



The Ryleys

Girls & Boys Preparatory School

Health and Safety Policy

Prepared by: Aon Commercial Risk Solutions
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Please note that all technical information contained in this document has been sourced from the Health and Safety Executive web site, date as per document. www.hse.gov.uk

Section 1

Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, the School is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the School's health and safety arrangements and organisational structure is provided at the School's premises, and is available for all employees or other interested parties to read.

In order for the School to discharge its statutory duties, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The School agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the School Bursar to ensure that suitable revisions are made that reflects changes that have taken place within the School and any new and relevant legislation. In addition the policy will be reviewed regularly and in response to significant events that could impact the content.

The School encourages all employees to inform their Head of Department or the person responsible for health and safety of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

Health & Safety Legislation

1	Health and Safety at Work etc. Act 1974 (HASWA)
2	Management of Health and Safety at Work Regulations 1999
3	Corporate Manslaughter and Corporate Homicide Act 2007
4	Health and Safety (Information for Employees) Regulations 1989
5	Employers Liability (Compulsory Insurance) Act 1969
6	Safety Representatives and Safety Committees Regulations 1977
7	Health and Safety (Consultation with Employees) Regulations 1996
8	Health and Safety (First Aid) Regulations 1981
9	Social Security (Claims and Payments) Regulations 1979
10	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
11	Regulatory Reform (Fire Safety) Order 2005 (RRO) Fire Safety (Scotland) Regulations 2006
12	Health and Safety (Safety Signs and Signals) Regulations 1996
13	Provision and Use of Work Equipment Regulations 1998 (PUWER)
14	Control of Substances Hazardous to Health Regulations 2002 (COSHH)
15	Manual Handling Operations Regulations 1992
16	Electricity at Work Regulations 1989
17	Workplace (Health, Safety and Welfare) Regulations 1992
18	Smoke-free (Premises and Enforcement) Regulations 2006
19	Health and Safety (Display Screen Equipment) Regulations 1992
20	Control of Asbestos Regulations 2012
21	Coronavirus Act 2021
22	Personal Protective Equipment at Work Regulations 1992
23	Work at Height Regulations 2005
24	Dangerous Substances and Explosive Atmospheres Regulations 2002
25	Control of Noise at Work Regulations 2005
26	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
27	Confined Spaces Regulations 1997
28	Ionising Radiation Regulations 1999
29	Control of Vibration at Work Regulations 2005
30	Control of Major Accident Hazard Regulations 1999
31	Pressure Systems Safety Regulations 2000

Health and Safety Policy

General Statement of Intent by the Board of Governors

The School's board of governors recognise that health and safety within the school environment is of the utmost importance and will therefore give their full backing to this health and safety policy and provide full support to all members of staff that are involved in the implementation of it.

It is The School's policy to provide and maintain a safe and healthy working environment so far as is reasonably practicable. The School will ensure that all welfare Maintenance are adequate and kept in a suitable clean condition. The School will ensure that so far as is reasonably practicable that its activities do not cause any risk to the health, safety and welfare of any person that are not in the employment or supervision of the school.

All employees that have a managerial or supervisory role will ensure the implementation of all the health and safety measures contained within this policy and they also accept responsibility for the health and safety of all persons that may be within their area of control by providing suitable and sufficient information, instruction and training. Responsibility for their areas must be delegated during their absence.

The full commitment of all staff is expected to achieve the effective implementation of this policy.

All employees will be consulted regarding all health and safety issues and resources that may be required to ensure that all safe working procedures are adequately implemented.

A copy of this general agreement shall be given to all employees and suitable training provided to ensure they are aware of their responsibilities.

The health and safety policy will be reviewed and revised, by the board of Governors, either annually or when there is significant change to the procedures or environment. All changes will be brought to the attention of all relevant employees.

Signature: Andrew Jones

Position: School Business Manager

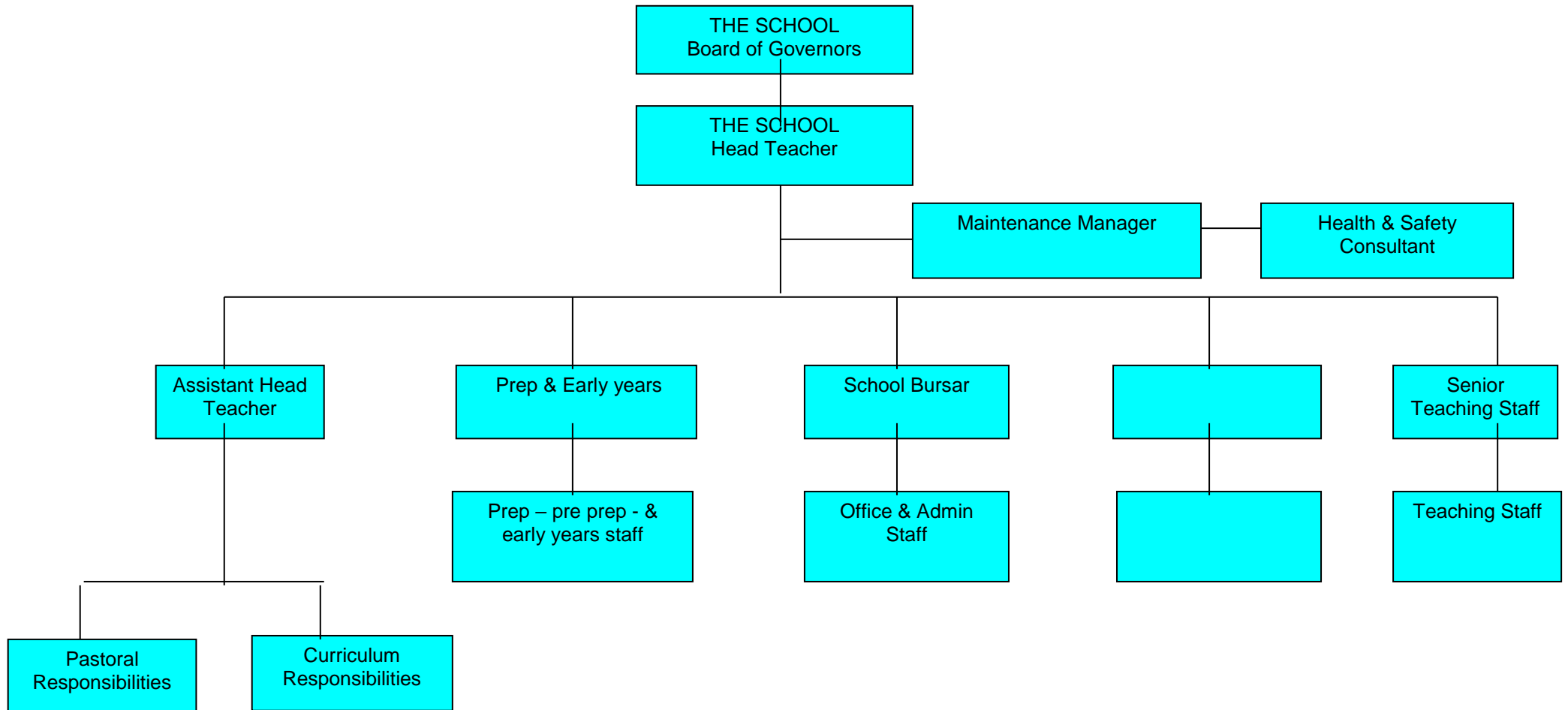
Date: 01 September 2024

Review date: 01 September 2025

Section 2

Health & Safety Structure

THE RYLEYS SCHOOL



Individual responsibilities

Section 2 of the Health and Safety at Work etc Act 1974 places a duty on employers to prepare a written health and safety policy, which will give details of the responsibilities for ensuring the health, safety and welfare of all employees.

Head of School

The Head of School carries responsibility (delegated by the Boards of Governors) for all health and safety matters within the School.

According to this policy, the Head of School:

- Assures the Board of Governors that effective and consistent standards of health and safety are provided and maintained within the School;
- Will have an understanding of the main requirements of the Health and Safety at Work etc. Act 1974;
- Has direct management responsibility for the School's Bursar;
- Ensures a 'Competent Person(s)', in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, is available and that resources essential to the implementation, control and improvement of the health and safety management system are provided as necessary;
- Will ensure all levels of the School fully understand the arrangements for the implementation of the health & safety policy;
- Ensures sufficient funds are made available for the requirements of health, safety and welfare provisions;
- Has a specific responsibility for health and safety representation on the the School Board and ensuring health and safety matters are routinely reviewed;
- Takes the steps necessary to ensure compliance with this Policy Statement;
- Ensures the policy is reviewed every 12 months or when there is significant change to the School for compliance with the health and safety legislation.

The School Board of Governors

The School Board, collectively, provide health and safety leadership within the School.

The Board:

- Has an understanding of the main requirements of the Health and Safety at Work etc. Act 1974;
- Considers the consequences of business decisions that may have an impact on health and safety policies and practice to ensure that the risks are included in the assessment portfolio;
- Sets strategic direction for the School with consideration of the health and safety impacts;
- Reviews key or urgent issues, when escalated to the Board, as and when they arise;
- Shows visible and active commitment to health and safety matters;
- Advises on provision of resources essential to the implementation, control and improvement of the health and safety management system;
- Seeks assurance from the School Bursar that health and safety risk management is in place for matters within their control;
- Reviews the annual health and safety report submitted by the School Bursar.

Teaching, Administration and Maintenance Staff

All will:

- Have an understanding of the requirements of the Health and Safety at Work etc. Act 1974.
- Ensure health and safety are afforded priority and lead by example;
- Are responsible for all aspects of health and safety for themselves, their staff and visitors within their area of work;
- Ensure that all accidents, incidents and near misses are adequately reported, investigated and any action point implemented;
- Ensure all pupils under their supervision are aware of all relevant safety procedures and are adequately supervised at all times;
- Ensure that applicable generic risk assessments are followed and where they are not available dynamic risk assessments are conducted for all new and existing tasks and that controls are implemented, monitored and maintained;
- Report residual risks, which cannot be controlled, to the relevant Head of Department or to the person responsible for health and safety
- Ensure that they have the necessary equipment and tools to safely carry out their work, including appropriate personal protective equipment (PPE);
- Maintain a safe work environment;
- Monitor and ensure safety equipment and protective clothing is suitable and in accordance with risk assessment and guidance;
- Ensure that pupils Health, Safety and Welfare is not put at risk;
- Ensure adequate execution of safety responsibilities including responsibility for implementing remedial actions resulting from safety inspections;
- Ensure local implementation of task does not exceed individual capabilities in a manner detrimental to people's health and safety;
- Ensure management of health and safety is properly integrated into the planning and of all school projects;
- Identify any unique local classroom needs that cannot be met by existing health and safety standards and act on them;
- Enable suitable periodic checks in health and safety in conjunction with the person responsible for Health and Safety to ensure compliance with policy and procedures.

The School's Health and Safety Management

In accordance with Regulation 7 of the Management of Health & Safety Regulations 1999 the School Bursar will act as the nominated person responsible for Health and Safety.

The schools nominated person responsible for Health and Safety is responsible for overseeing the implementation and co-ordination of the School's health and safety procedures on behalf of the Head of the School.

Nominated Person Responsible for Health & Safety

Will ensure that: -

- Professional competence is maintained through the engagement of competent persons that will enable the School to discharge its statutory duty under Section 7 of the Management of Health & Safety at Work regulations 1999;
- All levels of the school fully understand the arrangements for the implementation of the health and safety policy;
- The health and safety policy is reviewed for compliance with current health and safety legislation;
- Sufficient funds are requested via the Head of the School for the school requirements of health, safety and welfare in line with current legislation;
- Systems are in place to allow the details of risk assessments/safe working procedures to be communicated to all relevant persons with suitable records kept;
- Systems are in place to allow any health and safety issues raised by employees, and non-employees to be recorded and investigated, with results being communicated back to the originator;
- Adequate training is identified and provided for relevant personnel including company induction, relevant to the location of work, toolbox talks or any other relevant job specific training;
- Systems are in place to identify numbers and types of qualified first aid personnel required at all the School premises and that relevant first aid Maintenance are provided and available at all times within the workplace in conjunction with the human resources department;
- Systems are in place to ensure that all employees are informed, via induction, of the location of first aid personnel and Maintenance and the importance of following the correct accident procedure, in conjunction with the human resources department, as per the School requirements;

- Systems are in place to allow the arrangements for fire safety to be implemented and that all relevant checks are carried out as per the Regulatory Reform Order (Fire) 2005;
- All significant accidents, dangerous occurrences and near misses are investigated and control measures implemented to prevent the possibility of recurrence;
- All risk assessments relevant to the activities and hazards within all areas are completed, and all relevant personnel informed of the result;
- That systems are in place to ensure that suitable and sufficient personal protective equipment is provided for employees at no cost and that suitable records are maintained;
- That systems are in place to ensure that suitable and sufficient personal protective equipment is worn at all times by persons during the course of their work;
- That systems are in place to allow joint consultations between management and other relevant School personnel take place;
- Systems are in place to allow all records, registers and certificates for statutory inspections, testing, or maintenance to be made available for inspection, by relevant official bodies, that relate to all School work locations and premises;
- Systems are in place that allows for any faulty work equipment identified to be immediately removed from service until repaired or replaced;
- Systems are in place that ensures all contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities;
- Systems are in place at all School locations and off site activities for the provision of welfare Maintenance and that they are adequate and arrangements are in place for the safe disposal of waste;
- Systems are in place to allow for safe access and egress to all locations where employees are working and that it is maintained at all times.;
- Systems are in place to allow for the identification of all relevant statutory signs and notices required at each location and that they are provided and displayed in prominent positions, in conjunction with the Maintenance department.
- Procedures are in place for contacting emergency services;
- Systems are in place for maintaining the access for emergency vehicles.
- Assess contractors' health and safety provision for compliance.

Employer's responsibilities

The School has a duty of care to all employees, casual workers, part-time workers, pupils, trainees, visitors and contractors who may be in the school or using equipment provided by the School.

Consideration is to be given to neighbours and the general public.

The School will

- Assess risks to staff health and safety and bring the significant findings to the attention of all concerned;
- Provide safe work equipment that is suitably maintained;
- Provide a safe place of work with adequate Maintenance and safe access and egress;
- Provide adequate training and information to all employees regardless of their position within the School;
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner;
- Comply with health surveillance requirements.

Employee's responsibilities

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

Section 7 - Every employee has a duty of care to take reasonable care of themselves and any other person who may be affected by their actions or omissions.

Section 8 - under no circumstances shall employees purposely or recklessly interfere with or misuse anything provided in the interest of safety or welfare, life saving, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are required to: -

- Always follow safety rules, avoid improvisation unless controlled by a dynamic risk assessment and comply with the health and safety policy;
- Always keep the work area and any School property tidy and free potential fire risks;
- Only perform work that they are competent to undertake;
- Always store materials and equipment in a safe manner;
- Never obstruct emergency escape routes
- Always practise safe working procedures, refrain from inappropriate behaviour and report all hazards and defective equipment;
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken;
- Inform their manager, head of department, person responsible for health and safety and a First Aider of any accidents/incidents that occur;
- Inform their manager, School Bursar of any near misses that occur.

The Management of Health and Safety at Work Regulations 1999 require all employees to: -

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

Responsibilities and duties of contractors and self employed personnel

All contractors and self-employed personnel have a duty of care and must ensure that:

- The person responsible for health and safety are to be made aware of all contractors and self-employed personnel working on School premises that pose a significant risk to health and safety. This should be done prior to arrival to allow for all necessary health and safety checks to be made;
- That they are made aware of the School health and safety policy and safety rules;
- They are fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and any other relevant legislation that applies to the tasks that they will be conducting;
- They comply with all health & safety instructions given by the management of the School;
- They will co-operate with the School in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the School are higher than basic requirements, then they shall comply with the higher standard;
- They will carry out risk assessments, where appropriate, in relation to their activities, ensuring that appropriate health and safety arrangements are implemented with adequate liaison inform and co-operate as necessary with the School;
- They will ensure that all activities, where appropriate, are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced;
- Will ensure that they sign into all locations where they are working, where appropriate, prior to undertaking any work at the premises.

Information for employees

Information regarding health and safety law is provided by a number of methods as follows: -

- Employees are provided with a copy of the employee safety handbook either in hard copy or via the School intranet site.
- The approved poster “Health and Safety Law – What You Should Know” will be displayed. This poster will always be kept in a legible condition with the address of the local enforcing authority and the names of responsible persons entered in the appropriate spaces.
- Management and employees have access to the School health and safety policies and procedures staff handbook that contains all relevant information with regard to recording and monitoring.

Joint consultation

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

The School recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the person responsible for health & safety to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

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

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

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

The person responsible for health and safety will inform the Head of any relevant changes to health and safety. This information will be disseminated to the appropriate members of staff.

If any visitors/contractors raise any concerns with regard to health and safety, the person responsible for health and safety will investigate the issue.

Section 3 - HEALTH & SAFETY ARRANGEMENTS

Access and egress

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The School is committed to providing a safe place of work and a safe means of access and egress within all parts of the school and any on site areas where work is being undertaken.

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

- Articles or substances do not impede safe access and egress to the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Standard Operating Procedures together with risk assessments (see risk assessment section) are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be monitored to ensure that they do not hinder safe access/egress of personnel when conducting task on School premises.

Aids/HIV

There has been a great deal of concern about the spread of HIV, the virus that leads to AIDS.

The School will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of any information will be treated in the utmost confidence and employment rights will not be affected.

The School will, so far as is reasonably possible, take all suitable precautions to secure the safety of employees who have been diagnosed with HIV whilst at work and of those employees working in close contact with the infected person.

Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected employee. However the School recognises that there is a residual risk from exposure to blood spillage arising from accidents or from exposure to contaminated syringes. The School intends to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with risks presented by HIV and AIDS in the workplace as and when the need arises.

Arrangements for ensuring the health and safety of workers

The School will, in consultation with employee's and/or their representatives: -

Prevent employees from coming into contact with blood-spillage and make arrangements to isolate areas where blood has been spilt until it has been cleared.

Ensure that a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc clears spillages.

Provide First Aiders with information about dealing with spillages of blood and discarded needles during first aid training and ensure that first aid boxes contain disposable gloves to protect against any possible contamination when handling an injured person.

Allow the use of syringes within the school only for medical reasons and in the treatment of animals (Employees using syringes at work for any other reason will be subject to disciplinary action).

Ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times.

Make suitable arrangements for the storage and disposal of syringes prior to them being used within the school.

Treat any information that has been given by an employee in respect of a HIV positive condition in complete confidence.

The following points will assist in ensuring that potential exposure to HIV is reduced to the lowest reasonably practicable level: -

- All medical conditions that require drugs to be administered by the use of a syringe are reported to management.
- Arrangements will be introduced into the school for the storage, use and disposal of syringes and similar medication.
- All cuts and abrasions will be suitably protected by wound dressings whilst at work.
- Counselling and advice will be made available for any employee who requests the service.

Asbestos

The Control of Asbestos Regulations 2012 Control of Substances Hazardous to Health Regulations 2002

The School accepts the potential risks to health posed by exposure to asbestos or asbestos containing materials.

There are three main types of Asbestos that may be encountered

- Chrysotile – White Asbestos – used in Corrugated cement roofing sheets, joint compounds, ceiling sheets, gutters, down spouts, to name a few applications
- Amosite – Brown Asbestos – Used as a fire retardant material in thing like thermal insulation products and ceiling tiles.
- Crocidotile – Blue Asbestos – Again used as a thermal insulating product.

White Asbestos was the most commonly used and accounts for 95% of Asbestos used.

Health Issues

Blue and Brown Asbestos are recognised as the most hazardous types but exposure to White Asbestos has been know to cause health risks.

Some of the health issues that are known to be caused by exposure to Asbestos fibres are

- Mesothelioma – Breathing or lung disorder.
- Asbestosis – Lung disorder.
- Lung Cancer – Cancerous tumours within the lungs.
- Asbestos warts - caused by fibres lodged in the skin.
- Pleural plaques – may develop into pleural thickening.
- Pneumothorax – has also been linked to Asbestos in some reports.

Blue and Brown Asbestos were banned in the UK in 1985, with the import, sale and second hand use of White Asbestos outlawed in 1999.

Asbestos is perfectly safe if left intact, there is only a risk when it is disturbed or broken and the fibres are released into the atmosphere.

Any work to be undertaken involving asbestos products must comply with the Control of Asbestos Regulations 2012 in most cases licensed contractors must be used.

The School will keep on file copies of all such legislation, licenses, notifications and other approved guidance notes, which will be made available to all employees (upon a reasonable request), HSE Inspectors or Local Authority Inspectors.

Any School premises that are known to contain asbestos shall have an asbestos management plan in place. This will include regular inspections on the condition of the asbestos. All persons working in premises, including contractors, where asbestos is present shall be informed of the areas that the asbestos is located and made aware of the risks that it presents.

Any building built before 1999 is required to have an asbestos survey conducted to identify any asbestos that may be present.

In line with the Control of Asbestos Regulations 2012 all School buildings where there is a risk or potential risk to exposure to Asbestos fibres will have Asbestos Management plan in place and this will be regularly monitored and reviewed by the Maintenance Department.

Only licensed asbestos contractors shall conduct any work that involves disturbing asbestos.

Typical examples of where Asbestos may be found.

- Drywall and joint compound
- Plaster
- Mud and texture coats
- Vinyl floor tiles, sheeting, adhesives
- Roofing tars, felts, siding and shingles
- Transite panels, siding, countertops and pipes
- Acoustic ceilings
- Fireproofing
- Caulk
- Gaskets
- Brake pads or shoes
- Clutch plates Stage curtains
- Fire blankets
- Interior fire doors
- Thermal pipe insulation
- Thermal mats
- Flash guards within electrical distribution boards.

If a member of staff comes across what they think to be Asbestos all work in the area is to be stopped and the School Bursar is to be informed.

Bites and Stings

Management of Health and Safety at Work Regulations 1999

Insect bites are puncture wounds caused by insects. In the UK, insects that bite include:

- Midges
- Mosquitoes
- Fleas
- Ticks
- Wasps
- Bees

When an insect bites it releases saliva that can cause:

- Inflammation (redness and swelling)
- Blisters
- Irritation

The symptoms of insect bite can vary depending on the type of insect and the sensitivity of the person who is bitten.

As well as biting, some insects sting and inject venom into the wound. In the UK, insects that sting include:

- Bees (honeybees and bumblebees)
- Wasps
- Hornets

Some people may have an allergic reaction after a sting. The symptoms can vary in severity, from pain and swelling to a potentially life-threatening allergic reaction that will require immediate medical attention, Anaphylaxis, this is rare after an insect sting.

Seek emergency medical attention if you or any pupil under your supervision has any of the following symptoms immediately after being stung:

- Swelling or itching anywhere else on your body;
- A skin reaction anywhere else, particularly pale or flushed (red or blotchy) skin;
- Wheezing or difficulty breathing
- A headache;
- Nausea, vomiting or diarrhoea;
- A fast heart rate
- Difficulty swallowing (dysphagia);
- Confusion, anxiety or agitation

Call 999 and ask for an ambulance, because this type of reaction can be fatal.

Preventing insect stings and bites

You can avoid being bitten or stung by an insect by:

- Using an insect repellent;
- Wearing long-sleeved and long trousers when outdoors;
- Not disturbing an insects nest;
- Moving slowly without panicking (do not wave your arms around or try to swat them).

Details of staff or pupils that are known to be allergic to stings or bites will be retained on file for future reference.

Animal Bites

There is a very small risk of being bitten by one of the School's pets: rabbits and guinea pigs are kept in the classroom and have an outside run which is used in good weather. Pupils should always be supervised when handling, feeding or cleaning out the animals, and should wash their hands after any of these activities have taken place.

Action to take after a bite or scratch that has broken the skin:

- Summon a first aider
- Ensure the affected area is cleaned and covered with a sterile dressing
- Check the IP's tetanus vaccination status, and if in doubt, take to the local hospital for attention

Snake Bites

There is a very small risk of sustaining a bite from a snake whilst out working in the field. Adders are relatively common in areas of rough, open countryside and are often associated with woodland edge habitats

If you come across an Adder:

- Don't be frightened. Stand still and wait for the snake to move off - it is probably already trying to make its escape
- Remember most bites are accidental - usually when people stand on the snake because they have not seen it due to its camouflage. If you are in an Adder hotspot wear good walking boots. Stamping quite hard when going through the undergrowth where the Adder can be almost invisible will trigger the snake to seek cover out of your way long before you reach it. However the chances of standing on an Adder is extremely slim

If, you know an adder is the kind of snake, which bit you, initiate emergency first aid. When one of the exotic snakes or a completely unfamiliar snake bites, you should begin emergency first aid immediately.

1. Let wound bleed for about thirty seconds
2. Call 999 for the nearest accident and emergency department for assistance
3. Cover the wound with sterile gauze; apply pressure
4. Remove jewellery and cut clothing away from wound
5. Stabilise the arm or leg where the bite occurred
6. If face, neck, back, stomach, chest is the bite site, gently pour a disinfectant on wound but do not rub or wipe the wound
7. Go to the nearest accident and emergency (A & E) department or remain calm and wait for medical assistance

Although, the adder is venomous its bite does not usually cause death. In a small number of people, venomous snakebites can trigger a severe allergic reaction, known as anaphylaxis or anaphylactic shock. This can occur immediately after a bite or several hours later.

For symptoms and what to do, see section on insect bites and stings.

Classroom Safety

Management of Health and Safety at Work Regulations 1999

Classroom safety must be seen as the area where an accident is liable to happen, but by following some very simple health and safety tips the chances of an accident occurring can be reduced:

- Always keep walkways as clear as possible
- Keep doorways free from obstructions
- Allow as much natural light into the classroom as possible
- Clean all spillages up as soon as they happen
- Make sure items do not overhang shelves at head height.
- Do not store heavy items on top of high shelves
- Do not allow pupils to run in the classroom
- Do not carry items that block your vision
- Always supervise pupils dependent upon the risk of task they are conducting
- Ensure classroom lighting is adequate
- Report any defects to equipment or the premises to the head of department or Maintenance as soon as possible.

Confined Spaces

Management of Health and Safety at Work Regulations 1999 Confined Spaces Regulations 1997

The School does not foresee any need for work within a confined space; but if the occasion occurs then it is required to comply with the Confined Spaces Regulations 1997.

In order that the School complies with the Confined Spaces Regulations, the School will undertake suitable and sufficient risk assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, this may be unavoidable and a well-defined safe operating procedure will be implemented.

Confined spaces are defined as areas where: -

- Oxygen levels could change from the normal level of 20.9%vol.
- A toxic gas could be present either naturally or introduced.
- A flammable gas could be present either naturally or introduced.
- Workers could be engulfed by a free flowing solid; grain, flour, etc.
- Drowning due to the increase in the level of liquid.
- Unconscious due to heat.

Where relevant, employees will be trained by an approved training body to enable them to undertake;

- Safe access and egress including emergency escape.
- Selection and use of suitable escape or full breathing apparatus.
- Selection and use of suitable gas monitoring equipment.
- Accident and emergency procedures.

All work that is undertaken within confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precautions are in place.

No employee shall enter a confined space until a risk assessment; safe operating procedure and a permit to work has been prepared.

Entry into confined spaces will be controlled by the Maintenance department with guidance from the person responsible for health and safety.

School employees are not normally expected to enter confined spaces but need to be aware of the risk. Entry into confined space would normally be undertaken by competent contractors.

Control of Substances Hazardous to Health (COSHH)

Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health 2002 Coronavirus Act 2021

It is the intention of the School to ensure the health and safety of all persons so far as is reasonably practicable from the hazards including the, handling, storage, disposal and transportation of all substances, including naturally occurring organisms that may be harmful to health such as viruses and bacteria, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

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

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

To enable the School to comply with the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the School will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Staff members are directly responsible for ensuring that persons/pupils within their control are not injured or adversely affected by substances. This will be accomplished by support from the person responsible for health and safety, identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

The person responsible for health and safety will ensure that contractors visiting any School premises, who are required to use hazardous substances, provide copies of their COSHH assessments, together with safe operating procedures for the materials they are intending to use prior to arrival, so that their use can be reviewed and approved.

The school is to compile a list of all COSHH rated substances that are in use or held on the premises. The person responsible for health and safety is responsible for ensuring that the COSHH lists are kept up-to-date and that any changes are notified to all staff member who might be affected by submitting an amended listing.

The list must contain the following

- Name of substance.
- Manufacturer of substance with contact details.
- Revision of the Material Safety Data Sheet held.
- Hazards associated with the substance e.g. Toxic, Flammable, etc.
- Storage location.

- Quantities held.

A copy of each relevant COSHH risk assessment will be held within the regional health and safety file (together with an electronic copy within the Maintenance department files) and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are observed, individuals are to be reminded by the Departmental Head or Maintenance manager of their responsibilities under the regulations.

Where, in the opinion of a member of staff, contractors are using unsafe practices, they are to inform them to cease work and inform the Maintenance department until a safer alternative is agreed upon, with assistance from the person responsible for health and safety.

Sources of harmful substances within a school

- Cleaning substances
- Vehicle exhaust fumes.
- Chemicals use in the classroom
- Naturally occurring organisms such as viruses and bacteria

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

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

Deep Water

Management of Health and Safety at Work Regulations 1999

The School has access to a pond at the rear of the playground, and also a swimming pool.

This pool is used under supervision for swimming instruction.

The pool and pond are classified out of bounds to all school pupils and this is enforced with locked gates, supervision and instructions to pupils.

There are systems and risk assessments in place to manage emergencies and staff to enforce the out of bounds rule.

There are several life savers positioned by the pool to be used in an emergency.

All pupils are reminded frequently of the dangers of the pool.

Electricity

The Electricity at Work Regulations 1989 Management of Health and Safety at Work Regulations 1999

The Electricity at Work Regulations 1989 places a duty of care on the employer to ensure that all electrical equipment that employees come in to contact with are as free from electrical risk as is reasonable practicable.

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height.

All electrical equipment used by the School will be selected carefully to ensure it is suitable for the environment in which it is used. Employees must not bring their own electrical equipment onto School premises.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis (dependent on the risk assessment), depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Any equipment brought onto site by contractors or employees will be logged and also be subjected to portable appliance inspection, testing and maintenance.

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

Portable Appliance Testing (P.A.T.) & Electrical Fixed Wire Test

The School defines portable appliances as equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Department Head, with assistance from the person responsible for health & safety is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals, depending on the use and application of the particular item. Any equipment brought onto site by employees or contractors will also be logged and subjected to portable appliance inspection, testing and maintenance. The results of completed inspections will be recorded in the Portable Appliance Register, which will be kept within the health and safety file with an electronic copy being held by the Maintenance department.

In addition, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

Portable electrical appliances will only be used for the task for which they are intended and the lead will be suitably positioned to prevent damage, entanglement or trip hazards.

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

Any defective equipment will be removed from use until it can be repaired, and these repairs will be recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous and therefore the School will take steps to reduce the risks as far as possible. The implementation of this policy requires the co-operation of everyone on School premises either directly employed by the School or an approved contractor.

Where a problem arises related to electricity at work, staff must inform their Head of Department immediately, who will then inform the person responsible for health and safety for guidance or arrange for investigations and remedial work to take place.

The person responsible for health and safety is responsible for ensuring that electrical wiring or equipment does not injure persons within their control and used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

The School will also: -

Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical & Electronic Engineers) Wiring Regulations as amended, and a certificate of inspection obtained for retention for record purposes.

- Maintain the fixed installation in a safe condition by carrying out routine safety testing (usually every 5 years).
- Identify and mark all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.

All operatives must co-operate with management

- Not endanger themselves or others;
- Report hazardous or dangerous operations;
- Follow the training and guidance provided to prevent injury to themselves and others;
- Comply with safety rules and use work permits where applicable.

Electrical equipment pre-use inspection

All pieces of electrical equipment that run from a voltage capable of causing injury (above 110Volt) should be subjected to a pre-use inspection.

A simple visual inspection should NOT require any tools to be used.

- Check body of the electrical equipment for signs of damage
- Ensure all safety guards (if fitted) are in place and not damaged
- Check lead for signs of damage, cuts in the insulation, flattened cable, etc.
- Entry to the plug, no inner cores are visible
- Check plug for signs of damage

If any damage is observed then the piece of electrical equipment should not be used and returned to the Maintenance Manager for assessment, repair or replacement as is required to make the item safe to use.

Hazard detection procedures

Management of Health and Safety at Work Regulations 1999

To encourage health and safety awareness in the workplace, a verbal hazard reporting policy is in place to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard or any shortcomings in the School's health and safety arrangements has been identified employees are required to bring it to the attention of their line manager. It is then the Department Head or the person responsible for health and safety responsibility to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

Any further control measures that are introduced by any member of staff must be relayed to the person responsible for health and safety as soon as is practicable.

The workforce is encouraged to use this procedure, which will improve the attitude of the workforce towards safety and will aid the School in consulting with employees.

Health surveillance

Control of Substances to Health Regulations 2002 Management of Health and Safety at Work Regulations 1999

The School takes health and welfare seriously. It is the School's aim to create an environment which is free (as far as is practicable) of occupational risk, occupational illness and to encourage a culture of health and fitness for staff.

The School recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

It is school policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Risk assessments of School activities will identify if and where surveillance is appropriate.

Special consideration will therefore be taken at the risk assessment stage for activities involving the following potential health risks: -

- Excessive noise
- Hand-arm vibration
- Solvents fumes, biological agents or other hazardous substances
- Asbestos, lead or work in compressed air
- Ionising radiation

The School also recognises that although specific legal requirements do not exist, the following operations may also require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

- Work related upper limb disorders
- Whole body vibration
- Manual handling

Further advice on the appropriate course of action will be sought from the Occupational Health Practitioners wherever necessary.

School employees are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the School.

Housekeeping

Management of Health and Safety at Work Regulations 1999

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

All school staff is responsible for ensuring classrooms and other school areas are maintained in a clean and tidy condition.

A tidy school leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the school is kept in a clean and orderly condition at all times.

All employees are responsible for maintaining an orderly and tidy school and must insist on any contractors fulfilling their obligations in this respect.

Information, instruction and training

Management of Health and Safety at Work Regulations 1999
The Safety Representative and Safety Committees Regulations 1977
The Health and Safety (Consultation with Employees) Regulations 1996
The Health and Safety (Training for Employment) Regulations 1990

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

On recruitment into the School all employees shall receive induction training specific to their job role and location of work.

They will be made aware of:

- Arrangements for first aid
- The fire safety arrangements including evacuation procedures
- Any risk assessments relating to their area of work
- Any safe operating procedures relating to their area of work
- Any specific equipment operating procedures
- Any requirements relating to COSHH associated substances

Further training will be provided:

- When identified in their training needs analysis in relation to their job role
- When moved to another task or when promoted
- When the process, equipment, risk assessments or safe operating procedures are changed

The Heads of Department will be responsible for overseeing local training needs that maybe specific to job role.

Any coaching, mentoring or informal training must also be logged

It is important that the following information is recorded:

- Who is giving the training i.e. the person responsible for health and safety, equipment manufacturer, supplier or external third party training provider
- What the training relates to i.e. use of a machine, a specific procedure

- Duration of the session i.e. 10mins, 1 day, 1hour per day for a week
- Aims and objectives i.e. what do we hope to achieve from this training

Where training is out sourced this should be done through the human resources department. All training that is provided must be of a suitable standard; any health and safety training should be referred to the person responsible for health and safety to confirm suitability to the role intended for.

Any health and safety training will be undertaken during working hours wherever possible.

It is the policy of the School to ensure that all management are suitably trained to have a good understanding of the health and safety polices and procedures.

All training will be recorded and retained on each individual employee's personal file for future reference this will be kept by the human resources department with access upon request by the School Bursar to view health and safety training to identify any possible training needs.

The Head of School in conjunction with the person responsible for health and safety are responsible for ensuring that the School procedure for information, instruction and training is adhered to.

Employees will report any problems to the Head of School or the person responsible for health and safety.

All training will be reviewed on an annual basis.

Ladders and stepladders

Management of Health and Safety at Work Regulations 1999 The Work at Height Regulations 2005 (as amended)

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the School will only be authorised if there is no suitable alternative e.g. mobile tower.

The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms etc will be considered by risk assessment.

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

Ladder users must be trained and instructed in their use.

Ladders must be: -

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base and supported by the stiles only.
- Set at the correct angle- 75% or 4:1, 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. BS2037 Class 1 ladder may be used within the School.

Any work that is to be conducted with the use of ladders or stepladders must be of short duration, no more than 20 minutes.

Ladders will need to be inspected and such be documented at regular interval (every 3 months whilst in use) and visually prior to each new use.

Items to be checked and recorded:

- Are steps or rungs for security or damage
- Are stiles or braces for cracks, splits or twists
- Are hinges in good condition i.e. not loose or bent
- Are non slip feet in good condition not too worn
- Is the ladder identifiable, numbered

Legionella

Management of Health and Safety at Work Regulations 1999

Control of Substances to Health Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Legionella pneumophila is the bacterium that causes Legionnaires disease. People will catch Legionnaires' disease by inhaling small droplets of water suspended in the air, which contain the bacteria.

Certain conditions increase the risk from legionella:

- A suitable temperature for growth, 20 to 45°C
- A source of nutrients for the organism, e.g. sludge, scale, rust, algae, and other organic matter
- A way of creating and spreading breathable droplets, e.g. the aerosol created by a cooling tower or shower.

However, remember that most people exposed to legionella do not become ill, and Legionnaires' disease does not spread from person to person.

The symptoms of Legionnaires' disease are similar to those of flu:

- High temperature, fever and chills
- Cough
- Muscle pains
- Headache.

In a bad case there may also be pneumonia, and occasionally diarrhoea and signs of mental confusion.

Where does Legionella come from?

Legionella bacteria are widespread in nature, mainly living in natural water systems, e.g. rivers and ponds. However, the conditions are rarely right for people to catch the disease from these sources.

Outbreaks of the illness occur from exposure to legionella growing in purpose-built systems where the water is maintained at a temperature high enough to encourage growth, e.g. cooling towers, evaporative condensers, spa pools, and hot water systems used in all sorts of premises (work and domestic).

Most community outbreaks in the UK have been linked to installations such as cooling towers, which can spread droplets of water over a wide area. These are found as part of air-conditioning and industrial cooling systems.

The HSE's Approved Code of Practice (ACOP) and guidance for the control of legionella bacteria in water systems (L8) requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

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

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

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

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

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

If you suspect that you or an employee has contracted the disease as a result of your work then there is a legal requirement (Under RIDDOR) to report cases to the Health and Safety Executive.

Lifting equipment and lifting operations

Lifting Operations and Lifting Equipment Regulations 1998 Management of Health and Safety at Work Regulations 1999

The School defines lifting equipment as any plant, or piece of equipment that is certified for lifting; this includes cranes, excavators, telescopic handlers, elevators, mobile elevating work platforms and forklifts. It also includes lifting accessories such as chains, slings and eyebolts.

LOLER requires that lifting equipment be:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Subject to ongoing thorough examination and, where appropriate, inspected by competent people

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

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months
- Any other lifting equipment is to be examined annually by an approved engineering company

Documentation

The competent person (person carrying out the thorough examination) is legally required to send you a written and signed report of the thorough examination (not to be confused with regular maintenance) as soon as practicable. This should normally be within 28 days, but if there is a serious defect which needs addressing you should get a report much sooner.

If the competent person identifies a defect which presents an 'existing or imminent risk of serious personal injury' they are also legally required to send a copy to the enforcing authority.

By law, the report must contain certain information specified in Schedule 1 of LOLER, in summary it should:

- Identify the equipment examined (serial number, make, etc), the employer and the premises
- Give the date of the last thorough examination and specify when the next one should take place
- Specify the safe working load
- Give the reason for the thorough examination (i.e. following installation, according to an examination scheme, statutory interval, etc)
- Identify any defect which is or may become a danger to people
- Give the details of any repair, renewal or alteration required to remedy the defect, and the date by which it should be undertaken
- Give details of any tests carried out
- Give details of the person carrying out the report and the person validating the report on their behalf

If the report does not contain all the information above, you should not accept it, as this may place you in breach of the law.

Documentation must be kept for a minimum of two year and must be available for inspection by the enforcing authority. These records may be kept electronically.

A risk assessment will be carried out by a competent person.

When making these assessments the following points will be considered:

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

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

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

Lighting

The Workplace (Health, Safety and Welfare) Regulations 1992

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

The above regulation states that lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes, changes of floor level, etc. Lighting and light fittings should not create a hazard.

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

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

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

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

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

Lone working

Management of Health and Safety at Work Regulations 1999

The School recognises that with few exceptions it is not illegal to lone work.

The School accepts some School employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations.

The decision to lone work will be based on risk of personal injury being low.

Employees who are required to undertake lone working activities will be provided with all relevant information, instruction and training to carry out an 'on the spot' risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Departmental managers, Heads of Departments with assistance from the person responsible for health and safety need to investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Departmental managers should ensure that measures are in place to control or avoid such risks.

The School will:

- Involve staff or their representatives when undertaking the required risk assessment process
- Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment)
- Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice;
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up
- Where a lone worker is working at a location that is not owned by the School, the owner of that location should inform the lone worker of any risks and the required control measures these should then be entered on the site-specific risk assessment

Risk assessments should help employers decide on the right level of supervision.

There are some high-risk activities where at least one other person may need to be present.

Lone workers should not be put at more risk than other School employees. In order to achieve this, extra risk control measures may be necessary.

Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

The School will identify situations where people work alone and apply the following to the risk assessment:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for one person?
- Can one person safely handle any necessary temporary access equipment, such as portable ladders?
- Can one person safely handle any machinery involved in the task?
- Are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- Does the work involve lifting objects too large for one person?
- Is more than one person needed to operate essential controls for the safe use of equipment or workplace transport?
- Is there a risk of violence?
- Are young, pregnant or disabled workers particularly at risk if they work alone?
- Are there any other reasons why the individual (for example a trainee) may be more vulnerable than others?
- If the employee's first language is not English, are suitable arrangements in place to ensure clear communication, especially in an emergency?
- Does the employee have a medical condition that might make them unsuitable to work alone, pay particular attention to excessively physical activities?

Supervision

The extent of supervision required depends on the risks involved and the ability of the employee to identify and handle health and safety issues. Employees new to a job, undergoing training, doing a job that presents special risks, or dealing with new situations may need to be accompanied at first.

The departmental head will assess the level of supervision required: the higher the risk, the greater the level of supervision required, which should be based on the findings of a risk assessment. It should not be left to the employee to decide whether they require assistance.

There are a number of procedures that may be put in place to monitor employees when working alone to help keep them healthy and safe. These may include:

- Managers periodically visiting and observing people working alone

- Regular contact between the lone worker and an appointed person, using either mobile phones, telephones, radios or e-mail, bearing in mind the employees understanding of English
- Automatic warning devices, which operate if specific signals are not received periodically from the lone worker, e.g. staff security systems;
- Other devices designed to raise the alarm in an emergency, these can be operated manually or automatically by the absence of activity;
- Checks to ensure a lone worker has returned to their base or home once their task is completed.
- What happens if a person becomes ill or has an accident, or there is an emergency?

School employees that may have the need to work alone should be capable of responding correctly to emergencies. Risk assessments should identify foreseeable events. Emergency procedures should be established and employees trained in them.

No School employee will be expected to work where they feel that their health and safety may be compromised either by location, personnel present or task to be completed.

If in any doubt contact your Head of Department or the person responsible for health and safety.

Machinery

The Provision and Use of Work Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
Pressure Systems Safety Regulations 2000
Lifting Operations and Lifting Equipment Regulations 2002
Personal Protective Equipment Regulations 1992
Electricity at Work Regulations 1989

Any work equipment that may be used or provided by the School will be safe and fit for the purpose for which it is intended.

All equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) and be included in a regular maintenance programme.

The School will ensure that all equipment provided for use by School employees or pupils is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Used only by staff/pupils who have received adequate information, instruction and training
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices

Under no circumstances should guards be removed from any plant or machinery unless by a competent person to allow for maintenance.

In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the person responsible for health and safety should be informed as soon as possible to arrange for a suitably competent person to visit the site and repair or service the item of equipment. While waiting for a suitably competent person to arrive on site all relevant plant and machinery must be made safe.

Regular inspections of various types of machinery will be completed and records of the findings of any such inspections will be recorded with a statutory inspection register.

Any plant or machinery that may be used or provided by the School will be safe and fit for the purpose for which it is intended.

All equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations and be included in a regular maintenance programme.

Only trained and experienced persons will be permitted to use equipment that poses significant risk.

The person responsible for health and safety will conduct a risk assessment where an employee is required to use work place equipment.

All workplace equipment that requires regular service and maintenance shall have this completed in line with the suppliers, manufacturers or legislation requirements. Records will be kept of all service, repair or maintenance conducted.

For pupils to use any piece of equipment they must be adequately supervised at all times by the member of staff responsible for the equipment.

Manual handling

The Manual Handling Operations Regulations 1992 (as amended) Management of Health and Safety at Work Regulations 1999

Manual handling is the act of moving a load by:

- Lifting
- Putting down
- Pulling
- Pushing
- Anything that use bodily force to move an object

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

The School accepts that some manual handling activities by employees or pupils may be necessary during their regular school or maintenance activities.

The School will avoid the need for employees or pupils to undertake manual handling operations wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable. The results of any manual handling risk assessments conducted will be made available to all employees and will be readily available for inspection. The risk assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

It is recommended that the risk assessment will follow the format below:

- Task – details of the task to be conducted
- Individual – capabilities of the person moving the load
- Load – the object to be moved
- Environment – area or environmental conditions that may affect the task

The provision of mechanical manual handling aids will be provided wherever practicable in line with any risk assessment conducted.

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

Employees who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

Weight Limits

The Manual Handling Operations Regulations 1992 (as amended) set no specific requirements such as weight limits.

The ergonomic approach shows clearly that such requirements are based on too simple a view of the problem and may lead to incorrect conclusions. Instead, an ergonomic assessment based on a range of relevant factors is used to determine the risk of injury and point the way to remedial action.

Hierarchy of control

The Manual Handling Operations Regulations 1992 (as amended) establish a clear hierarchy of measures for dealing with risks from manual handling.

These are:

1. Avoid hazardous manual handling operations so far as reasonably practicable
2. Assess any hazardous manual handling operations that cannot be avoided
3. Reduce the risk of injury so far as reasonably practicable.

Training

Section 2 of the Health and Safety at Work Act 1974 and regulations 10 and 13 of the Management of Health and Safety at Work Regulations 1999 require employers to provide their employees with health and safety information and training. This should be supplemented as necessary with more specific information and training on manual handling injury risks and prevention, as part of the steps to reduce risk required by regulation 4(1)(b)(ii) of the Regulations.

The risk of injury from a manual-handling task will be increased where workers do not have the information or training necessary to enable them to work safely. For example, if they do not know about any unusual characteristics of loads or about the system designed to ensure their safety during manual handling, this may lead to injury. It is essential that where, for example, mechanical handling aids is available; training is provided in their proper use.

For those School employees who are involved in tasks that require substantial manual handling a suitable training course will be provided. Employees that feel that this would help reduce their risk of injury should make a request through their head of department or the person responsible for health and safety.

Mobile telephones

Management of Health and Safety at Work Regulations 1999

Legislation makes it an offence for a person to drive a motor vehicle if they have not got proper control of the vehicle. This legislation has permitted the introduction of a regulation, effective from 1st December 2003, making it an offence to use or cause or permit the use of a hand held mobile phone whilst the engine is operating. A fine or penalty points will be incurred if a fixed penalty notice is issued. If the matter is referred to a court the fine may be increased to a maximum of £1000.

In order to ensure the safety of all School employees who are supplied and required to use mobile telephones whilst working away from the School premises the following safety procedure has been compiled:

- When driving only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- Do not press the telephone to your ear or the side of your head and try to leave a gap between your ear and the handset if possible.
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- When driving only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button. Use short responses and indicate that you will return the call when it is safe to do so.
- When driving never initiate a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or in any other potentially explosive atmospheres.
- Do not use your mobile telephone when there is traffic moving within you vicinity

Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party or a customer.

Hand-held mobile telephone

The School does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

Hands-free mobile telephones

Where a compliant hands-free mobile phone installation has been fitted to vehicles, the requirements are much the same as hand-held telephones, although it is still important to make all essential calls whilst the vehicle is stationary as notes may be required to be written whilst making the call.

Whilst using a mobile telephone it is advisable to keep all calls as short as possible, wherever possible a landline telephone should be used.

It is important to ensure whilst driving vehicles that the Highway Code is followed at all times. Any breach of the code may result in prosecution if stopped by the police.

Health Concerns

With the use of mobile phones within the workplace the School refers all employees to the Department of Health leaflet 'Mobile Phones and Health'.

The most current research suggests that exposure to radio waves below levels set out within international guidelines do not cause health problems for the general population.

If you use a mobile phone, you can choose to minimise your exposure to radio waves. These are ways to do so:

- Keep your calls short
- Consider relative SAR values when buying a new phone.

It is possible to measure how much radio wave energy your body receives from each model of mobile phone. This is called the specific absorption rate or SAR.

New and expectant mothers

Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
The Employments Rights Act 1996
Sex Discrimination Act 1975

Regulation 16 of the Management of Health and Safety at Work Regulations 1999 places a duty on employers to carry out a risk assessment in respect of new or expectant mothers.

It states:

Where - the persons working in an undertaking include women of child bearing age; and the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions or physical, biological or chemical agents, including those specified in Annexes I and II of Council Directive 92/85/EEC on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding, the risk assessment required by regulation 3(1) shall also include an assessment of such risk.

Where, in the case of an individual employee, the taking of any other action the employer is required to take under the relevant statutory provisions would not avoid the risk referred to in paragraph (1) the employer shall, if it is reasonable to do so and would avoid such risks, alter her working conditions or hours of work.

If it is not reasonable to alter her working conditions or hours of work, or if it would not avoid such risk, the employer shall, subject to section 67 of the Employment Rights Act 1996 suspend the employee from work for so long as is necessary to avoid such risk.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the control measures taken.

The School will need to:

- Alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks

If these conditions cannot be met;

- Identify and offer her suitable alternative work that is available

If that is not feasible;

- Suspend her from work.

The Employment Rights Act 1996 (which is the responsibility of the department of trade and industry) requires that this suspension should be on full pay. Employment rights are enforced through the employment tribunals.

All employers should take account of women of childbearing age when carrying out the risk assessment and identify the risk control measures that are required.

The additional steps of altering working conditions or hours of work, offering suitable alternative work or suspension as outlined above may be taken once:

- An employee has given her line manager notice in writing that she is pregnant
- Has given birth within the last six months or is breastfeeding

If the employee continues to breastfeed for more than six months after the birth she should ensure her manager, Head of Department is informed of this, so that the appropriate measures can continue to be taken.

The School need to ensure that those workers who are breastfeeding are not exposed to risks that could damage their health and safety as long as they breastfeed.

Once a Department Head has been informed in writing that an employee is a new or expectant mother, the school needs to immediately put into place the steps described.

All female employees are instructed within their contracts of employment that they must inform School management as soon as they are aware that they are pregnant to enable the appropriate control measures to be implemented.

When any work involves dealing with pupils there is a risk of contracting the rubella virus (German measles), it is advisable for all staff that are planning a pregnancy to check their immunisation prior to trying to conceive, screening for the immunity is routinely checked in antenatal clinics.

Pregnancy work place risk assessment

Once you have been told that an employee is pregnant then a workplace risk assessment needs to be conducted.

The following risk will need to be considered:

Physical agents

- Movements and postures
- Manual handling operations
- Shocks and vibrations
- Noise
- Radiation (ionising and non-ionising)

Biological agents

- Infectious diseases

Chemical agents

- Toxic chemicals
- Mercury
- Antimitotic (cytotoxic) drugs
- Pesticides
- Carbon monoxide

Working conditions

- Maintenance (including rest rooms)
- Mental and physical fatigue, working hours
- Stress (including post-natal depression)
- Temperature
- Working with visual display units (VDUs)
- Working alone
- Travelling
- Violence
- Some forms of lone working
- Personal protective equipment

Once a risk assessment has been initially conducted it will need to be updated according to the development of the expectant employee.

Noise at work

The Control of Noise at Work Regulations 2005 Management of Health and Safety at Work Regulations 1999

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels. Permanent hearing damage can be caused instantly by sudden very loud explosive noises, e.g. from cartridge operated machines or can be gradual due to prolonged exposure to noise. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing or humming noise in the ears).

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment. However the Control of Noise at Work Regulations impose additional duties on employers and require certain steps to be undertaken based on personal daily, or in some circumstances weekly, noise exposure levels.

As an employer the School will:

- Assess the risk presented by noise that School employees may be exposed to during their normal working day
- Take action to reduce the noise levels to the lowest levels that are reasonably practicable
- Provide hearing protection where it is not practicable to reduce the noise levels below the legal limits
- Conduct health surveillance to all employees deemed to be at risk from hearing damage

Action Levels

The Noise Regulations require you to take specific action at certain action values.

These relate to:

- The levels of exposure to noise of your employees averaged over a working day or week
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
 - Daily or weekly exposure of 80 dB;
 - Peak sound pressure of 135 dB;
- Upper exposure action values:
 - Daily or weekly exposure of 85 dB;
 - Peak sound pressure of 137 dB.

There are also levels of noise exposure, which must not be exceeded:

- Exposure limit values:
 - Daily or weekly exposure of 87 dB;
 - Peak sound pressure of 140 dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

If it is suspected that there is a risk posed by exposure to excessive noise then a risk assessment must be conducted.

The noise risk assessment must be conducted by a competent person; for help and advice contact the person responsible for health and safety.

Once the assessment has taken place control measures must be implemented to reduce the noise exposure down to an acceptable level.

Personal protective equipment (PPE)

Personal Protective Equipment at Work Regulations 1992 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992

PPE is defined in the Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'.

Examples of PPE are:

- Safety helmets
- Gloves
- Eye protection
- High-visibility clothing
- Safety footwear
- Safety harnesses.

The School will ensure that all PPE that is provided to employees or pupils has been assessed and that it is suitable to the task that it is being used for.

The School will compile full risk assessments for all tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees/pupils. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards. For advice on the approved PPE please contact the person responsible for health and safety or the Maintenance department.

Hazards and Types of PPE

- Eyes
 - Hazards: chemical splash, dust, projectiles, gas and vapour, radiation.
 - Options: safety spectacles, goggles, face shields, visors.
- Head
 - Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement
 - Options: safety helmets, hair net
- Protecting the body
 - Hazards: temperature extremes, adverse weather, chemical splash/overspray, contaminated animal waste, contaminated dust, excessive wear or entanglement of own clothing.

- Options: conventional or disposable overalls, boiler suits, specialist protective clothing, high-visibility clothing.
- Hands and arms
 - Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.
 - Options: gloves, gauntlets, mitts, wrist cuffs, armllets.
- Feet and legs
 - Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.
 - Options: safety boots and shoes with protective toecaps and penetration-resistant mid-sole, gaiters, leggings, spats.

All employees/pupils who are required to wear personal protective equipment will be provided with suitable recorded (or verbal) instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment.

Employees/pupils are not to use PPE, which has been identified with having defects, or are inappropriate for the task.

PPE will be replaced when required or when it becomes damaged at no cost to the employee/pupil.

All employees / pupils will be responsible for keeping their PPE in good condition and suitable for the task.

All employees will wear PPE as the task dictates or when instructed in a method statement/risk assessment.

Any employee found not to be wearing suitable PPE will be subject to the school disciplinary policy.

Personal safety

Management of Health and Safety at Work Regulations 1999

The School has a duty of care to ensure all employees at work are not subjected to either verbal or physical abuse either from other employees or pupils.

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all employees.

The School accepts that during the normal course of a school day some employees may have to deal directly with verbally abusive pupils. . It is foreseeable that employees/pupil may be subjected to violent behaviour such as swearing, being threatened or even attacked.

Key Risks

- Classroom activities
- Meetings with parents
- Off school premises visits

The School will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during risk assessments.
- Keeping detailed records of all past incidents
- Asking employees whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as personal alarms.

The School will introduce arrangements to minimise the risk to staff.

Verbal Aggression

If a pupil/parent becomes verbally aggressive:

- Do Not get into a shouting competition
- Keep the tone of your voice level and calm
- Try to defuse the situation
- Make an excuse to exit the area, maybe to get a piece of equipment and ring your Department Head, the school office or the police if you feel in danger

Physical Aggression

If a pupil/parent becomes physically aggressive:

- Keep your wits about you
- Do not push back
- Try to defuse the situation
- Keep calm and talk in a controlled manner, don't shout
- Keep escape routes clear, ensure you can reach the door
- Make an excuse to exit the area, maybe to get a piece of equipment and ring your Department Head, the school office or the police if you feel in danger

The School will ensure that all injuries sustained as a result of non-consensual physical or verbal violence are reported in accordance with the School accident reporting procedure.

The School will take seriously any aggression towards its employees and will seek prosecution where necessary.

Radiation

Workplace (Health, Safety and Welfare) Regulations 1992
Management of Health and Safety at Work Regulations 1999
The Ionising Radiation Regulations 1999
The Provision and Use of Work Equipment Regulations 1998

Non-Ionising Radiation

Non-ionising radiation is the term used to describe the part of the electromagnetic spectrum covering two main areas:

- Optical radiation – Ultraviolet, visible and infra red
- Electro magnetic fields – Power frequencies, Microwaves and radio frequencies

Optical Radiation

Ultraviolet radiation from the sun can be extremely dangerous and can damage the cornea in the eye and cause damage to the skin.

School employees are advised not to look directly at the sun, even when wearing sunglasses. The School do not issue sunglasses to employees but if an employee chooses to wear them, they must give adequate ultraviolet protection.

When working outside the School employees are advised to cover as much of the skin as practicable and those areas that cannot be covered with clothing apply sun protection cream of a minimum UV protection factor 30. Over exposure can cause accelerated aging through to various types of skin cancers.

For advice on the provision of personal protective equipment the School employees are advised to seek confirmation from the person responsible for health and safety.

Electro magnetic fields

Electro magnetic fields arise whenever electrical energy is used.

This includes items such as:

- Computers
- Microwaves
- Televisions
- Radios, etc.

The effects on the body are extremely rare ranging from damage at low frequencies to the central nervous system to at high frequencies a heating effect on the body leading to a rise in body temperature.

School employees are not seen to be at high risk of these health concerns but the School will risk assess all areas where excessive electro magnetic fields are likely to occur.

The School will also ensure that all appliances that emit electro magnetic field are serviced and maintained in line with legislation and manufacturers guidance.

Risk Assessments (Generic, Site Specific & Dynamic)

Management of Health and Safety at Work Regulations 1999

Risk assessments are a way of controlling the chances of School employees or pupils becoming injured at work.

The management of health and safety at work regulations states that all tasks and areas that present a significant risk of an accident, incident or dangerous occurrence must have a suitable and sufficient assessment of risk conducted. The risk must be reduced to a point where it is as low as practicable.

There are three types of risk assessment

- Generic risk assessment
- Dynamic risk assessment
- Site specific risk assessment

Generic risk assessment

This is a risk assessment that is written to cover a task that is conducted many times and in many different locations.

A generic risk assessment could be written for:

- Standard classroom activities
- The use of a fume cupboard in a laboratory
- Use of display screen equipment

Dynamic risk assessment

This is used when there are variations to a generic assessment relating to a special event, maintenance task or school visit.

For example

- In a generic risk assessment the weather conditions were good but when an employee arrives to conduct the task and it is very wet, the chances of a slip or a fall have increased
- When an employee arrives on a visit and the activity varies from the generic risk assessment

The dynamic risk assessment would allow the employee to use the generic assessment, but add to it using the dynamic risk assessment form.

The dynamic risk assessment form would then be sent to the person responsible for health and safety for archiving and use in the event of a liability claim at some point in the future. These forms must be kept for a minimum of three years.

Site-specific risk assessment

This type of risk assessment would be for a specific task at a specific site. The task would be assessed prior to any activity taking place.

- Theatre visit
- Activity centre visit
- Sports events, held on or off School premises

A competent person shall write all risk assessments. A competent person is deemed to be someone with suitable skills, knowledge and experience of the task, piece of equipment or location to be able to identify risks and hazards associated with it.

The School will conduct risk assessments for any task or area that there is perceived to be a significant risk of injury or damage occurring. These risk assessments will be available to all employees involved in the task or areas.

All School employees will be given the opportunity to ask questions regarding the risk assessment.

All risk identified within the risk assessment will be assigned control measures to lower probability of the risk causing harm or damage.

Where a control measure has been identified all School employees will be expected to implement it, unless they find that it is impracticable in which case it must be referred back to the departmental manager.

What should be in a risk assessment?

- Hazards associated with the location – traffic, buildings, remote, water, etc
- Hazards associated with the task – manual handling, ergonomic, heat, etc
- Hazards associated with equipment – rotating machinery, vibration, radiation, etc
- Hazards associated with the environment – weather conditions, slips and trips, etc
- Hazards associated with chemicals – chemicals being used by yourself or others, etc
- Hazards associated with live bodies – persons, animals, insects, etc
- Hazards associated with biological items – animal waste, samples, etc

How can the Hazard be controlled?

- Eliminate the hazard – can the hazard be removed
- Reduce the hazard – can the amount of hazard be reduced
- Prevent contact with the hazard – can we guard or place barriers
- Safe method of working – can the way the task is completed be changed

- Personal protective equipment – can PPE be used to protect from the hazard

Risks from Trees

Management of Health and Safety at Work 1999

Each year between 5 and 6 people in the UK are killed when trees fall on them. Thus the risk of being struck and killed by a tree falling is extremely low. Around 3 people are killed each year by trees in public spaces; but as almost the entire population of the UK is exposed, the risk per person is about one in 20 million. The risk, per tree, of causing fatality is of the order of one in 150 million for all trees in Britain or one in 10 million for those trees in, or adjacent to areas of high public use. However the low level of overall risk may not be perceived in this way by the public, particularly following an incident.

The average risk is firmly in the “broadly acceptable” region of the tolerability of risk triangle published in HSE’s “Reducing Risks Protecting People”. However, “Reducing Risks, Protecting People” explicitly states that “broadly acceptable” is a general guide and not a definitive statement of what is reasonably practicable in law.

The School has a duty to do all that is reasonably practicable to ensure that people are not exposed to risk to their health and safety. Doing all that is reasonably practicable does not mean that all trees have to be individually examined on a regular basis. A decision has to be taken on what is reasonable in the circumstances and this will include consideration of the risks to which people may be exposed.

An effective system for managing trees should meet the requirements set out in the Management of Health and Safety at Work Regulations 1999 and the associated ACoP (guidance is contained in HSG 65 Successful health and safety management and INDG 163 Five steps to risk assessment) and is likely to address the following:

- An overall assessment of risks from trees, particularly identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised, and help identify any checks or inspections needed. As a minimum, trees should be divided into two zones: one zone where there is frequent public access to trees (e.g. in and around picnic areas, schools, children’s playgrounds, popular foot paths, car parks, or at the side of busy roads); and a second zone where trees are not subject to frequent public access. As a rough guide ‘trees subject to frequent public access’ are those that are closely approached by many people every day. Maps may be useful here as individual records for individual trees are unlikely to be necessary if zones and the trees in the zones are clearly defined.
- For trees in a frequently visited zone, a system for periodic, proactive checks is appropriate. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboricultural specialist. Duty holders should ensure that any system that is put in place for managing tree safety is properly applied and monitored.
- A short record of when an area or zone or occasionally an individual tree has been checked or inspected with details of any defects found and action taken.

- A system for obtaining specialist assistance / remedial action when a check reveals defects out with the experience and knowledge of the person carrying out the check.
- A system to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities such as work by utility providers in the vicinity of trees or severe gales.
- Occasionally a duty holder may have responsibility for trees that have serious structural faults but which they decide to retain. Where such a condition is suspected and the tree also poses a potentially serious risk because, for example its proximity to an area of high public use, a specific assessment for that tree and specific management measures, are likely to be appropriate.
- Once a tree has been identified by a check to have a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboricultural work required should be carried out by a competent arboriculturist; as such work tends to present a relatively high risk to the workers involved. Duty holders should **not** be encouraged to fell or prune trees unnecessarily.
- Inspection of individual trees will only be necessary where a tree is in, or adjacent to, an area of high public use, has structural faults that are likely to make it unstable and a decision has been made to retain the tree with these faults.
- Monitoring to ensure that the arrangements are implemented in practice.

Safe systems of work

Introduction

It has been estimated that at least a quarter of all fatal accidents at work involve failures in systems of work – the way things are done. A safe system of work is a formal procedure which results from a systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.

Many hazards are clearly recognisable and can be overcome by separating people from them physically e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. **Where the risk assessment indicates this is the case, a safe system of work will be required.**

Some examples where safe systems will be required as part of the controls are:

- Cleaning and maintenance operations
- Changes to normal procedures, including layout, materials and methods
- Working alone or away from the workplace and its Maintenance
- Breakdowns and emergencies
- Control of the activities of contractors in the workplace
- School trips

For all safe systems, there are five basic steps necessary in producing them:

- Assessment of the task
- Hazard identification and risk assessment
- Identification of safe methods
- Implementing the system
- Monitoring the system

A safe system of work will be required for all tasks where there is significant risk to staff, pupils, or visitors to the School.

Permit to work systems

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

Permit to work systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems and the fitting of locking devices to controls. Most permits are only designed to cover work lasting up to 24 hours, and require an authorisation signature for any time extension.

An experienced, trained and authorised person will pre-assess the hazards and risks involved in the work to be done, and will then complete and sign a certificate giving authority for the work to proceed under controlled conditions specified on the permit.

No one should be in a position to authorise a permit for work to be conducted by themselves.

A permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will usually require written acknowledgement by the person who will do the work, or is in charge, and will also allow for signed confirmation that the workplace or the equipment has been restored to safety, for any time extension which may be permitted, and for the cancellation of the permit. There will also usually be some system for keeping a record that a permit has been issued.

There are many different types of permit. Some common examples are:

- Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
- Hot work permits
- Permits to enter premises or confined spaces
- Permits to work on pressurised systems
- Permits to excavate – where there are buried services

Safety of persons with disabilities

Management of Health and Safety at Work Regulation 1999 The Equality Act 2010

Disability is not always obvious. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

'Normal day-to-day' means things that people do on a regular or daily basis, such as reading, writing, using the telephone, having a conversation and travelling by public transport .

'Long-term' usually means the impairment should have lasted or be expected to last at least a year. 'Substantial' means not minor or trivial.

The key thing is not the impairment but its effect. Some people don't realise that impairments such as migraines, dyslexia, asthma and back pain can count as a disability if the adverse effect on the individual is substantial and long-term. Some conditions automatically count as disabilities for the purposes of The Equality Act 2010, from the point of first diagnosis - these are cancer, HIV and multiple sclerosis (MS)

It is discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia). This type of discrimination is unlawful where the employer or other person acting for the employer knows, or could reasonably be expected to know, that the person has a disability.

The School has a responsibility to ensure that all persons who visit, work or attend the school premises are safe at all times. In order that this is done effectively the person responsible for health and safety will ensure that disabled persons are protected from everyday hazards within the school as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitor to inform the school prior to their visit in order that any special arrangements can be made.

It is the School's policy to make all areas of the premises as accessible as practicable.

Where a disabled person is on school premises it is the responsibility of the person responsible for health and safety for ensuring that disabled people are safely evacuated in the event of an emergency. The writing of a Personal Emergency Evacuation Plan (PEEP) may be required.

The School will aim to make as many rooms as accessible and safe as possible for disabled visitors, staff and pupils where this is not reasonably practicable an appropriate decision will be made based upon the School's disability policy.

The person responsible for health and safety will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors, staff and pupils are safe at all times and where necessary ensure that suitable training is given to staff to ensure their own safety as well as the disabled person.

The School will:

- assess and manage the work risks to everyone;
- include the disabled person in any health and safety information and training;
- involve the disabled person if they need to know whether the disability affects workplace health and safety and, if so, to what extent. This is so the disabled person can work together to find the best outcome, for instance 'reasonable adjustments' that overcome risk;
- involve others, such as specialists or representative, if needed to understand the effects on workplace health and safety of the disability or long-term health condition;
- ask for the consent before approaching specialists or a GP (the disabled persons doctor) who can advise on options for workplace adjustment;
- be sensitive and timely about making risk assessments if these are needed;
- make other, short-term arrangements to support when a delay cannot be helped (for instance, if the school is waiting for an Access to Work grant);
- create an environment that allows a disabled person to feel comfortable talking about their disability or long-term health condition;
- will work with the disabled person to make sure adjustments are a help, not a hindrance.

Safety signs

The Health and Safety (Safety Signs and Signals) Regulations 1996

The School recognises that it is important that all staff, visitors and pupils take notice of warning signs at within the school, as they are in place to safeguard people's health and safety. It is therefore the School's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations 1996.

All safety signs will be colour coded in accordance with the following guidelines: -

- White circle with red edging and a diagonal line indicate **PROHIBITED** for example No Smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a Hazard and should contain a black pictogram.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

The School acknowledge that signs must comply with the regulations, however where necessary the School will design and display the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means signs will be displayed for example where: -

- There is a risk of exposure to excessive noise,
- There is low headroom.
- Speed needs to be restricted.

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

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

Stress in the workplace

It is School policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the School. The School recognises that any problem associated with work-related stress is a management duty to control as far as is reasonably practicable.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the School aims to address.

Through the risk assessment process, the School will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors

- Noise.
- Temperature.
- Overcrowding.
- Humidity.

Possible work related stressors

- Deadlines.
- Overworked.
- Under challenged, leading to possible boredom.
- Change.
- Promotion prospects.
- Racial or sexist remarks.

- Personal relationships with superiors and other members of staff.
- Travelling.
- Job satisfaction.
- Harassment.
- Confrontation.
- Challenging pupils
- Likes and dislikes.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true.

It may be difficult to talk to your Head of Department or Manager about the problem face to face, as it might be that this relationship is the cause; the School has a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and a senior member of staff / responsible person, appointed by the Head of School, will try and assist individuals suffering from stress to deal with the problem.

Work related driving

The School will take all reasonable steps to secure the health and safety of our employees who drive vehicles on School business, and that of pupils who travel in School vehicles.

The School will require all School vehicle drivers to submit their driving licences for inspection, and complete a driver's questionnaire, on recruitment to the company.

The School will require all drivers to submit their driving licence for inspection annually; the School reserve the right to contact the DVSA in order to monitor the status of individual licences, and expects individuals to inform the School of any points/driving offences accrued.

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

- Plan work to minimise driving requirements.
- Ensure a risk assessment is completed for all activities that involve pupils being transported in School vehicles.

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