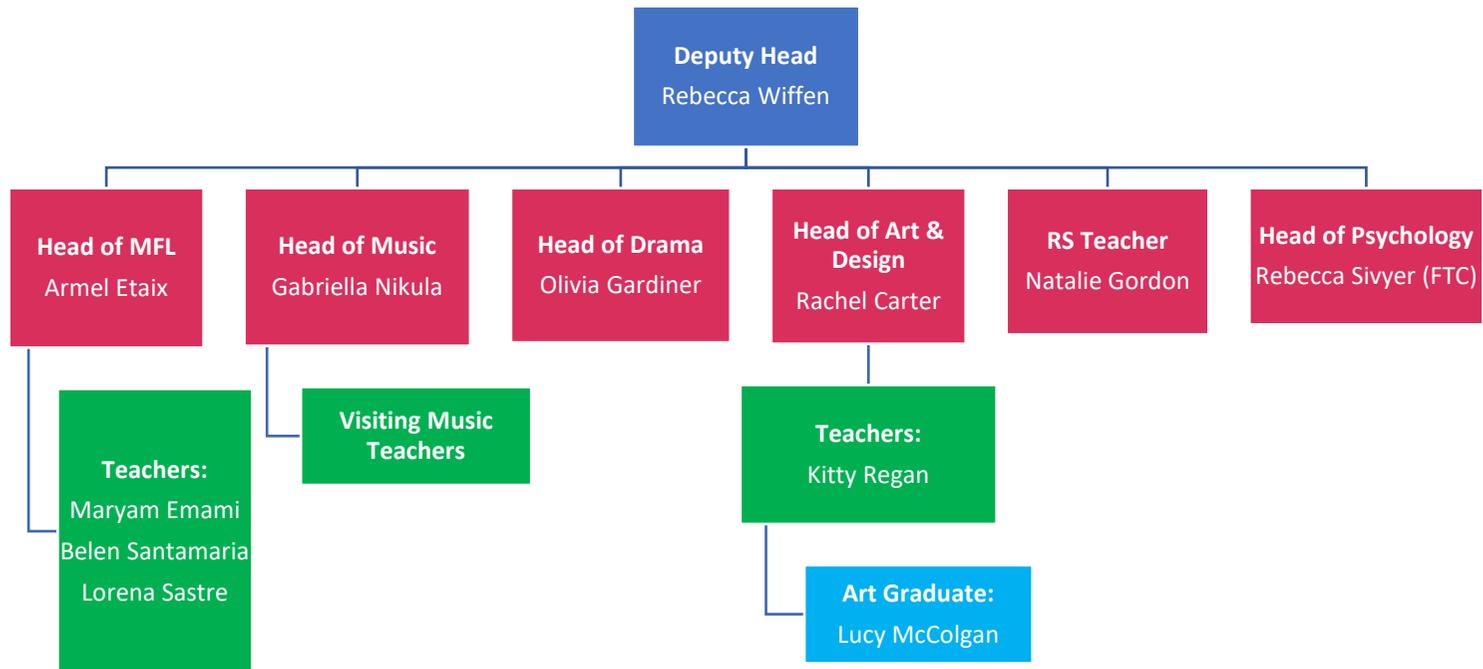
# Senior School



Senior School (cont)



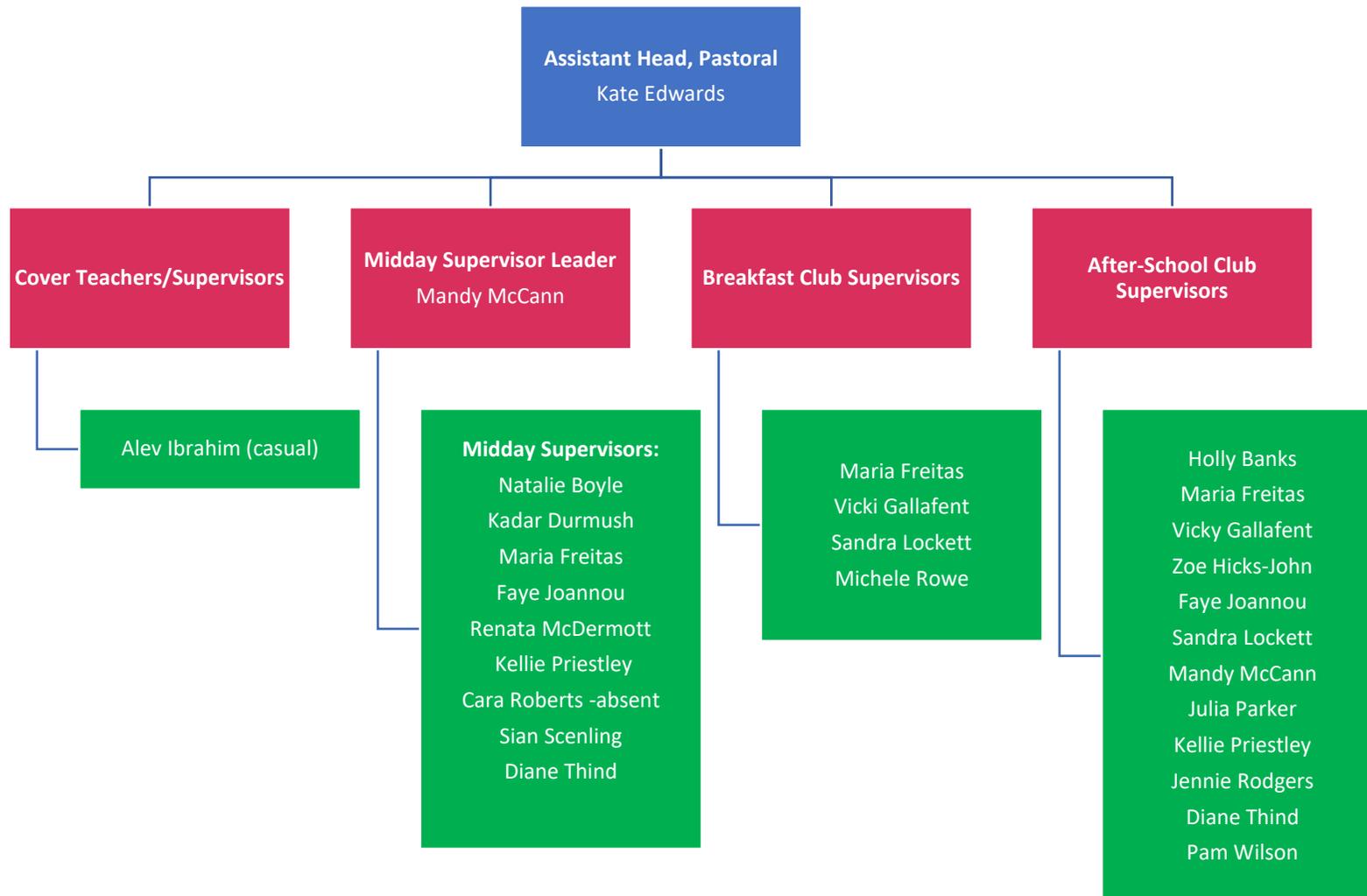
Senior School (cont)



# Prep School



Prep School (cont)



## **School Governing Body**

The School Governing Body will adopt the guidance provided in INDG417 (rev1) "Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes" (HSE, 2013) to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Board;
- There are effective 'downward' communication systems and management structures in place;
- There is an integration of good health and safety management with business decisions;
- The workforce is engaged in the promotion and achievement of safe and healthy conditions;
- There is effective 'upward' communication in place;
- The school has access to competent health and safety advice;
- The school has a Health and Safety Policy in which management responsibility for health and safety is clearly defined;
- The appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks); and
- Sufficient resources are allocated within the school budget to allow for the effective implementation of the Health and Safety Policy and all related procedures. This shall include the provision of adequate funds for equipment, facilities, training, support and monitoring the effectiveness of the policy.

Hayley Porter Aslet (Vice Chair) has the responsibility for Health and Safety matters for the school.

In addition to those responsibilities set out for all employees, all Governors are also responsible for ensuring that:

- They set a good personal example for health and safety;
- They reprimand any member of Babington House School failing to discharge satisfactorily their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within Babington House School

## **Headteacher**

The Headteacher, David Laird, has overall responsibility for health and safety within the school and will ensure that the school is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Headteacher, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of school provision.

In addition to those responsibilities set out for all employees, the Headteacher is also responsible for ensuring that:

- They set a good personal example for health and safety;
- They reprimand any member of Babington House School failing to discharge satisfactorily their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within Babington House School.

## **Bursar**

In addition to those responsibilities set out for all employees the Bursar, Sharon Best, is responsible for:

- Liaising with an external, professional consultant regarding health and safety matters as required to ensure that, so far as is reasonably practicable, the School discharges its duty under the Health and Safety at Work etc. Act 1974;
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM);
- Coordinating day to day health and safety arrangements within the school and maintaining health and safety documentation;

- Ensuring that arrangements are in place to bring health and safety documentation to the attention of all staff;
- Reporting accidents, incidents, and incidences of confirmed occupational disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013;
- Reporting any serious accidents, incidents, or near misses the Senior Leadership Team (SLT) as soon as possible;
- Coordinating in-house safety representatives and identifying specific safety responsibilities of employees as required;
- Advising on training needs of employees to undertake their health and safety responsibilities, as required;
- Undertaking and also coordinating relevant staff to undertake risk and COSHH assessments to identify measures to reduce risks associated with school activities. Liaising with external professionals for support with this as required.
- Undertaking sufficient training as is required to undertake these duties.
- Ensuring that they set a good personal example for health and safety
- Reprimanding any member of School failing to discharge satisfactorily their responsibilities for health and safety; and
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within School.
- Ensuring that, so far as is reasonably practicable, the School discharges its duties under the Food Hygiene (England) Regulations 2006;
- Identifying training needs of cleaning and catering employees to undertake their health and safety and food safety responsibilities, as required; and
- Undertaking sufficient training as is required to perform these duties.
- Ensuring that all school buildings and grounds are maintained in a safe condition;
- Ensuring that all electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements;
- Ensure all staff have annual driving checks completed;
- Maintaining a reactive maintenance system (via the online maintenance task reporting system) for defects within the school buildings or on school grounds and prioritise any hazardous defects for early action; and
- Acting as the responsible person with day-to-day responsibility for fire, asbestos, and legionella.
- Ensuring that safe systems of work exist in line with recognised procedures;
- Ensuring that staff and pupils are provided with adequate information, instruction, supervision, and training in safe working procedures. In particular ensuring that there are adequate levels of supervision in place for pupils – especially for practical activities and educational visits;
- Ensuring that all plant, machinery and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use;
- Ensuring that appropriate personal protective equipment and clothing is available and used (where necessary), and that staff and pupils are instructed in its use;

### **Head of Senior, Head of Prep and Department Heads**

Head of Senior, Head of Prep and Department Heads need to act as Health and Safety Managers for their area of responsibility and the staff that they manage, and actively lead the implementation of this Health and Safety Policy.

In addition to those responsibilities set out for all employees, Deputy Head/Heads of Department are responsible for:

- Ensuring that all of their staff are aware of and fully understand their responsibilities as outlined in this Health and Safety Policy;
- Ensuring that new staff are provided with a suitable health and safety induction;
- Ensuring that all pupils within their area receive suitable health and safety inductions;
- Ensuring that any accidents, incidents, near misses and/or incidences of confirmed occupational disease are reported to the School Nurse;

- Encouraging staff to report all accidents, incidents, near misses, occupational disease and/or hazards;
- Ensuring that risk assessments are carried out and recorded for all relevant areas, activities, events and outings/educational visits within their area of responsibility; and that these are reviewed annually, following any significant changes, and/or following any accidents, incidents or near misses;
- Ensuring that a COSHH register is in place listing any hazardous substances used/stored within their area, and that COSHH assessments have been completed and recorded;
- Ensuring that any hazardous substances are correctly used, stored, and labelled;
- Ensuring that staff (and where relevant, pupils) are briefed on the key content of risk and COSHH assessments;
- Bringing to the attention of the Bursar any high risk activity which cannot be adequately controlled by use of existing departmental resources;
- Setting health and safety objectives and standards for their area;
- Ensuring that health and safety is a rolling agenda item for team meetings;
- Ensuring that any health and safety issues that they are unable to remedy are reported to the Bursar for action;
- Ensuring that their staff attend/complete mandatory health and safety training in line with school requirements;
- Identifying any specialist health and safety training that may be required for themselves and/or their staff to ensure that they are competent to perform their work in a safe manner;
- Ensuring that staff co-operate with fire drills;
- Ensuring that they set a good personal example for health and safety;
- Reprimanding any member of the School failing to discharge satisfactorily their responsibilities for health and safety; and
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within the School.

### **School Nurse**

In addition to those responsibilities set out for all employees, the School Nurse is responsible for:

- Maintaining arrangements for adequate first aid provision and first aid training (see policy on First Aid, accident, incident or sickness), including keeping records of all training and ensuring these are up to date and appropriate;
- Ensuring that employees are informed, in writing, of the arrangements concerning First Aid, including the location of the equipment, facilities and first aid personnel;
- Informing parents of any serious accident to children, completing the documentation and reporting internally to relevant parties; and
- Regularly updating the relevant policies.

### **Governors Health and Safety Committee**

The governors health & safety committee will meet once a term to review the following documentation:

- The health & Safety policy
- The fire risk assessment and action plan
- The health & safety audit and action plan

They will also consider any high level health & safety concerns and make recommendations for remedial action to the premises committee. The governors will carry out a walkround for visual health & safety checks at least once a term and report back to the premises committee.

### **All Employees**

All staff have legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions;
- To co-operate with the school to ensure that it meets its objective of providing a safe, healthy and supportive environment;
- Not to interfere with or misuse any equipment or facilities provided in the interests of health and safety (e.g. use fire extinguishers to prop open fire doors or remove the batteries from the closure fittings on doors);
- Any employee must inform the Bursar –
  - Of any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and/or
  - any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the school's protection against arrangements for health and safety (e.g. unsafe conditions/working practices/tools/equipment etc.).

**Employees** are also responsible for:

- Setting a good personal example for health and safety;
- Maintaining a good standard of housekeeping within their area (e.g. floors, doorways, working areas, etc. are kept clear and free from obstructions);
- Reading and complying with this Health and Safety Policy and associated policies/procedures;
- Completing risk assessments and COSHH assessments, as directed by their Head of Department;
- Complying with all relevant risk assessments, COSHH assessments, and safe systems of work;
- Using plant, equipment and/or substances only when authorised to do so and in accordance with instructions and training;
- Only lifting loads that are within their personal capability;
- Attending/completing mandatory health and safety training in line with school requirements, together with any other health and safety training as directed by their Head of Department;
- Identifying to their Head of Department any health and safety training that they feel they require;
- Co-operating with fire drills;
- Reporting any accidents, incidents, near misses, and/or confirmed cases of occupational disease to the School Nurse and their Head of Department, seeking medical treatment/first aid where appropriate, and ensuring that an entry is made in the Accident Record Book;
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed;
- Ensuring that any hazardous substances are correctly used and stored;
- Reporting immediately via the online maintenance task system (or via telephone to the Caretaker for urgent issues), any defects in the premises which they observe;
- Reporting immediately to their Head of Department any suspected defects in plant, equipment, machinery; and
- Informing their Head of Department of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

**Minibus Drivers** along with the **Bursar** will;

- Ensure all vehicles are safe to use, and the maintenance team have conducted the necessary weekly checks which are recorded;
- Ensure staff conduct pre-checks before use;
- Ensure all staff have annual driving checks completed;
- Ensure all vehicles not safe to use are taken out of use until repaired; and
- Report any accidents to the Bursar/School Nurse.

### **Teaching Staff**

The health and safety of pupils is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to health and safety, and that they demonstrate best practice at all times.

In addition to the responsibilities of all employees (as detailed above), teaching staff are also responsible for:

- Ensuring that their pupils are adequately supervised;
- Ensuring that all pupils receive a suitable health and safety induction (as outlined in section 2.25 of this Policy);
- Encouraging their pupils to report all accidents, incidents, near misses, illness and/or hazards to a member of staff;
- Ensuring that safe teaching practices are developed and implemented in line with relevant safety documents (e.g. HSE, CLEAPSS, DfES guides etc.);
- Ensuring that pupils are informed of health and safety regulations, rules and procedures and that pupils and other staff in their area of work apply these effectively;
- Briefing pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions; and
- Ensuring that pupils are wearing appropriate personal protective equipment (PPE), where relevant, and that they are instructed in its use.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that pupils have understood the risks before they are permitted to commence the activity.

### **Contractors**

All contractors must:

- Report to reception and sign in upon arrival to the school site, and sign out prior to leaving;
- Take reasonable care of their own health and safety and of those who could be affected by their acts or omissions (e.g. staff, pupils, visitors, other contractors etc.);
- Comply with the school's Safeguarding Code of Conduct;
- Submit their health and safety policy, insurance documents and risk assessments/method statements to the school for approval. If they do not have a health and safety policy in place (i.e. if they have <5 employees), then they must agree to abide by the school's Health and Safety Policy;
- Use safety equipment and personal protective equipment/clothing as required by the school and as specified in the risk assessment for the activity that they are undertaking;
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate;
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the school where relevant);
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the school where relevant);
- Ensure that their employees only use equipment for which they have been suitably trained;
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits; and
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the school.

### **Pupils**

It is the responsibility of each individual pupil to take reasonable care of their own health and safety and not to act in a manner that places others in danger.

In particular, all pupils must:

- Comply with fire and emergency evacuation procedures;
- Assist staff in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and
- Report immediately to a member of staff, any accidents, incidents, near misses or illness.

Pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action.

The school will provide an induction covering health and safety aspects (and area specific health and safety inductions where appropriate) to ensure that pupils are aware of their health and safety responsibilities.

### **Visitors**

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

In particular, visitors must:

- Report to reception upon arrival and sign in;
- Read and sign the Safeguarding Code of Conduct (as per the school's Code of Practice for Visitors);
- Wear their visitor badge at all times;
- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;
- Bring to the attention of staff any health and safety issues (e.g. accidents, incidents, near misses, hazards etc.);
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor badge prior to leaving the site.

### **Health and Safety Consultant**

The School is using the expertise of a professional health and safety consultancy firm to ensure that it remains compliant. The appointed consultancy firm performs regular audits and provides written reports and ad-hoc assistance when required.

## 3.0 Arrangements

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### **Introduction**

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 of this Health and Safety Policy are put into practice. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from this 'Arrangements' section.

## 3.1 Accident, Incident, Near Miss, and Occupational Disease Reporting And Investigation

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Our primary aim is to prevent all accidents, incidents and/or occupational disease from occurring. We want to protect all employees, pupils, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

### **Accidents**

An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials; or damage to the environment.

N.B. All accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

### **Incidents**

An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g. an incident of verbal abuse or threatening behaviour against an employee.

### **Near Misses**

A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a pupil or member of staff.

### **Reporting and Recording**

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. pupils, visitors, contractors etc.) to the school nurse if immediate first aid is required or their Line Manager; who will ensure that an entry is made on the Risk Manager system. This will include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This information may then be required for investigation purposes and, where necessary, for notification to the appropriate Enforcing Authority. Accident Books are held by the school nurse.

If the accident is serious (i.e. if the injured person has been taken to hospital, or an employee is likely to require time off work), the Bursar must also be informed as soon as possible. Staff and pupils are instructed on this Policy as part of the induction process.

### **First Aid/Medical Assistance**

A separate First Aid Policy is available.

### **Investigations**

All reported accidents, incidents, near misses and occupational disease are reviewed by the School Nurse to determine the immediate, underlying and root causes, with a view to ensuring that effective remedial actions are taken to prevent recurrence.

Where the accident/incident/near miss caused, or had the potential to cause, serious injury; the investigation is conducted by the Bursar/School Nurse together with other relevant staff (e.g. Headteacher, Head of Department, Manager, teacher etc.) and recorded on the Risk Manager system. The investigation will include taking photographs (where relevant), obtaining signed witness statements, and collating copies of all relevant documentation (e.g. training records, risk assessments, maintenance records etc.). Findings of the investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings.

### **Occupational Disease**

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis. For a summary of reportable occupational diseases, please visit:

<http://www.hse.gov.uk/riddor/occupational-diseases.htm>

Staff must report any suspected work-related ill health to both the School Nurse and their Head of Department, who will ensure that an entry is made in the Accident Book. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

### **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Head of Development is responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form available at: <http://www.hse.gov.uk/riddor/report.htm> A copy of the RIDDOR report made should be printed out and attached to the Accident Book form.

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm> and advice specific to schools is available at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person;
- Specified or Major injuries to workers (e.g. fractures, amputations etc. Please refer to above links for full guidance);
- Over 7-day incapacitation of a worker; and
- An injury to a member of the public (or any other person not at work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N.B. this includes pupils.

RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details); and
- Dangerous occurrences as outlined in the regulations (please refer to above links for details).

The Bursar is responsible for reporting all such incidents, and any other incidents of a similarly serious nature, to the insurers.

### **Record Keeping**

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e. those under the age of 18) being retained for a period equal to their date of birth + 30 years.

### **Monitoring**

All new accidents, incidents, near misses and incidences of occupational disease are reviewed termly by the Governor in charge of health and safety in conjunction with the School Nurse and are reported to the Governors and SLT at the termly Committee meetings.

Findings of investigations will be communicated to relevant staff and discussed at Health and Safety Committee meetings where relevant.

## 3.2 Asbestos

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When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases such as asbestosis or mesothelioma. These diseases do not affect people immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

We recognise our responsibilities under the Control of Asbestos Regulations 2012 and will implement measures to protect all employees, pupils, visitors, contractors and others that could potentially be exposed to asbestos; so far as is reasonable practicable.

The person who holds day-to-day responsibility for the management of asbestos is the Caretaker. Staff must not conduct any work that could disturb the fabric of the building (e.g. drilling etc.) without prior consultation with the Caretaker.

### **Asbestos Surveys**

In line with guidance provided by the Health and Safety Executive, all school buildings built from the year 2000 onwards are presumed not to contain asbestos. All school buildings built before the year 2000 have been surveyed (i.e. management survey as a minimum) by a competent external contractor to determine the location and condition of any asbestos or asbestos containing materials (ACM's).

Prior to any significant refurbishment and/or demolition work, the Bursar is responsible for arranging for a refurbishment/demolition survey to be completed by a competent external contractor.

Materials are presumed to contain asbestos, unless there is strong evidence that they do not.

### **Asbestos Management Plan**

We have risk assessed the remaining ACM's and produced an Asbestos Management Plan that outlines the specific arrangements in place to ensure that the risks from ACM's (and materials presumed to contain asbestos) are managed. As part of the Asbestos Management Plan, the school maintains an Asbestos Register that provides details on the location and condition of any ACM's that remain in situ. The register is updated at least annually by a competent external contractor. The Asbestos Register is held in the Site Supervisor's office.

The risk assessments and Asbestos Management Plan are reviewed at least annually and updated when there are any changes in the matters to which they relate (i.e. following completion of any refurbishment/demolition surveys etc.).

Work on ACM's is only carried out by licensed contractors whose credentials have been checked with the Health & Safety Executive's database available at:

<http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516>

School employees will not carry out any licensed, notifiable non-licensed, and/or non-licensed work on ACM's.

### **Training**

We will ensure that any employees whose work could potentially disturb asbestos (e.g. Site Supervisor, Caretakers etc.) receive Asbestos Awareness training, and that this training is refreshed every three years (as a minimum).

### **Information**

We will ensure that any employee whose work could potentially disturb asbestos (e.g. maintenance, caretakers etc.) receive a familiarisation session on the ACM's in our buildings.

We will ensure that external contractors are notified of the presence of asbestos, and made aware of the Asbestos Register for the areas that they will be working in (please refer to the *Control of Contractors section 3.7* for further details).

### 3.3 Building Maintenance and Alterations

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All building maintenance and/or alterations are organised via the Bursar through a Facilities Management Company, Seeclear Facilities. Staff must not attempt to carry out any building maintenance and/or alterations without prior consultation with the Bursar.

When planning maintenance work or minor alterations, we will schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities either on a permanent or temporary basis, we will ensure that physical barriers are utilised, including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we will put in place temporary arrangements and provide additional instruction as required to ensure that building users can still occupy the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, the school will check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations (CDM) 2015 and the Head of Development takes the lead in ensuring that we are compliant.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work, and the work of contractors is managed as described within our arrangements for 'Control of Contractors'. Permits to work are also used to formally authorise activities with the potential for higher risk, such as hot works.

For all construction work carried out in-house, regardless of scale, we ensure that:

- The work is managed and supervised by a competent manager/ supervisor;
- Workers are briefed in the reasons for the work and the expectations, including any safety requirements;
- The work does not begin until there is an adequate construction phase plan in place;
- Suitable welfare facilities for workers are in place;
- Workers are competent for the tasks that are delegated to them;
- Sufficient time and resources are allowed;
- Any design or specification work undertaken by an organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations.

The construction work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation.

## 3.4 Children and Young Persons

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The school recognises that it has an increased duty of care to children (i.e. those persons aged 15 and under) and young persons (i.e. those persons aged 16 to 18); whether they are pupils, visitors or are attending the school as part of a work experience placement. This is due to the increased level of risk posed by children and young persons as a result of their:

- Lack of experience;
- Lack of knowledge;
- Lack of risk perception;
- Physical immaturity;
- Emotional immaturity; and
- Likelihood of engaging in horseplay.

The school will ensure that the additional risks posed by children and/or young persons are considered in the relevant area, activity, event and educational visit risk assessments (as per the school's Risk Assessment Policy) to ensure that risks are eliminated where possible, or where they cannot be eliminated completely; reduced so far as is reasonably practicable through the use of control measures.

Typical control measures that may be introduced include:

- Ensuring that there are adequate supervision ratios in place, particularly for practical activities and educational visits;
- Training and instruction, e.g. providing health and safety inductions, briefing pupils on the key elements of risk and COSHH assessments, practical demonstrations etc.;
- Developing and implementing a code of conduct to minimise the risk of dangerous horseplay, particularly for practical activities and educational visits;
- Introducing prohibitions, e.g. areas, activities etc.;
- Physical controls to prevent unauthorised use/access, such as: locking labs, kitchens, workshops and hazardous chemical stores when not in use; or lockable isolators on machinery in workshops etc.; and
- Use of the disciplinary procedure for any pupils engaging in dangerous horseplay.

Arrangements for preventing injury or ill health to pupils will be implemented and communicated to pupils and also to parents where applicable.

Risk assessments and significant findings will be recorded and communicated to relevant staff.

## 3.5 Competence and Training

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Training needs of employees are identified upon recruitment, and on an ongoing basis; for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changes in legislation or standards.

All employees are inducted in the contents of this Policy with particular emphasis on their personal responsibilities. All new employees and volunteers also receive basic induction training on general health and safety matters, including:

- The findings of risk assessments;
- Arrangements for first-aid;
- Fire and emergency procedures;
- Expected standards of behaviour and housekeeping;
- How to report accidents, incidents, near-misses, and/or occupational diseases;
- How to report unsafe conditions or other safety concerns;
- Any special hazards and control arrangements affecting the workplace;
- Any areas that they are prohibited from entering; and
- Any activities that they are prohibited from undertaking.

The general Health and Safety induction is carried out by the Bursar. This is kept as a signed and dated record that the induction training took place.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities.

Specific training should be provided for staff undertaking specialist roles, such as:

- Fire Wardens;
- Emergency First Aid at Work or First Aid at Work training for First Aiders;
- Food Hygiene Level 2 (Catering) for Food Handlers;
- Control of Substances Hazardous to Health (COSHH) for those working with hazardous substances;
- Work at Height/Ladder Safety training for those undertaking work at height;

Training will also be provided at the introduction of new equipment, new technology, or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required.

We consult with staff about the planning and organising of health and safety related training through the Health and Safety Committee and regular staff briefings.

Records of all training (both formal and informal) including the date of training, name of staff member/volunteer receiving training, trainer name, and content covered, are made and held within the staff HR files and on Central Training Matrix.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

## 3.6 Consultation with Employees

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The school recognises its duties under the Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on the following matters:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- Arrangements for getting competent people to assist in complying with health and safety laws;
- The information we must give our employees on the risks and dangers arising from their work, measures to eliminate or reduce these risks, and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

## 3.7 Control of Contractors

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The school recognises its duty to help ensure that no-one is harmed during work undertaken by contractors (e.g. electricians, plumbers, building contractors, cleaning/maintenance contractors etc.), and that its buildings and grounds are safe to use and maintain.

When planning maintenance work or minor/major alterations, we will schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area.

The school recognises that the majority of work undertaken by contractors will be deemed as 'construction work,' and will therefore fall under the Construction (Design and Management) Regulations 2015, whereby the school has duties as a client to:

- Appoint the right people at the right time, including checking competence of all appointees;
- Issue a client brief (where relevant) outlining the purpose, aims and expectations of the work;
- Allow sufficient time and resources for the design, planning and construction work to be undertaken properly;
- Provide information to the designer and contractor(s) as soon as is practicable;
- Communicate with the designer and contractor(s);
- Ensure that there are suitable management arrangements in place for the work including the provision of welfare facilities for use by contractors/staff;
- Ensure that the contractor (or where there is more than one contractor, the Principal Contractor) has drawn up a suitable Construction Phase Plan before the work starts;
- Keep the health and safety file;
- Protect members of the public, including employees, pupils, visitors etc.;
- Ensure that arrangements for the management of health and safety are maintained and reviewed throughout the project;
- Ensure workplaces are designed correctly;
- For projects involving more than one contractor and/or designer:
  - Appoint a Principal Designer (PD) and Principal Contractor (PC) as soon as is practicable, and in any case before the construction phase begins;
  - Take reasonable steps to ensure that the PD and PC comply with their duties;
  - Ensure the PD prepares a health and safety file;
  - Keep the health and safety file up to date and available for inspection at a later date, and passing it to a new owner if the interest in the structure is disposed of; and
- Notify the Health and Safety Executive (HSE) if the construction project is likely to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or exceed 500 individual worker days;

When working on school premises it is considered that contractors are joint occupiers for that period and therefore we have joint liabilities. In order to meet our legal obligations, we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

All contractors are organised via either the Bursar. Staff must not attempt to engage any contractors without prior consultation with the Bursar.

The following factors will be considered as part of our procedures for vetting contractors:

- The contractor's Health and Safety Policy, risk assessments, method statements etc., as applicable;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for viewing of evidence where relevant);
- Evidence showing that appropriate Employers' and Public Liability Insurance is in place;
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment;

- Details of articles, hazardous substances, plant and equipment intended to be brought to site, including any arrangements for them;
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work where there is a serious risk of injury, and;
- Confirmation of DBS (Disclosure and Barring Service) checks where relevant.

N.B. If the contract is short and the work will not create hazards of any significance, then not all of these checks may be made.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Bursar immediately.

### **Contractor Induction**

On arrival at our site, contractor's representatives are questioned and briefed by the Site Supervisor using the Contractor Pre start checklist and issued with essential information, such as:

- Information about risks which could not be eliminated at the design stage;
- Any restrictions on the time or location in which the work is done;
- Access, parking and road traffic rules;
- Information about other people who could be present in the premises or could be at risk in the vicinity of the works;
- Restrictions applying to the storage of goods, materials, skips, site huts and containers;
- Rules regarding the storage of waste awaiting collection and removal of waste from site;
- Smoking restrictions;
- Rules about work on the electrical installation or use of electrical equipment;
- Requirements for work on the gas system;
- General rules about the need to maintain escape routes and access to firefighting equipment;
- Any particular hazards within the premises (e.g. presence of asbestos, confined spaces, fragile roofs etc.) within work areas likely to be used by the contractors;
- Restrictions on the introduction of certain high hazard equipment or processes, unless they are controlled under a permit to work;
- Restrictions on the use of our welfare facilities e.g. toilets, washing facilities, kitchens;
- Requirements for supervision and quality assurance for sub-contractors;
- The availability of our first aid facilities and personnel, or the requirement to provide their own;
- DBS check arrangements and/or supervision requirements;
- Requirements to report all accidents, incidents, and/or near misses to the Bursar; and
- Contact details of our representative responsible for coordinating the work, who can be contacted for further information.

### **Permits to Work**

As mentioned above, for particularly hazardous work, a Permit to Work may be required. For example:

- Hot work (e.g. welding, soldering, cutting, brazing, grinding, blow lamps, bitumen boilers etc.);
- Asbestos
- Working at Height

Permit to Work templates are held by the Site Supervisor for use as and when required.

The Site Supervisor identifies work which will require a permit and acts as the Authorised Permit Issuer, completing the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our managers. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe, or an extension sought where necessary.

### **Monitoring**

All work by contractors is monitored periodically to:

- Review progress and check the quality of the workmanship;
- Check that the workers on site are those expected, and who have signed in;
- Identify problems or unanticipated risks at an early stage;
- Check that work is restricted to the agreed areas and does not involve unauthorised work;
- Check that method statements and agreed control measures are being followed, and that contractors are complying with site rules and generally working in a safe manner.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

### **Contractor Review**

On completion of works, the Bursar ensures that we receive the required certification, operating instructions, product guarantees and other necessary health and safety information. The Bursar will also ensure that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

The Bursar also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. In particular the review covers:

- Quality of the work;
- Compliance with rules and general attitude towards health and safety;
- Effectiveness of communications;
- Decision whether to add or delete the organisation from the preferred contractor list;
- Any improvements required to the policy and procedures for contractors.

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least every six months.

## 3.8 Control of Substances Hazardous to Health (COSHH)

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### Introduction

The school recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, pupils and others to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits.

### Summary of Actions by the school

- The school completes an inventory identifying all hazardous substances used in your premises and obtain material safety data sheets for these.
- Ensures that a documented risk assessment is made for the use of any substances which present a significant risk to health.
- Ensures that controls are in place and are adequately monitored for effectiveness.
- Ensures that any equipment required for controlling risk is being adequately maintained
- Ensures all staff have received information, instruction and training where required
- Ensures records of assessments are being kept on the premises.

### Legal Framework

The aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Specifically, they require employers to:

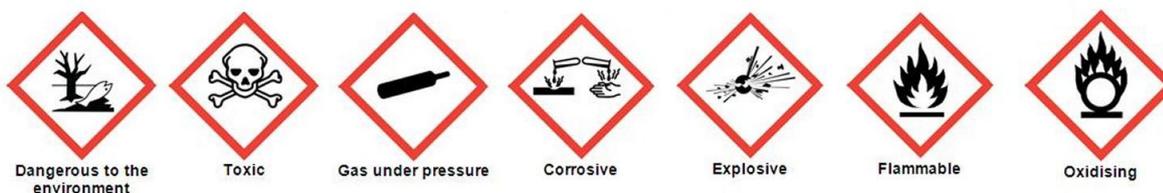
- assess the health risks which arise from hazardous substances in their work activities and;
- ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
- ensure that any equipment provided to control the risk e.g. local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained
- provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled.
- provide adequate and appropriate health surveillance when required;\*

### Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.

What do the COSHH symbols mean?



- b) Biological agents directly connected with work including micro-organisms.
- c) Dust of any kind when present as a substantial concentration in the air.
- d) Substances which have a Workplace Exposure Limit (WEL)<sup>1</sup> assigned to them by the Health and Safety Commission. (Examples include wood dusts and chlorine.)
- e) Any other substance not specified above which may create a comparable hazard to a person's health.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances.

Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

In schools these substances will generally be found in school laboratories, school practical workshops, print rooms etc. Caretakers and cleaner's stores in all premises are also likely to contain such substances.

It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust, products of chemical experiments, work with micro-organisms). In such situations, prevention or effective controls may be required to minimise the risks to health.

Establishments should ensure that an inventory of all hazardous substances used/generated on site is compiled; this inventory should then be used to identify those substances which present a significant hazard and thus require an individual risk assessment.

### **Risk Assessments**

The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.

Any process which is liable to expose staff, children or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

Within curriculum areas (in particular science and art with pupils above the age of eleven) then heads of department are responsible for the control of substances hazardous to health and ensuring that guidance and model risk assessments contained in the relevant national publications are followed:

### **Science**

The School is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). All up to date information is available on the CLEAPSS website. <http://www.cleapss.org.uk/>

- CLEAPSS School Science Service Laboratory Handbook
- CLEAPSS Hazcards
- Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006. <http://www.ase.org.uk/>
- Association for Science Education's (ASE) "Topics in Safety"

For all schools with children below the age of eleven, guidance is contained in:

<https://www.ase.org.uk/resources/health-and-safety-resources/revised-topics-in-safety/>

### **Art**

- National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

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<sup>1</sup> These were previously known as OEL's (Occupational Exposure Limits) and MEL's (Maximum Exposure Limits)

Where model assessments are used it should be ensured these are also incorporated into schemes of work, planning etc. and adapted to local circumstances where necessary. e.g. where equipment may differ from that specified in the model assessment, difficult pupils etc.

Where generic COSHH risk assessments are not available managers / head teachers must ensure the risks posed are adequately assessed by a 'competent' person. Further guidance and the COSHH risk assessment form are available with the responsible person (listed below).

A competent person is one with sufficient:

- knowledge and experience of work activities;
- knowledge of substances used, generated;
- ability to determine effective control measures

Material safety data sheets should be obtained from the manufacturer of the product. The supplier must provide these on request.

These data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

### **Controls**

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and pupils it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

### **Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

In the case of tests for fume cupboards these should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination. Any Respiratory protective equipment (RPE) should be inspected regularly (Monthly) and a record of inspections kept for at least 5 years.

### **Responsible Persons**

The persons responsible for identifying hazardous substances, maintaining the inventory, obtaining Safety Data Sheets, and completing the COSHH assessments are:

Area	Responsible Person
Art Department	Head of Art
Catering	Catering Manager (Holroyd Howe)
Cleaning	Cleaning Manager (Cleantec)
Maintenance	Site Supervisor
Science	Head of Science
Grounds	Site Supervisor

## 3.9 Disabled and Temporarily Disabled

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Where we employ persons or take on pupils with disabilities, or where existing employees/pupils become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved.

When employees have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them.

We ensure that the needs of disabled staff/pupils and visitors are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee/pupil, taking into account their abilities.

Where the disability could affect the employee's/volunteers' ability to evacuate in an emergency (e.g. impaired mobility, hearing and/or vision) then we also develop a Personal Emergency Evacuation Plan (PEEP) to cover fire evacuations.

Relevant risk assessments (together with the PEEP) will be reviewed at frequencies which take account of any change in the person's health condition.

The School nurse is responsible for pupil PEEPs and the Bursar is responsible for staff PEEPs.

The health and safety of visiting disabled/temporarily disabled persons is also taken into consideration when planning events, to ensure that any risks are either eliminated, or reduced so far as is reasonably practicable.

## 3.10 Display Screen Equipment (DSE)

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Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

This policy is aimed at those employees classed as DSE Users, i.e. those employees that

- a) Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) Use DSE in this way more or less daily; and
- c) Have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

The School recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment. To achieve this objective the School:

- Identifies those employees who are users as defined by the regulations;
- Ensures that all users complete the DSE Workstation Self-Assessment available via the Bursar as soon as possible upon employment and following any changes (e.g. a change of desk or office move);
- Reviews all completed Workstation Checklists and implements necessary measures to remedy any risks found as a result of the assessment (this is the responsibility of the Head of Development);
- Endeavours to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- Reviews software to ensure that it is suitable for the task and is not unnecessarily complicated;
- Will pay towards eye tests and corrective appliances (glasses or contact lenses);
- Investigates any discomfort or ill-health believed to be associated with the use of DSE and takes appropriate remedial action;
- Makes special arrangements for individuals with health conditions that could be adversely affected by working with DSE.

Employees that are DSE Users must:

- Complete the DSE Workstation Self-Assessment available from Bursar as soon as possible upon employment, and following any changes (e.g. a change of desk or office move);
- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided;
- Inform the Bursar of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially); and
- Report to the Bursar any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

## 3.11 Driving For Work

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The School is committed to reducing the risks to its staff, pupils and others when driving/travelling in the school minibuses, and/or when driving/travelling in any other vehicle on behalf of the school (e.g. private cars). As such, the School has arrangements to ensure that:

- Only persons authorised by the Bursar to operate school vehicles;
- All school vehicles, unless they are not required to travel on public roads e.g. tractors, have valid insurance covers, tax, registration and MOT test certificates;
- All school vehicles are well maintained and regularly serviced in line with the required legal standard to ensure that they are safe for use as organised by the Bursar.
- The minibuses are correctly licensed (e.g. section 19 permit);
- All school vehicles have a suitably equipped first aid box on board; and
- The minibuses are covered by breakdown and recovery support.

### **Driver Competence**

The school also has procedures in place to ensure that all drivers are legally permitted and competent to drive school vehicles and/or their own vehicle on school business, and carries out checks on licences, convictions, medical conditions etc. upon employment and annually thereafter.

The school also provides additional driver training where deemed necessary via an external training provider (e.g. D1 licence or competence test for minibus drivers etc.).

Drivers are also given responsibility for carrying out certain pre-use checks on vehicles to ensure their safety, and for planning their journey (e.g. adequate rest stops, suitable number of drivers etc.). Drivers are responsible for ensuring that their vehicles are correctly loaded, that loads are secure and do not exceed their capacity, and that all passengers are wearing seatbelts.

## 3.12 Drugs and Alcohol

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No illegal drugs will be tolerated on the school site at any time. No alcohol will be tolerated on the school site for personal use during the school working day. Anyone who presents themselves to the school premises or at a school event during school hours under, or apparently under, the influence of illegal drugs or alcohol will be refused entry to the workplace. They will additionally be susceptible to be referred to the disciplinary procedure.

The school serves alcohol for school events but the purchase, storage and use is strictly monitored by the catering department and the Headteacher.

For their own safety, that of their colleagues, pupils and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct Line Manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct Line Manager must be informed of that circumstance.

### 3.13 Educational Visits

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See Educational Visits Policy.

## 3.14 Electricity

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The School recognises its responsibilities under the Electricity at Work Regulations 1989 and will take all reasonable steps to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the School will:

- Ensure electrical installations and equipment are installed in accordance with IET Wiring Regulations;
- Maintain the fixed wiring installation in a safe condition via periodic inspections in line with the recommended intervals stated within the IET Wiring Regulations, and completion of remedial works identified as being required (these will be arranged by the Bursar);
- Ensure employees/ contractors who carry out electrical work are competent to do so and that contractors carrying out electrical works are NICEIC approved;
- Ensure that lightning protection is inspected annually by a competent person.
- Inspect and test portable and transportable electrical equipment annually, or as often as required to ensure safety (i.e. PAT testing).
- Maintain test equipment and ensure that it is calibrated on an annual basis;
- Maintain detailed records and copies of all electrical test certificates;
- Ensure that no person in its employment is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger. Contractors will be used and the following factors will be considered when determining whether work with live conductors is justified:
  - When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes);
  - The need to comply with other statutory requirements; and
  - The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

Babington House School recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Employees must:

- Visually check electrical equipment for damage before use (e.g. damaged leads, plugs, casings, sockets etc.);
- Report any defects found in electrical appliances to the. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and immediately withdrawn until it has been tested and declared fit for use by a qualified person;
- Report any suspected defects found in the electrical system (e.g. damaged plug socket etc.) to the Site Supervisor/Bursar.
- Not use defective electrical equipment;
- Not use any electrical equipment marked with a 'fail/ed' test sticker;
- Not carry out any repair to any electrical item unless qualified and authorised to do so;
- Switch off non-essential equipment from the mains when left unattended;
- Not use any electrical item that they bring onto school premises until it has been tested and recorded;
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage;
- Never run extension leads under carpets or through doorways;
- Not daisy-chain extension leads to make a longer one or increase the number of power sockets;
- Not use square adapter sockets – devices that plug into mains sockets to increase the number of outlets; and
- Ensure that electrical items are made available for PAT testing upon request.

## 3.15 Emergency Procedures

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It is the policy of Babington House School that suitable and sufficient emergency procedures are in place in order to facilitate effective evacuation, or other appropriate action, and to ensure that employees', pupils', visitors' and contractors' health and safety is not unduly put at risk during the course of such action.

The school has a number of separate policies relating to emergency procedures as follows:

- Disaster Recovery Plan
- Fire Evacuation Plans; and
- First Aid Policy and Procedures

These must be read in conjunction with this Health and Safety Policy.

## 3.16 Fire

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### **Responsibilities**

The person with overall responsibility for fire safety in our premises is the Board of Governors and Headteacher.

### **Fire Safety Assistance**

Babington House School has appointed Health and Safety Consultants, Hettle Andrews, to provide competent assistance on fire safety matters in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

### **Fire Safety Risk Assessment**

Hettle Andrews has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis.

The risk assessment is held with the Bursar, who is responsible for ensuring that the recommendations arising from the assessment are implemented.

### **Fire Prevention**

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of heating, lighting, electricity, waste accumulation, storage of combustibles, arson, smoking, neighbouring premises activities, flammable liquids and flammable gases etc.

Fire prevention measures which have been implemented e.g. electrical inspection and testing, control of hot work, gas safety inspections, regular removal of waste, locking of external bins, smoking rules, and correct storage of flammable liquids; all information is recorded within the Fire Risk Assessment.

### **Fire Alarm and Detection System**

Our premises are covered by a fire alarm system incorporating automatic fire and smoke detection and manual call points. The alarm system is serviced by an external contractor routinely on a six monthly basis.

The alarm system is tested by Site Supervisor/Caretakers on a weekly basis by activating a different alarm call point each time in rotation. All Staff/Pupils/members of the public are made aware of the fact that the alarm is a test e.g. the alarm is activated after 4pm on a Friday each week and is sounded for a minimal amount of time to ensure that staff/volunteers/people are aware that it is a test. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises.

The results of alarm testing and servicing are recorded and held within the fire log book in the Site office.

### **Emergency Lighting**

An emergency lighting system incorporating battery back-up is installed, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test organised by Site Supervisor. The results of emergency lighting tests are recorded and held in the Site office.

### **Signage**

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

Other signs are also displayed where required, including

- To identify the location of the assembly point;

- To describe the type and function of fire extinguishers;
- To describe the correct operation of exit door hardware (i.e. 'push bar to open', 'turn to exit', break to exit);
- To show the correct operation of gas shut off valves;
- To show 'fire action' required;
- To identify fire doors which must be kept shut (or kept clear);
- To designate the building as non-smoking in accordance with smoke free law;
- To indicate on each lift landing 'in the event of fire do not use lift';

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

### **Escape Routes and Exits**

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors.

Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be.

The Facilities team routinely checks that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear, or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked monthly and is recorded on a checklist retained in the Site Supervisor office.

The results of escape route and fire door checks are recorded and held in the Site Supervisor office.

### **Fire Extinguishers**

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. Our fire wardens have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

On a monthly basis, the Site Supervisor checks that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded in the Fire Log Book in the Site Supervisor office.

## General Emergency Evacuation instructions to be observed by Staff and Visitors

1. In the event of fire, it is the first duty of all concerned to prevent loss of life and injury.
2. Immediately you discover a fire, or one is reported **ENSURE THAT THE FIRE ALARM IS OPERATED.**
3. The Headteacher, Bursar or the person in charge at the time of the alarm is responsible for calling the Fire Brigade. This should be done in all cases.
4. Immediately on hearing the fire alarm Staff should:
  - (i) Ensure room windows are shut.
  - (ii) Escort all pupils and visitors in your care from the building, ensuring that the room door is shut behind you. Do **not** use the lift.
  - (iii) On arrival at the assembly point **MUGA (Multi-Use Games Area)**, perform a roll call and notify the Headteacher at once of any missing pupils.  
No person should be allowed to re-enter the building until told by a Fire Brigade Officer that it is safe to do so.
5. You should make certain that you are familiar with all the means of escape in case of fire and you should report any obstructions in corridors, staircases and exits.

**On no account should anyone return to a burning building!**

### General Emergency Evacuation instructions to be observed by Pupils:

1. On hearing the fire alarm signal act immediately.
2. When in class, the order to evacuate will be given by your teacher, who will tell you to leave the building by the shortest route.
3. All doors and windows should be closed as you leave. Do **not** waste time collecting books or belongings.
4. When not in class, form a single file and move by the most direct route to the assembly point **MUGA (Multi-Use Games Area)** –. Do **not** use the lift or pass back through any buildings.
5. Assemble on the **MUGA (Multi-Use Games Area)** in single file in form order. Do not run and remain silent at all times.

Do not move from the assembly point until you are given permission to do so by your form teacher who will be instructed by the Headteacher.

### New staff and pupils

All new staff and pupils are given a briefing on the school's emergency evacuation procedures on their first day at Babington.

Fire notices are displayed in every room and all staff are requested to familiarise themselves with these notices and to make pupils aware of the procedures.

Staff undertake Basic Health & Safety Awareness Training which includes dangers associated with electricity and fire.

### Visitors and contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc., a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

#### **Disabled, staff, pupils or visitors**

On activation of the fire alarm the member of staff in charge of the disabled and injured person/s must be aware of the PEEP (Personal emergency evacuation plan) which will be put in place on arrival into school by the designated member of staff. A member of SLT is to ensure the disabled person/s evacuation is carried out, but the disabled and injured person/s remain the responsibility of the member of staff they are assigned to.

#### **Disabled Persons and Others Requiring Assistance**

For any disabled persons including temporarily disabled identified within the school who may need assistance, a Personal Emergency Evacuation Plan (PEEP) is put into place, where a Fire Warden is identified to ensure the persons are evacuated safely. For visitors, it is the responsibility of the person escorting them to ensure they are evacuated to a place of safety.

PEEPs are completed by both School Nurse and Bursar where necessary and communicated with the person identified and all involved.

#### **Fire Drills**

Fire drills are carried out at least every six months. Records of drills are held in the Fire Log Book.

#### **Training for all Staff/Volunteers**

New staff/volunteers are provided with information on emergency procedures on their first day of employment/volunteering, including the location of escape routes, the sound of the alarm and the location of the assembly point. This is included as part of the general induction, which is carried out by the HR Manager/Bursar, which is kept as a signed and dated record that the induction training took place.

All staff/volunteers receive termly refresher training in fire safety and fire procedures by way of an email with the attached fire evacuation procedure from the Bursar.

#### **Training for Fire Wardens**

Any staff/volunteers nominated as Fire Wardens have received training in their role, which is refreshed periodically.

#### **Cooperation and Coordination**

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled and apply a Permit to Work. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

## 3.17 First Aid

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See First Aid Policy and Procedures

## 3.18 Gas Safety

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The School will ensure that all work carried out on gas systems and appliances are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 and related Approved Code of Practice.

### **Maintenance of Gas Equipment**

It is the responsibility of the Bursar to ensure that all gas appliances (e.g. boilers, ovens, gas points, etc.) are serviced annually, and in accordance with the manufacturer's recommendations.

The Bursar will ensure that all work on gas appliances is carried out by an external Gas Safe Registered engineer, and will retain records of all servicing, maintenance and repairs.

### **Summary of Key Actions**

The key actions we take to ensure the safety of gas fired appliances are:

- Identify all gas-fired appliances and create a maintenance schedule for each;
- Arrange for servicing by a Gas Safe registered engineer in line with the schedule and keep records;
- Highlight all gas shut-off points and ensure that relevant staff are instructed in their use.

### **Gas Emergencies**

In the event of a suspected gas leak staff should:

- Call the 24-hour gas emergency service on Total Gas and Power - 0800 111 999
- Evacuate the buildings and move the occupants to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency qualified engineer;
- If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

### **STAFF MUST NOT TURN ELECTRICAL SWITCHES ON OR OFF**

If the general public in the neighbourhood are at risk staff should contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## 3.19 Legionella

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Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, but some people are at higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

### Specific Responsibilities

The School's specific day to day responsibilities for water safety include the duty to:

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretakers (who have attended BS2 Legionellosis Hot & Cold Water Systems Certified Course). He maintains appropriate records of testing and certification.

### Water Safety Manual

Babington House School has employed Prime Compliance water safety specialists, to prepare a water safety manual for all the school buildings. The manual includes schematic drawings of:

- All the hot and cold water systems, water tanks, calorifiers, pipe work, taps showers, heating, and air conditioning plant in all the buildings.
- The manual then identifies and assesses the main sources of risk in every building, taking account of:
  - Water temperature
  - Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
  - Potential for aerosol formation, especially in showers, taps and drinking water fountains
  - Condition of the water throughout the premises
  - The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
  - Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
  - Condition of the pipe work, plant, tanks etc.
- The manual is reviewed and updated annually, or each time that a new measure is introduced.

### Physical Preventative Measures

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that have been taken, or are planned, in order to control the risk of legionella at the school:

- All metal cold water tanks have been replaced by covered plastic tanks to ensure that they are free from debris.
- Redundant pipe work has been removed from redundant water tanks and will progressively be removed elsewhere
- All hot pipes and calorifiers/hot water tanks have been insulated.

- Water is heated and stored in the calorifiers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

We update the manual every time that a new measure is adopted.

### **Control Measures**

Our risk assessments on our infrastructure identify the control measures that are necessary in order to ensure that there is no risk of contamination through legionella bacteria.

### **Internal Control Measures**

The Site Supervisor and Caretakers has been trained in the need for legionella prevention measures. He or, in his absence, a member of the Caretaker Team is tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

#### **Taps**

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

#### **Showers**

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled quarterly.

#### **Toilets**

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

#### **Cold Water Tanks**

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

#### **Calorifiers/ Hot Water Tanks**

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
- The calorifiers/hot water tanks are inspected annually.

#### **Drains**

- Debris is cleared from external drains as required

### **Hot Water Systems**

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

### **Cold Water Systems**

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

### **External Control Services**

We employ external contractors to help us to manage water safety in the following areas:

#### **Heating plant, Air Conditioning and Condensers**

- Our air conditioning equipment and our evaporative condensers are serviced annually.
- Our boilers and heating plant are serviced annually.
- The calorifiers/hot water tanks are checked and descaled if required.
- The heating system is serviced, sludge removed if required.
- Inhibitor chemicals are topped up.

#### **Water Sampling**

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:
- Annually: The thermostats on taps are checked and repaired/replaced.
- Annually: Cold water tanks and pumps are inspected

#### **Records**

Records are kept in the water safety manual of all water system checks.

#### **Staff Training**

We invest considerable time and resources in training our Maintenance Team to work in a reliable and methodical fashion. We supervise their working methods and record their training.

## 3.20 Lifting Equipment and Lifting Operations

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The school recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 for all lifting equipment used on site (i.e. passenger lift) and ensures that:

- All lifting equipment (including lifting accessories) is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required;
- All lifting equipment has a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- All lifting equipment is clearly marked with its 'safe working load' (SWL);
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion;
- All lifting equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions;
- All lifting equipment is subjected to a periodic Thorough Examination and Test in line with the requirements of LOLER 1998 and an inspection report held on file;
- Improvements identified through inspections/tests are undertaken as required;
- Pre-use inspections are carried out by operators of lifting equipment and the results recorded;
- Defective lifting equipment is taken out of service whilst awaiting repair or replacement;
- Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required; and
- Operators are formally authorised to use the equipment by the Bursar.

The schedule of equipment and records of maintenance and inspection are held in the Site supervisor office.

Records of training and authorisation for the use of lifting equipment are held on personal files in the Human Resource office.

## 3.21 Lone Working

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The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.'

We have identified lone working situations which include: staff working alone in the school, on another site, travelling to/from meetings/sites, or within the school buildings and working remotely from other members of staff.

We have undertaken risk assessments of these lone working activities and put in place risk control measures including; making colleagues aware of the timing and location of all appointments, and systems of monitoring staff movements, having a means of communication available at all times, access controls in buildings, arranging additional support for potentially 'high risk' situations, carrying of identification, guidance to staff on driving/ travelling alone to meetings, and the availability of an 'out of hours' system to advise of lone working outside of normal hours.

Where, as a result of the risk assessments, we have identified tasks that may not be undertaken as a lone worker, staff will be instructed accordingly by their manager.

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk, and that such action has the support of management.

## 3.22 Manual Handling

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Manual handling can be defined as the transporting or supporting of a load by hand or by bodily force, including lifting, lowering, carrying, pushing or pulling. This includes the use of manual handling aids such as trolleys, sack trucks etc. A load can include a person (e.g. nursery child) or animal, as well as inanimate objects, but not an implement, tool or equipment while in use for its intended purpose.

The School recognises its responsibilities under the Manual Handling Operations Regulations 1992, as amended in 2002 to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that can't be avoided; and
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

### **Risk Assessment**

Heads of Department/Managers will assess the risk to their staff members and pupils. This is done by firstly identifying and listing tasks with a potential to cause injury from manual handling.

If the activity cannot be eliminated, a risk assessment is carried out in line with the guidance provided by the Health and Safety Executive (HSE) available at: <http://www.hse.gov.uk/pubns/indg143.pdf> and control measures implemented to reduce the risk so far as is reasonably practicable. Risk Assessments are reviewed annually, where there is a significant change to the activity, and/or following any accidents, incidents or near misses.

### **Training and Supervision**

The school ensures that adequate guidance, information and training is provided to persons carrying out manual handling activities.

### **Injuries**

Any injuries or incidents relating to manual handling are recorded and investigated, with remedial action taken when necessary.

To reduce the risk of injury, the school implements the following control measures where possible:

- Mechanical assistance (e.g. manual handling aids such as trolleys, sack trucks etc.);
- Redesigning the task;
- Reducing risk factors arising from the load;
- Improvements in the work environment; and/or
- Employee selection.

No employee is required to lift any item that they do not feel confident of doing without risking personal injury.

### **Persons at Increased Risk**

New and expectant mothers, those with health conditions which place them at additional risk (e.g. pre-existing back conditions etc.), and persons below the age of 18 years (including pupils), are generally prohibited from carrying out hazardous manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their Line Manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

### 3.23 New And Expectant Mothers

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Many women work while they are pregnant and may return to work while they are breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and/or while breastfeeding.

To implement effective measures for new and expectant mothers the school will ensure that:

- Employees should inform their Line Manager and HR of their condition at the earliest possible opportunity and are assured that the highest level of confidentiality will be maintained at all times;
- On receiving written notification from an employee that they are pregnant or breastfeeding, the HR Manager will assess specific risks to the new/expectant mother and will do what is reasonably practicable to eliminate, reduce or control those risks. The risk assessment will be recorded and retained on file and reviewed following any changes.
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or, if necessary, providing suitable alternative work or suspension with full pay;
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised;
- New and expectant mothers are informed of any risks to themselves and/or their child and the control measures taken to protect them;
- New and expectant mothers are not permitted to work with chemicals of a mutagenic/teratogenic classification;
- New and expectant mothers are not permitted to undertake hazardous manual handling activities;
- Any adverse incidents are immediately reported and investigated;
- Appropriate training etc. is provided where suitable alternative work is offered and accepted;
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition; and
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.

## 3.24 Noise

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Work activities, especially those carried out by the site teams, include some processes which produce high levels of noise. The School recognises its responsibilities under the Control of Noise at Work Regulations 2005 to:

- Take action to reduce the noise exposure;
- Provide employees with personal hearing protection;
- Ensure that the legal limits on noise exposure are not exceeded;
- Maintain and ensure the use of equipment provided to control noise risks; and
- Provide employees with information, instruction and training.

The School ensures that for activities, equipment, machinery etc. producing high levels of noise, a risk assessment is carried out and recorded. The risk assessment means more than just taking measurements of noise – measurements may not even be necessary. The risk assessment should:

- Identify where there may be a risk from noise and who is likely to be affected, including:
  - risks to health; and
  - risks to safety;
- Contain an estimate of employees' exposures to noise;
- Identify what needs to be done to comply with the law, e.g. whether noise-control measures and/or personal hearing protection are needed, or whether working practices are safe; and
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Where the risk assessment has revealed a potential risk due to noise, control measures have been implemented. The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable. For tasks which involve exposure above the first action level of 80dB(A), we provide personal hearing protection to staff. Ear defenders are provided to all staff in the maintenance and grounds maintenance teams and they are expected to wear them for all work with noise-generating machinery/equipment, regardless of whether the upper action value of 85dB(A) has been exceeded.

Employees who are issued with hearing protection are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing of hearing protection.

## 3.25 Personal Protective Equipment (PPE)

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Personal Protective Equipment (PPE) means all equipment, including accessories, additions and clothing which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

The school recognises its duties under the Personal Protective Equipment at Work Regulations 1992 (as amended) and provides PPE when the risk presented by a work or learning activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and/or safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the School will:

- Ensure that PPE requirements (including suitability) are identified when carrying out risk and COSHH assessments;
- Use the most effective means of controlling risks without the need for PPE whenever possible, and only provide PPE where it is necessary as a 'last resort';
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately;
- Ensure PPE is available to all staff (provided free of charge) and pupils who need to use it;
- Record who has been assigned PPE, if it is for their own personal use only (on the Personal Protective Equipment Record form provided at appendix 6);
- Provide adequate accommodation for correct storage of PPE;
- Provide adequate maintenance, cleaning and repair of PPE;
- Inform staff of the risks their work involves and why PPE is required;
- Instruct and train staff in the safe use and maintenance of PPE;
- Make arrangements for replacing worn or defective PPE; and
- Review risk/COSHH assessments and reassess the need for PPE and its suitability annually, when there are significant changes, and/or following any accidents, incidents or near misses.

It is a legal requirement that employees use the PPE provided by the school, and ensure it is stored in the correct area for use by all personnel. If staff are found not to be wearing PPE as required, they will be subject to disciplinary action. Defects or loss of PPE should be reported to the Head of Department and/or Bursar immediately.

The school also recognises that PPE is required for pupils undertaking certain activities, as assessed through risk assessments (e.g. science experiments, sporting activities). The school ensures that pupils wear such PPE and that they are briefed in the importance of wearing the PPE (e.g. safety glasses/goggles, harnesses / sports mouth guards etc.).

## 3.26 Pressure Systems

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The school recognises its duties under the Pressure Systems Safety Regulations 2000 and Pressure Equipment Regulations 1999 for all pressure systems/equipment on school site (e.g. boilers, autoclaves, pressure cookers, steam ovens etc.).

The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- Establish the safe operating limits of the equipment;
- Provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- Ensure that the equipment is properly maintained;
- Have a suitable written scheme drawn up or certified by an external competent person for the examination, at appropriate intervals, of the equipment; and
- Arrange to have examinations carried out by an external competent person at the intervals set down in the scheme and keep adequate records of the examinations (records are held with the Site Supervisor/Science Dept).

## 3.27 Risk Assessment

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We recognise that we have a legal obligation to reduce the risk of accidents and/or ill health in the workplace by managing the health and safety risks within the workplace and/or during school related events and activities that take place offsite.

The Bursar (through the Health and Safety Committee) will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results will be reported to the Governing Body.

The Bursar (through the Health and Safety Committee) will initiate an annual system of inspections of premises, equipment and facilities after the risk assessment has been carried out. Any work required to rectify any matters identified will be entered onto the site helpdesk for immediate attention and signed off by the Bursar when complete.

Hayley Porter-Aslet chairs the Health and Safety Committee and is responsible for day to day oversight of Health and Safety.

Members of the Health and Safety Committee, in consultation with the Bursar, will carry out risk assessments to allow identification of potential hazards, reviewing them annually to ensure they continue to reflect the position and identifying any further actions required.

We will complete the risk assessment using the methodology devised by the Health & Safety Executive (HSE) known as 'The Five Steps' (information available here: <http://www.hse.gov.uk/risk/controlling-risks.htm>) as follows:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record the significant findings
5. Review the assessment and update if necessary

There are numerous activities carried out at Babington House School, each of which requires its own separate risk assessment, including:

Area	Person Responsible
Premises	Bursar
Grounds and Maintenance	Bursar/Site Supervisor
Educational visits and trips	EVC
Fire safety, procedures and risk assessments.	Bursar
Science	Head of Science
Sport and PE Activity	Head of PE
Art	Head of Art
Music	Head of Music
Drama	Head of Drama
ICT	Head of IT

At Babington House School we make use of model risk assessments, including from CLEAPPS as a basis for our educational activities and visits. We provide access to professional training courses for both teachers and technicians who work in these areas. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Risk assessments are reviewed at least annually, or more often if there have been changes in the matters to which they relate.

## 3.28 Security

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The Headteacher and Bursar will endeavour to ensure the school is a secure environment for all who work or learn here.

All external doors will be protected by locking or by the use of code locks as appropriate. External fire doors will have security locks appropriate to ensure external security while opening from the inside to allow exit in emergency. All adult visitors to the school who arrive in normal school hours will be required to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any visitor to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a member of the senior staff, the Bursar and Headteacher as soon as possible. The intruder will be asked to leave the school site straight away. If the Headteacher, or the senior member of staff has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Any incident involving physical violence against a teacher will be reported to the Health and Safety Executive and the teacher in question may, if he or she wishes, have the matter to be reported to the police.

## 3.29 Slips, Trips And Falls

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The School recognises that slips, trips, and falls are the highest cause of injuries within the education sector, and therefore we have reviewed all of our premises for slip, trip and fall hazards and have taken action to resolve the issues identified and recorded these in our risk assessments.

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

Housekeeping standards and the condition of flooring, steps, stairs etc. are regularly reviewed, and staff are encouraged to report any defects as soon as possible to the Site Supervisor. Where an immediate repair is not possible or practical, the area will be sealed or blocked off to prevent access whilst repairs are awaited.

We aim to ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with yellow or white paint where necessary for visibility.

Our cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

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

Staff working in certain areas, such as the kitchens, or cleaners who are likely to be mopping hard floors regularly, are encouraged to wear sensible non-slip footwear that minimizes the chance of them suffering an accident.

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

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

### 3.30 Smoking

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Smoking (including the use of e-cigarettes) is strictly prohibited across the school site. This policy applies to all employees, pupils, contractors, and visitors. Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.

## 3.31 Stress

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Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The school discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers; We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

If the business is intending to implement organisational or procedural changes, we ensure that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the school has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

## 3.32 Vehicles on Site

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The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

The school has one main car park at the front of the building which is controlled by the main office via an intercom system. The car park is for allocated parking spaces only. Visitor spaces are allocated by arrangement with the office.

All employees must adhere to the following rules regarding parking, and ensure that others (e.g. parents, contractors, visitors etc.) do the same in order to keep the pupils and other pedestrians safe:

Under Management of Health and Safety at Work Regulations 1999, a risk assessment has been conducted to ensure sufficient control measures are in place . these include;

- A maximum speed limit will be established on site and shall not exceed 5 mph.
- Areas where pedestrian access only

### Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Delivery vehicles need to call the main school office and are controlled whilst on site by the caretaking staff.

### 3.33 Vibration

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The School recognises its duties under the Control of Vibration at Work Regulations 2005 to:

- Ensure that risks from vibration are controlled;
- Provide information, instruction and training to employees on the risk and the actions being taken to control risk; and
- Provide suitable health surveillance where required.

The vibration risk is assessed as part of the machinery risk assessments completed for all maintenance and grounds equipment to ensure that levels of Hand Arm Vibration (HAV) and/or Whole Body Vibration (WBV) are reduced so far as is reasonably practicable, and that in any case staff are not being exposed to levels of vibration over and above the Exposure Limit Value (ELV) as stipulated in the regulations. Control measures include; purchasing reduced vibration tools, limiting exposure time and encouraging job rotation between staff where practical, changing work patterns to introduce more breaks and eliminate prolonged working, more regular equipment maintenance, and providing additional PPE to keep workers warm and dry etc.

Risk assessments are reviewed at least every 12 months and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- the health effects of vibration, and how to recognise and report symptoms;
- sources of vibration and the actions we have taken to reduce risks;
- risk factors and ways to minimise the risk.

### 3.34 Violence at Work

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Violence at work is defined by the Health and Safety Executive (HSE) as 'any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it, we recognise that staff are at risk of violence perpetrated by other members of staff, pupils, visitors and/or contractors. To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and ensuring that control measures are implemented to reduce the risk so far as is reasonably practicable.

Training is provided for all teaching staff as part of their vocational training, in order to better equip them for dealing with violence perpetrated by pupils, or other persons. Where a pupil has a known tendency towards behavioural challenges, a specific plan will be devised.

With regards to violence between the pupils of the school, all break times and all areas within the school are supervised by staff members. Staff are also instructed on avoiding physical confrontation or restraint of pupils, so far as is reasonable to ensure the safety of themselves and other pupils. The school has separate Discipline and Behaviours and Anti-Bullying Policies in place. These must be read in conjunction with this Health and Safety Policy.

We robustly investigate any reported incidents of violence to our staff, and learning points are incorporated into working procedures and future premises designs as applicable.

Management and access to occupational health support is offered to those who have suffered from verbal abuse, threatening behaviour, and/or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

## 3.35 Welfare Facilities

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Babington House School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 in order to promote an organisation wide culture of health, safety and welfare in the workplace.

### **Maintenance of Workplace, Equipment, Devices and Systems**

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including being cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance.

### **Ventilation**

Effective and suitable provision will be made to ensure that every enclosed work and teaching space is ventilated by a sufficient quantity of fresh or purified air. For health and safety purposes, any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

### **Temperature in Indoor Places**

Although no values are accorded to temperatures in the regulations, the school ensures that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16°C within one hour of work commencing. To achieve a reasonable indoor temperature the school will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person.

### **Lighting**

Every workplace inside the school should have suitable and sufficient lighting suitable to the tasks performed. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where occupants would be exposed to dangers in the event of the failure of artificial lighting. All employees should inform a member of the facilities team if lighting is not adequate.

### **Cleanliness, Floors, Traffic Routes and Waste Materials**

All work areas, classrooms, furniture, furnishings and fittings are kept sufficiently clean. Surfaces of walls, floors and ceilings of all work and teaching spaces inside buildings will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials are not allowed to accumulate in any work and teaching spaces except in suitable receptacles.

The construction of all floors and traffic routes are suitable for the purpose for which it is used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless suitably hand railed) and slippery surfaces that constitute a risk to health and safety. All floors have an adequate means of drainage where necessary.

So far as is reasonably practicable all floors and traffic routes are kept free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases are fitted with suitable and sufficient handrails and where appropriate, guardrails, unless a handrail cannot be provided without obstructing the traffic route.

### **Windows, and Transparent or Translucent Doors, Gates and Walls**

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate are of safety material or are protected against breakage, and are appropriately marked or incorporate features so as to make it apparent.

### **Windows, Skylights and Ventilators**

No window, skylight or ventilator which is capable of being opened is likely to be opened, closed or adjusted in a manner which exposes any person performing such an operation to a risk to their health or safety and no window, skylight or ventilator is permitted to be in a position that, when open, exposes any person in the school to a risk to their health and safety (e.g. limiters fitted where necessary).

All windows and skylights in a workplace are designed or constructed so as to be able to be cleaned safely. Where this is not the case alternative arrangements have been devised so as to render the window cleaning operation safe and without risks to health.

### **Doors and Gates**

Doors and gates are suitably constructed (including being fitted with safety devices where appropriate) and:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use;
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and, where necessary for reasons of health and safety, can be operated manually unless it opens automatically in the event of a power failure e.g. roller shutter in the kitchen; and
- Any door or gate which is capable of opening by being pushed from either side will be constructed so that there is vision on both sides e.g. 5 barred gates on school playground.

### **Sanitary Conveniences**

Suitable and sufficient sanitary conveniences are provided at readily accessible places. The rooms containing the sanitary conveniences are adequately ventilated and lit and are kept in a clean and orderly condition. Separate facilities will be provided for pupils at a rate of at least one toilet for every 10 pupils under five years, and one for every 20 pupils over that age, to meet legal requirements.

### **Drinking Water**

An adequate supply of wholesome drinking water will be provided for all persons in the workplace. Additionally, suitable and sufficient drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

### **Staff Facilities for Rest and to Eat Meals**

Suitable and sufficient rest facilities, in the form of rest rooms or rest areas, will be provided at readily accessible places, including suitable facilities to eat meals. Rest rooms and/or areas will include arrangements and facilities for pregnant women or nursing mother to rest.

### **Filing and storage**

Incorrectly used filing cabinets can become unstable. If too many drawers are opened at one time they may topple over. All filing cabinets are to have the lowest drawer loaded first and only one drawer is to be opened at a time.

All racking shall be of adequate strength for the loads placed upon them and shall be rigidly secured to adjacent racks or the wall of the building. Steps or ladders are to be used to gain access to the higher levels of shelving. Heavy items shall not be placed on the higher shelves.

Prior to the installation of racking or filing cabinets, the floor strength is to be ascertained to ensure that the floor is capable of withstanding the load to be applied to it.

## 3.36 Work at Height

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The school recognises its duties under the Work at Height Regulations 2005 to:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; and/or
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The school ensures that:

- All work activities that involve work at height are identified and risk assessed;
- The need to undertake work at height is eliminated whenever it is reasonably practicable to do so;
- All work at height is properly planned and organised;
- Employees are competent to use the access equipment required, and are familiar with the need to carry out pre-use safety checks;
- Suitable training is provided as to the access equipment used, this includes general work at height training, specific guidance for ladders and stepladders, PASMA Towers for Users training in the use and inspection of mobile tower scaffolds, and IPAF Operator training in the use of Mobile Elevated Work Platforms (i.e. cherry pickers etc.);
- Regular inspections of all stepladders, ladders or other access equipment are undertaken and recorded on the Work at Height Equipment Inventory;
- Any contractors on school property comply with this policy;
- Ladders and stepladders are secured to prevent unauthorised use.

### **Risk Assessment for Work at Height**

A risk assessment is conducted by either the Site Supervisor / Bursar and the findings recorded for all activities involving work at height and communicated to relevant staff. The assessment considers both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work, and control measures are determined. The detail of the assessment will depend on the level of risk involved. Assessments will be reviewed by the Site Supervisor / Bursar if no longer valid, or there is significant change in the matter to which it relates, and/or following any accidents, incidents or near misses.

### **Equipment identification / inspection**

The school compiles a register of equipment. The equipment is inspected prior to use and by a competent person.

### **Using Ladders (including stepladders)**

Ladders should:

- Be EN131 (commercial) standard;
- Not be used simply because they are readily available, the risk assessment determines if a ladder or stepladder is appropriate for the task;
- Only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. Otherwise an alternative is sought;
- Only be used by those persons who have been trained to use ladders safely;
- Be secured against unauthorised use; and
- Always be checked prior to use to ensure that they are in good condition and fit for purpose.

Where ladders are to be used to work from, it should be ensured that:

- A secure handhold and support are available at all times;
- The work can be completed without stretching;
- The ladder can be secured to prevent slipping.

**Prohibitions**

Staff must not under any circumstances use chairs, tables/desks or other furniture as an item of access equipment.

## 3.37 Work Equipment

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All work equipment at the school used in the course of school activities, whether provided by the school, on hire, on lease, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with current legislation and the manufacturers/suppliers instructions.

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. In practice the school recognises that this extends to equipment used by pupils whose health and safety is protected under the general duty of care to persons other than their employees, as set out in the Health and Safety at Work etc. Act 1974. The following definitions are relevant:

**Work equipment** - covers all machinery and tools, from a major item of construction plant to a screwdriver; and includes equipment such as ladders, scaffolding and sports/play equipment.

**Use** - includes its cleaning, repair, modification, maintenance and servicing.

Employers have a duty to ensure that equipment provided for their employees complies with the Regulations as follows;

### **Suitable for Intended Use**

Equipment selected must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used. Equipment must be maintained in a safe working order and in good repair.

All staff are required to undertake visual checks of work equipment and report defects to the Site Supervisor.

### **Safe for Use**

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools should be subject to a visual check for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which is carried out by the school's maintenance staff in accordance with manufacturer's recommendations.

### **Used only by people who have received adequate information, instruction and training**

All relevant health and safety information and written instructions on the use of work equipment is kept either in the area of the equipment e.g. Science Labs, grounds maintenance sheds, or in the Facilities Managers office. Pupils must be briefed on the safe use of equipment.

The information and written instructions cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them. Any omissions are resourced by contacting the relevant manufacturer/supplier.

Information can be verbal or in writing, but whichever method is chosen. All supervisors are made aware of their responsibilities to adequately train and induct staff or request additional support or training e.g. external support. Training is recorded for all personnel on the school's MIS with alerts to re-train.

Adequate training in the use of work equipment must be given to the "operators" by existing staff if appropriate or by manufacturers/external trainers etc. The need for training should be identified by Line Managers as soon as possible, i.e. upon employment and prior to the use of any new equipment/machinery.

### **Accompanied by suitable safety measures e.g. markings and warnings**

All work equipment is marked with appropriate health and safety warning signs and notices such as:

- The maximum safe working load on lifting equipment
- Hazard symbols on dangerous substances

Warnings are normally in the form of notices or signs. The latter should conform to the Health and Safety (Safety Signs and Signals) Regulations, 1996. Warning devices, e.g. reversing alarms on site mechanical plant, must be clear and easily understood.

### **Protection against Specific Hazards**

Work equipment must incorporate protection against certain specific hazards including:

- Material falling from equipment (e.g. a loose board falling from scaffolding);
- Material held in the equipment being unexpectedly thrown out (e.g. swarf ejected from a machine tool);
- Parts of the equipment breaking off and being thrown out (e.g. an abrasive wheel bursting);
- Parts of the equipment coming apart (e.g. collapse of scaffolding);
- Overheating or fire (e.g. due to bearings running hot, or ignition by welding torch);
- Explosion of equipment (e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work); and/or
- Explosion of substance in the equipment (e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour; or welding work on a container with flammable residues).

The risk assessment made under the Management of Health and Safety at Work 1999 Regulations by users or relevant staff e.g. teaching staff, cleaning staff, caretaking or grounds staff etc.; should identify any of the above hazards and assess the associated risks. Emphasis must be placed on reducing the risks by minimising the chance of failure of work equipment and by mitigating the effect of any failures that occur. Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information will also have important roles to play.

### **Lighting for Work Equipment and Machinery**

Any place where work equipment is used is suitably and sufficiently lit. The need to provide additional or special lighting will depend on the circumstances and types of task to be performed.

### **Inspection Requirements**

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime should be set by the owner/supplier of the equipment based on manufacturers' information and other statutory obligations. Additional inspection requirements will be identified by the user of the equipment.

Factors that must be taken into account by the user include the work being carried out, any site specific risks that may affect the condition of the equipment, and the intensity of use of the equipment.

An inspection may include visual checks, functional tests and a strip down of the equipment. Advice should be sought from manufacturers' instructions and a competent person for guidance on what an inspection should include for each piece of equipment.

### **Types of Inspection**

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks are required by the user prior to each use to ensure it is in good condition, e.g. it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects etc. The person carrying out these checks must be competent i.e. should be trained and confident in the use of the equipment they are checking. There is no need to record the results of the visual check by the operative.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals, as determined by a risk assessment.

Inspection of equipment that poses a significant risk, i.e. MEWP's, mobile scaffold towers, pressure systems/equipment, lifting equipment etc. will need to be considered by a person who is competent to determine a suitable inspection regime e.g. someone who has read and understood the instructions and methods for use. These inspections are in addition to the pre-use checks by the operator and must be carried out by a competent person.

### Legal Requirements for Thorough Examinations / Inspections

The table in figure 2 provides details on the statutory inspection requirements for specific types of work equipment.

Figure 2: Statutory Inspection Requirements for Work Equipment

Type of Plant/ Equipment	Inspection	Carried out by	Recorded on
Scaffolding, brought onto site by contractor	Prior to use, and weekly or after severe weather conditions	Competent Person (e.g. scaffolder)	Maintenance Register
Mobile Tower Scaffold	Prior to use, and daily or after severe weather conditions	Competent Person (e.g. PASMA trained employee)	Maintenance Register
Lifting Equipment (including accessories) used to lift objects.	Before first use.  Every 12 months and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Maintenance register
Autoclaves	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Maintenance Register
Hot water boilers with water temperature <100°C	Every 24 months	Competent person (e.g. insurance engineer, manufacturer)	Maintenance Register
Hot water boilers with water temperature +>100°C	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Maintenance Register
Steam boilers	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Maintenance Register
Steam vessels	Every 26 months	Competent person (e.g. insurance engineer, manufacturer)	Maintenance Register

Note that any lifting equipment which normally undergoes 12 monthly inspections requires a six monthly inspection if the use is changed to lift people.

### Hire of Work Equipment

Where equipment is hired e.g. scissor lifts and photocopiers, there is a duty under PUWER 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;

- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person;  
and
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.