

# **St Edward's Prep**

## **Health and Safety Policy**

## Health and Safety Statement

1. The Board of St Edward's Prep Limited (the "Board") recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, a safe and healthy work place, work practices and working environment for all their employees, pupils and visitors. Safeguarding and Child Protection are of the upmost importance at St Edward's Prep. This policy should be read in conjunction with the whole school 'Safeguarding and Staff Behaviour Policy' which can be found on our P drive under 'Policies', or on the School website.
2. The Board will take all necessary steps to meet this responsibility paying particular attention to the provision and maintenance of proper:
  - a. Plant, equipment and systems of work
  - b. Arrangements for the use, handling, storage and transport of articles and substances
  - c. Information, instruction, training and supervision
  - d. Places of work and safe access and egress
  - e. Safe and healthy working environments and adequate welfare facilities.
3. Without detracting from the primary responsibility of the Head and the School Business Manager for ensuring safe conditions of work, the Board will continue to keep under review arrangements for providing competent technical advice on Health and Safety matters where necessary.
4. The Board are committed to ensuring that the school operates in accordance with current legislation and where necessary additional resources will be provided to facilitate this.
5. The Board recognise the need for the involvement of both teaching and support staff in achieving a successful safety policy, and will co-operate with safety representatives (as indicated in the chain of responsibility) to provide them with such facilities and training as may be necessary.
6. The Board delegate authority to the Headmaster to ensure appropriate committee arrangements for the consideration of safety matters.
7. The Headmaster is expected to report any significant Health and Safety matters affecting the school to the Board.
8. Employees are reminded of their own duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and their duty to co-operate to enable the Headmaster and the Board to carry out their Health and Safety responsibilities successfully.
9. A copy of this statement is issued to all employees. It will be reviewed and added to or modified from time to time as necessary.

Director, St Edward's Prep Limited ..... Date.....  
Mr Sam Antrobus

Headmaster, St Edward's Prep ..... Date.....  
Mr Stuart Morgan-Nash

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St Edward's Prep adheres to the following ISI Regulatory Standards:

<b>ISI Regulatory Standard</b>	<b>Description</b>
Part 3 Paragraph 11	The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

Organisational chart

Responsibilities

### Arrangements for Health and Safety

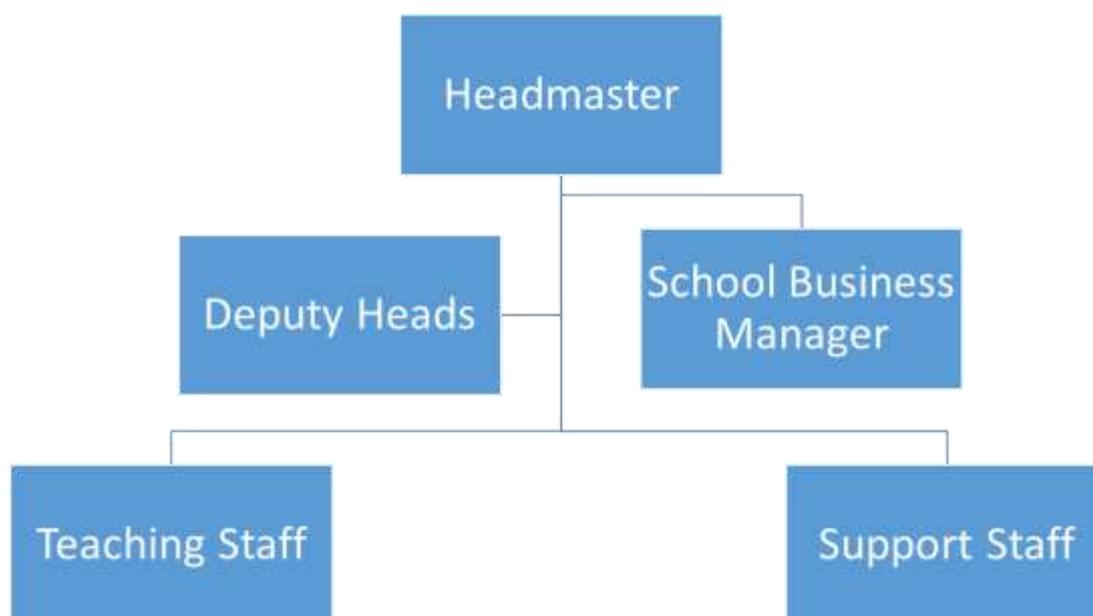
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## Organisation, Functions and Responsibilities St Edward's Prep

The management structure diagram below outlines the chain of command with regard to Health and Safety management within the School. The responsibilities of all levels of management and staff are also described.



**The Head is the key manager for Health and Safety and as such along with the School Business Manager and Site Supervisor takes day to day responsibility for all Health and Safety matters in the School. The Head has specific responsibilities to:-**

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety & Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (including visits)
- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure in conjunction with the Board.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.

- Encourage all staff, pupils and others to promote Health and Safety and to suggest and implement practise and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Ensure the periodic reviews and audits of the school policy and procedures.
- Act on reports received from the Senior Management Team and safety representatives and agree timescales.
- Lead by example.
- Assign clear safety functions to senior members of staff, academic staff and support staff.
- Arranges for staff, pupils and others under their management receive appropriate information and training regarding Health, Safety and Welfare. N.B Induction training.

**The School Business Manager and Site Supervisor have specific responsibilities to:-**

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety & Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.
- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure in conjunction with the Board.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Arranging as appropriate for external consultants to advise on matters of Health and Safety within the school.
- Encourage all support staff and others to promote Health and Safety and to suggest and implement practise and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Ensure the periodic reviews and audits of the School policy and procedures.
- Ensure that termly fire evacuation drills are completed for the main building.
- Act on reports received from the Senior Management Team and safety representatives and agree timescales.
- Lead by example.
- Assign clear safety functions to support staff.
- Ensure that Risk Assessments are undertaken whenever necessary in order to identify and eliminate potential hazards.

- Ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect Health and Safety of staff and pupils and others are made safe without delay. That may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.
- Ensure that all off site trips have suitable and sufficient risk assessments and all teaching staff are trained to complete these assessments.
- Arranges for staff, pupils and others under their management receive appropriate information and training regarding Health, Safety and Welfare. N.B Induction training.

#### **The School Business Manager has specific responsibilities to:-**

- Ensure that Risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards.
- Lead by example
- Encourage all support staff and others to promote Health and Safety and to suggest and implement practise and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety & Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.
- Creates an atmosphere which encourages staff pupils and others to:-
  - Achieve the highest possible standards of Health and Safety
  - Promote Health and Safety
  - Suggest and implement practices and procedures which reduce risk
  - Discipline those who consistently fail to consider their own Health, safety and welfare or that of others.

#### **The Teachers have specific responsibilities to:-**

- The overall day to day responsibility for the correct implementation and operation of the school Health and Safety policy and other regulation, rules, procedures and code of practice in their specific area of responsibility.
- Instigate, monitoring, maintaining and developing working practices, procedure and conditions which ensure the Health, safety and welfare of all staff and pupils, visitors and any other person using their area of responsibility.
- Creates an atmosphere which encourages pupils and others to:-
  - Achieve the highest possible standards of Health and Safety
  - Promote Health and Safety
  - Suggest and implement practices and procedures which reduce risk

- All Health and Safety information is communicated to other staff in a manner prescribed in this policy.
- They report concerns relating to Health and Safety to the Head/ School Business Manager/ Site Supervisor.
- Ensure that all chemicals and substances are the subject of a written risk assessment, correctly stored, used and labelled – especially toxic, hazardous and /or highly flammable substances.
- Appropriate protective clothing equipment (staff, pupils) first aid and fire appliances are present, maintained and functioning properly for their area of responsibility.

**All Staff have specific responsibilities to:-**

- Take reasonable care for their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- Practice maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of other staff, pupils visitors and any other person in their charge.
- Staff must:-
  - Check that the work areas and plant, machinery equipment are adequately guarded and in good/safe working order before during and after activities
  - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that any potentially hazardous equipment is carefully counted back at the end of the lesson e.g. scissors
  - Ensure safe procedures are followed by all – including pupils and visitors
  - Ensure the correct equipment/tool is used for the job and protective equipment/safety devices are used by staff and pupils
- Co-operate with the School in matters concerning Health and Safety.
- Not interfere with or misuse anything provided for their health, safety and welfare.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Report all accidents and near misses using the established accident reporting procedure.
- Take active interest in promoting Health and Safety and suggest ways of reducing risks.
- Report hazards or defects in the premises, plant, equipment or facilities to their line manager.

**All Pupils, in accordance with their age and aptitude, have specific responsibilities to:-**

- Take reasonable care for their own Health and Safety of themselves and others.
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
- Not interfere with or misuse anything provided for their health, safety and welfare.

**All Visitors, Members of the public, Volunteers and Parents helpers have specific responsibilities to:-**

- Take reasonable care for their own Health and Safety of themselves and others.
- Co-operate with the Health and Safety arrangements put in place by the school to protect them while using the premises or grounds.
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.

Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. Line Managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

## **1. Accident Records and Notification**

There is an Accident Book in the main office for staff and a “bumps & scraps” log for Pre-Prep boys. Accidents are recorded and the School Business Manager keeps these records. The School Business Manager is responsible for reporting all notifiable accidents to the Health and Safety Executive (HSE).

Accident / Incident forms must not be left inside the accident book. These forms must be kept for 4 years for staff, visitors and contractors. Pupil’s accident forms must be kept until the child has reached the age of 21.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the School will via the School Business Manager notify the HSE online at

<http://www.hse.gov.uk/riddor/report.htm>

The School Business Manager will report any accidents causing death or major injury, certain industry related diseases and dangerous occurrences as soon as possible, and will confirm such

telephone calls in writing within 15 days using Report Form 2508. **Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**

Accidents to members of the public (including pupils) which arise out of or in connection with work which result in them being taken to hospital for treatment must be reported in the same way. In addition, the school will inform the HSE within 15 days, using form F2508 only, of injury resulting in absence from work of more than 7 days excluding the day of the injury.

An investigation will be carried out as soon as possible after any accident occurs so that problem areas or procedures are identified and remedial action taken if necessary.

Definitions of Major Injury accidents: -

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, wrist (but not a bone in the hand) or in the leg or ankle (but not in a bone in the foot).
- Amputation of a hand, foot or finger, thumb or toe, or where any part of the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to an eye, or chemical or hot metal burns to an eye.
- An injury (including burns) requiring immediate medical treatment or an injury resulting in loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Acute illness requiring medical attention, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

#### **Accidents to Pupils and other people who are not at work within the School**

- An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:
  - The person involved is killed or is taken from the site of the accident to hospital; **AND**
  - The accident arises out of or in connection with work
- Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

#### **What are accidents arising out of or in connection with work?**

- In HSE's view an accident must be reported if it relates to:
  - Any School activity, both on or off the premises
  - The way a School activity has been organised and managed (e.g. the supervision of a field trip)

- Equipment, machinery or substances
- The design or condition of the premises

**REMEMBER, IF IN DOUBT CONTACT RIDDOR HELP LINE.**

**Incident Contact Centre**

**Tel:** 0845 300 9923 (lines open Monday – Friday 8.30am- 5.00pm)

**Fax:** 0845 300 9924

**Internet:** [www.riddor.gov.uk](http://www.riddor.gov.uk) **E.mail:** [riddor@natbrit.com](mailto:riddor@natbrit.com)

**Post (Basingstoke Office covers Berkshire):**

Priestly House, Priestly Road, Basingstoke, RG24 9NW

## 2. Access Equipment and Working at Height

Access equipment will be suitable for the work and in good condition.

Only members of staff trained in 'Working at Height' to use ladders and to ensure the ladder checklist is followed.

Ladders and steps are to be visually inspected before use to ensure that they are in a safe condition.

Scaffolds may only be erected by certified companies. Only trained competent persons may use the scaffolding.

The equipment is to be pre-use inspected and inspected, by the caretaker, at regular intervals.

Access to and work on some areas, e.g roofs and windows will require specific risk assessments, appropriate additional training and sometimes specialised equipment. It is the policy of St Edward's Prep that this area of work will be completed by specialist companies.

## 3. Auditing - Health and Safety

As a part of the maintenance of the School Occupational Health and Safety System, a simple auditing procedure shall be set up by the Head and administered by the School Business Manager. The results of the audits shall be reported to the Board clearly indicating any non-conformity that has been detected.

The School Business Manager will ensure that any non-conformities detected following auditing are speedily corrected. Such corrections may involve physical changes to the plant or equipment, updating of procedures and further training for employees or contractors, or disciplinary action if required.

The frequency of audits will be determined by the Board, in consultation with the Head and School Business Manager but will not be less than once every six months in any area of the school.

## 4. Asbestos

The Control of Asbestos at Work Regulations 2012 state that employees, pupils and any other persons who might be affected by the School's work activities should be protected from exposure to any asbestos fibres resulting from those work activities.

### Records

A central record of all the asbestos containing materials (ACM) which are known to be in the fabric of the School buildings etc. is maintained by the School Business Manager. The record will be amended when necessary. Where there is any doubt concerning the nature of materials found then identification by a specialist will be carried out. Work in that area will cease immediately and the area evacuated until the material has been identified.

Any continued presence of asbestos in buildings, equipment (fume cupboards) etc is properly identified in situ using the appropriate warning signs.

### **Management of Asbestos**

Asbestos left in situ will be maintained in a satisfactory state. Our management plan identifies regular monitoring of the conditions of the ACM's.

The asbestos register and site survey is kept in the Finance office.

The last Asbestos Management Survey for St Edward's Prep was carried out by Merryhill on 19<sup>th</sup> July 2015 prior to kitchen installation. Merryhill conducted a full asbestos survey on 11<sup>th</sup> April 2007. Amity Insulation Services Ltd removed any existing asbestos panels on 19<sup>th</sup> February 2015.

All contractors who work at St Edward's Prep are asked to read the register and discuss with the School Business Manager any work they plan to undertake in areas of the School where asbestos has been found.

## **5. Consultation with Staff**

The SMT meet to discuss health and safety matters weekly. All staff are encouraged to raise health and safety matters with their line manager, the School Business Manager or Site Supervisor; a maintenance book is available for less urgent issues and these are dealt with in priority order.

All new members of staff will receive a health and safety briefing as part of their induction. Staff with specific health and safety responsibilities will receive appropriate training as required.

All staff shall be consulted in advance of any changes to their working arrangements which may have a health and safety impact.

## **6. Contractors**

### **General**

Contractors are routinely employed to work at St Edward's Prep.

Everyone working on the premises either under the control of the school or whose work could affect the School, the pupils or the public, must always be aware of the Health and Safety standards they have to achieve.

### **The Law and the Contract**

The Health Safety at Work Act 1974 places similar duties on both the employer and the contractor to protect the Health and Safety of employees and other people who may be affected by the work.

When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and is vital when agreeing contracts that adequate time and money is allowed for properly addressing Health and Safety.

Contractors will be informed of: -

- The School's Health and Safety policy arrangements and any local rules so that they can comply as necessary
- Items identified as necessary for Health and Safety
- All relevant hazards known to the School (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.

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

Any contract will require the contractor to produce relevant information about any sub-contractors to be used and the methods to be employed to control the Health and Safety performance of these sub-contractors.

### **Control on Site**

Regular contractors on site during term time to have a DBS check.

All contractors must report to Reception Office to sign in and when leaving to sign out.

The school will issue a permit to work to major contractors where necessary which advises:

- Location of activity
- Work to be done
- Hazards present before commencement of work
- Precautions to be taken
- Personal protective equipment required
- School rules
- Permit number
- Issue and acceptance box.
- Hot Work permit

Contractors issued with a permit to work have to read and sign the document and sign off at the end of a job.

The School will nominate a competent person (the School Business Manager) to liaise with the contractors and to monitor those working methods which have been designed to control risks which could affect the School employees, pupils and visitors.

The School and contractors are expected to keep each other informed about all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way.

There will be regular site meetings between the contractor and the school's representative to ensure that good communications are maintained.

The contractor will be expected to regularly monitor his / her / their own Health and Safety performance.

Permit to work system to be in use and overseen by the Estates Director.

### **Information**

The contractor should ensure that his employee's and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractor's area of work and any restricted areas. There should be no confusion over the School's local rules e.g. use of 110v portable electrical tools and the procedures for contractor's employees during an emergency at the school e.g. when fire alarm sounds.

### **Work Sites**

- Wherever it is reasonably practicable to do so, work areas to be physically separated from areas used by staff, pupils and visitors and if possible should be enclosed within a boarded perimeter fence at least 2 metres high.
- The contractor is to take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the School to be provided with all necessary footways and guardrails to ensure safe passage.
- Fire exits are to be kept clear at all times.

### **Access Equipment**

- When ladders, scaffolds, cradles etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- Scaffolds, hoists etc, to only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly, mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils. Fixed scaffolds should be inspected by a competent person at 7 day intervals.
- Ladders and ropes to be secured out of reach of children and unauthorised people.

### **Overhead Working**

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

### **Excavations**

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

### **Substances**

- The contractor should provide the School with relevant information on any hazardous substance to be used on site which might present a risk to the Health and Safety of staff and

pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.

- If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written system of work should be agreed by all parties before the work begins. If work being undertaken encounters asbestos it should be left undisturbed and the School contacted immediately. See Asbestos Register.

### **Stripping Paint**

- All paintwork which is to be stripped should be treated as containing lead unless it is proven to be or is known to be lead-free.

### **Racks and Storage Units**

- Racks and storage units should be positioned for ease of access and should not reduce or obstruct circulation space. High-level storage units should not be used for heavy equipment or materials. They may be used for other items if this cannot be avoided and if a safe means of access is provided. Metals, plastics and wood should be stored tidily in racks, the ends of which should be protected. Items, which stick out from the ends of racks, present a hazard to any person walking by.

## **7. Display Screen Equipment Regulations 1992**

- These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

For DSE users, St Edward's Prep will:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request by a registered Ophthalmic Optician
- Review the assessment when the user or DSE changes.

### **Assessment of User's Workstations**

A display screen assessment will be carried out for users. The assessment will not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity etc) and the interface between the computer and user. Assessments are to be carried out by the School Business Manager.

Where any assessment indicates the need for remedial action this will be taken.

## 8. Electricity at Work Regulations 1989

St Edward's Prep recognises these Regulations, as listed on the HSE website - <http://www.hse.gov.uk/pubns/priced/hsr25.pdf> and undertakes to comply with them in all respects.

### Additional Internal Requirements

- Contractors employed to carry out additions, alterations and tests to the distribution system, must be registered with one of several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry
- In addition to normal employee vigilance, there is an adequate maintenance scheme for all school owned portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by a trained person. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.
- Portable electrical items are clearly and uniquely identified i.e. by marking or labelling with an identifying number. The date of the last inspection / test is kept in a register or indicated on the appliance label.
- Employees are instructed never to use defective equipment or allow it to be used. Such equipment will be removed from general circulation for repair, which must be carried out before the equipment is allowed back into use.
- All portable electric tools used (including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.
- Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.

## 9. Fire Prevention

Refer to Risk Assessments and Fire Safety Policy

## 10. First Aid

Provision of first aid is covered within a separate First Aid Policy

## 11. Flammable Liquids and Petrol

The amount of flammable liquids kept outside proper storage and in any classroom or working area is to be kept as small as is reasonably practicable. Containers, when not in use, are to be stored in metal cupboards manufactured to an appropriate standard e.g. BS 476. In each classroom or working area the total quantity stored in any such bin or cupboard will never exceed 50 litres. All vessels (whether full or empty) and cupboards containing flammable liquids to be kept closed when not in use. The metal container is marked 'Flammable Liquids'.

## **12. Gas (Installation and Use) Regulations 1998**

The Regulations address all dangers arising from the transmission, distribution, supply or use of gas and apply equally to natural gas distributed by UK gas companies and to privately-owned systems where LPG is supplied via a storage vessel.

St Edward's Prep does not have any gas storage vessels.

St Edward's Prep will ensure that all gas installations, pipe-work and appliances, which are located on the premises are maintained in a safe condition.

St Edward's Prep will keep records in respect of these appliances of the dates of inspection, the defects identified and any remedial action taken.

## **13. Glazing - Low Level**

All areas where low level glazing is to be found in St Edward's Prep have been identified. All low level glazing where there is both a significant risk of injury and non-safety glass is present has a safety film installed.

All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building regulations and British Standard BS 6206.

## **14. Hazardous Materials Register**

St Edward's Prep will maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, store(s) for flammable liquid gases, etc.

The School Business Manager will ensure that the contents of this register are made known to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the contractors themselves or to pupils, employees or others. Where the latter is the case a specific written risk assessment will be prepared.

## **15. Heatwaves**

High temperatures both outdoors and indoors may harm children's health. Staff will follow the guidance for teachers and professionals from Public Health England and include the risks in their assessments for trips and activities.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/428850/Looking\\_After\\_Children\\_Heat\\_PHE\\_AC\\_AB\\_Publications\\_MP\\_JRM\\_FINAL.PDF](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428850/Looking_After_Children_Heat_PHE_AC_AB_Publications_MP_JRM_FINAL.PDF)

## 16. Information, Instruction and Training

The provision of Health and Safety information, instruction and training (followed by appropriate supervision) is essential to any safe system of work. Training is mentioned in several sections of this safety policy, but not all needs have necessarily been identified elsewhere. Appropriate induction training is to be provided for all employees (including supply teachers) and pupils. Thereafter employees and pupils must be competent in the tasks required of them.

Where the need for specific training and instruction is identified it will be provided. (Some forms of training are specifically required by law e.g. training to use a chainsaw and training in the operation of prescribed dangerous catering machines).

Training records are to be maintained by the School Business Manager.

Written safety information will be provided to employees and pupils where necessary.

## 17. Inspections

Competent persons must inspect and examine the following plant and equipment at appropriate intervals. Copies of reports are to be kept by the School Business Manager and stored in the Finance office for information or action. Copies of reports are to be kept for future reference purposes.

- Electrical installations, fire alarm systems, emergency lights (including batteries and battery charging systems) and fire detectors: Examinations are arranged by the School Business Manager. Records are kept by School Business Manager.
- Portable electrical appliances: Inspections and examinations are arranged by the School Business Manager. Records are kept by School Business Manager. New portable equipment bought from an approved supplier already fitted with a moulded three pin plug should not need to be tested before being put into use for the first time; however, it is important that it is visually checked.
- As well as tests carried out by a competent person, staff should check equipment before use apart from fairly static equipment such as PC's, photocopiers etc. Personal electrical equipment should not be brought into school unless it has been tested by a competent person before use.
- Fire extinguishers and other emergency fire fighting equipment: Examinations are arranged and records are kept by School Business Manager.
- Legionella prevention: Testing, monitoring (ELRM) and reporting is undertaken by the Caretaker and records are kept by School Business Manager
- Trees: Examinations are arranged by and records are kept by School Business Manager.
- Gymnasium equipment: Examinations are arranged by Head of Sport. Records are kept by School Business Manager.

Teachers and support staff are expected to review risk assessments and carry out an inspection of their own areas of responsibility at least once per year. The written record of this work will be forwarded during the appropriate terms to the Head/Finance & Premises Manager.

St Edward's Prep will arrange for additional inspections and risk assessments to be carried out as and when required.

## **18. Kitchen**

Catering is contracted out to Holroyd Howe, a specialist caterer committed to the safeguarding and wellbeing of children with food hygiene management and health and safety systems in place.

Holroyd Howe accepts its legal duty to comply with the provisions of Regulations (EC) 852/2004, the Food Safety Act 1990, and all subsequent or relevant legislation made under the Act. The company has designed and put in place a comprehensive risk based quality management procedure based on the principles of Hazard Analysis Critical Control Point (HACCP) to ensure all practicable due diligence and the maintenance of high standards. These procedures include procurement, delivery, storage, preparation, service and distribution.

St Edward's Prep has responsibility for the maintenance of all equipment and the fabric of the building.

## **19. Legionella Prevention**

St Edward's Prep is aware of and has assessed the risks associated with water systems and potential legionella proliferation and the following general precautionary measures must be taken to minimise the risk of exposure to legionella.

- Routine inspection and maintenance operations on all hot and cold water systems must include the following:
  - Header tanks must be cleaned out annually.
  - Conditions of calorifiers must be inspected at least biennially (but depending on circumstances) for organic materials and heavy build up of scale, and must be cleaned as appropriate to the conditions found.
  - Showerheads of other designs, along with spray taps, must be cleaned and disinfected regularly.
- Wherever it is reasonably practicable anti-scaling chemicals should be used.
- Wherever it is reasonably practicable calorifiers in St Edward's Prep will be operated at 60°C, and designed to ensure that no layering takes place within (as there is a risk of scalding above 50°C, mixer valves will be installed), and hot water distribution will take place at 50°C within one minute of running the tap.
- When new water systems or plant are to be installed, or when the old is to be modified, the designers, manufacturers, importers, suppliers and installers have a duty to avoid, as far as it

reasonably practicable, the risk of legionellosis arising from their work and to provide information on safe operating conditions and on potential risk. This information should always be obtained in writing and instructions contained in the information must form part of St Edward's Prep regular maintenance programme.

## 20. Lettings

The School Business Manager must inform the hirer of the procedure to evacuate the building in the event of an emergency.

The Site Supervisor must ensure that an adequate number of exits are unlocked to enable safe evacuation of the building. Persons attending the event are restricted to the areas of the school hired and do not gain access to any other parts of the building.

## 21. Lone working

### Persons at Risk

At St Edward's Prep, people at risk may include anyone who comes into school alone during closure times and particularly the Site Supervisor.

### Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual.

This is not an exhaustive list, individuals will be expected to report all situations to the Headmaster or School Business Manager which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary.

### Control Measures

All staff will:

- Not undertake work for which they are not trained/qualified

- Take reasonable care of their own health and safety, for example, use kick stools when working at height
- Not do anything to put themselves in danger
- Know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- Never cut corners or rush work
- Stop for regular breaks and, if possible, change activity
- Inform the Headmaster or School Business Manager of any relevant medical conditions
- Inform the Headmaster or School Business Manager of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

St Edward's Prep will:

- Provide opportunities for meetings and support
- Assess the risks to all lone workers and communicate the findings
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in school with others. Staff should inform the Site Supervisor, School Business Manager or Headmaster when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours.

## **22. Manual Handling Operations Regulations 1992 (MHOR)**

Manual Handling operations can be defined as the transporting or supporting of a load (a discrete moveable object) by hand or bodily force, including pushing and pulling.

The regulations require St Edward's Prep, as the employer, to manage the risks to their employees and as such it will:

- Avoid hazardous manual handling operations so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanising the process.

- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

Medical and scientific knowledge stress the importance of an ergonomic approach to look at manual handling as a whole, taking into account the nature of the task, the load and the working environment, and requiring worker participation.

The School's employees have duties too. They should:

- Follow systems of work in place for their safety
- Use equipment provided for their safety properly
- Cooperate with their employer on health and safety matters
- Inform their employer if they identify hazardous handling activities
- Take care to make sure their activities do not put others at risk.

### Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Getting to grips with manual handling: A short guide



Think before lifting/handling



Keep the load close to the waist

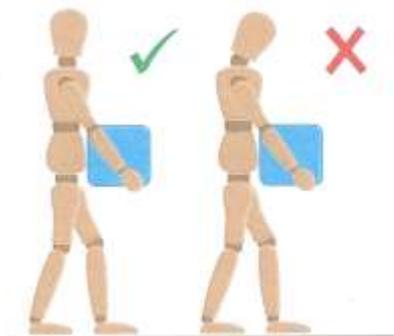


Adopt a stable position with feet apart and one leg slightly forward to maintain balance



Start in a good posture

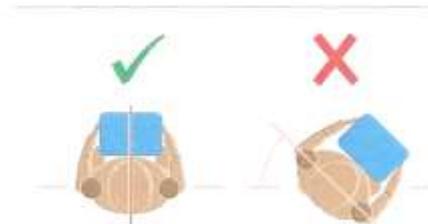
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Keep the head up when handling



Put down, then adjust



Avoid twisting the back or leaning sideways, especially while the back is bent

## 23. New and Expectant Mothers at Work

Management of Health and Safety at Work Regulations 1999 (MHSW)

Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations) and Equality Act 2010.

These Regulations specifically require St Edward's Prep to take particular account of risks to new and expectant mothers when assessing the risks in the work activities.

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

If a significant risk to the Health and Safety of a new or expectant mother is identified, the following actions will be considered in the order given:

- Removal of the hazard
- Prevention of exposure to the risk
- Control of exposure to the risk.

In the unlikely event within this school of a significant risk still remaining then the following steps to remove the employee from the risk will be taken:

**Step 1**- temporarily adjust her working conditions and / or hours of work; if it is not unreasonable to do so and if this would avoid the risk,

**Step 2** - offer her suitable alternative work if any is available; or, if that is not feasible,

**Step 3** - suspend her from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is doubt, professional advice will be sought on what the risks are and whether they arise from work.

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

### **Additional Action**

St Edward's Prep requests any new or expectant mother, in order that her own safety or health, or that of her child may be protected, to inform the Headmaster if or when she becomes a new or expectant mother.

## 24. Off Site Visits / Activities

The school has regard for and complies with the HSE & DfE Health and Safety Guidance which includes off-site activities and trips.

HSE's statement makes clear:

- That the focus should be on how the real risks arising from such visits are managed and not on paperwork
- The need for a proportionate and sensible approach for planning and organising off-site activities
- That those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks
- That HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

St Edward's Prep Travel Policy considers its duties under health and safety law including sensible management of risk, adventure activities using licenced providers, trips abroad etc.

## 25. Personal Protective Equipment (PPE) at Work Regulations 1992

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied.

This School will:

- provide PPE to employees (free of charge) and to pupils whenever Health and Safety risks are not adequately controlled by other means
- select PPE suitable for the risks, the employee, the pupils and the work environment
- maintain the PPE and provide suitable accommodation for it
- ⊖ Provide instructions on how to use it safely.

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

The School will ensure that any PPE purchased is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations 2002. The CE marking signifies that the PPE satisfies certain basic safety requirements and in some cases will have been tested and certified by an independent body.

A systematic approach to training will be taken and training records kept. Users of PPE are to be instructed in the following:

- The risk which the PPE protects against
- How to use the PPE
- The way in which the PPE is to be maintained and stored.

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

## **26. Noise at Work (Control of Noise at Work Regulations 2005)**

The school is aware of its responsibility for assessing the risks of noise and where it is identified as a significant risk the school will take action to reduce the noise exposure and if necessary, provide employees with personal hearing protection.

Having regard to the above Regulations, staff are not considered to be at risk of hearing damage as none of the following apply:

- The noise is not intrusive for most of the working day.
- Employees do not have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day.
- No employee uses noisy powered tools or machinery for more than half an hour each day without wearing the appropriate PPE.
- The school is not classed as a noisy industry.
- There are no noises because of impacts

However areas / activities where noise levels may be high will be included in risk assessments.

These may include:

- Music Room
- Sports Events
- PA Events (Discos, Firework displays)
- DT Room
- ICT Room
- Maintenance / Refurbishment work

## **26. Premises**

The Workplace Health, Safety and Welfare Regulations 1992 came into force on 1 January 1993, and concern basic workplace conditions. St Edward's Prep recognises that the Regulations apply to all new places of work, both permanent and temporary, immediately and all existing places of work from 1 January 1996. These Regulations should be observed and include the following requirements:

- Ventilation - workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity.

- Temperature – during working hours the temperature should be “reasonable” (normally to be at least 16 degrees Celsius). One or two thermometers are available in St Edward’s Prep to enable the temperature to be taken by any employees who wish to do so.
- Lighting - to be suitable and sufficient to enable people to work without risks to Health and Safety.
- Cleanliness - floors and indoor traffic routes to be cleaned at least once per week.
- Room Dimensions and Space - a minimum workspace of 11 cubic metres per person is specified, but this does not apply to rooms used for classes and meetings.
- Workstations and Seating - to be suitable, safe and comfortable. (The requirements for users of display screens are covered separately).
- Conditions of Floors and Traffic Routes - these to be kept in a safe condition and have non-slip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Account shall be taken of any handrail provided in connection with any slopes.
- Windows, doors, gates and walls – to be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate.
- Provision of Fencing - this is required at any place where a person might fall 2 metres or more.
- Maintenance of the Workplace and of Equipment, Devices and Systems - there is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair.
- There is a programme to provide easily identifiable and signed gas shut-off valves and electric isolation switches on the incoming mains in the various areas and departments in St Edward’s Prep.
- A high standard of housekeeping must be maintained throughout St Edward’s Prep premises.
- Sanitary Provisions – suitable and sufficient sanitary conveniences shall be provided at readily accessible places. This regulation does not apply to the pupils, as they are not covered by the legislation.
- Facilities - the regulations require that accommodation for employees' clothing is provided and that facilities for rest and eating meals should be provided.

## **27. Pressure Equipment Regulations 1999**

These Regulations apply to compressed air and steam systems, including steam equipment found in kitchens.

St Edward's Prep recognises the importance of the Regulations, and will:

- Provide safe and suitable equipment
- Know the operating conditions
- Fit suitable protective devices and ensure they function properly
- Carry out suitable maintenance
- Make provision for appropriate training
- Have the equipment examined by a competent person.

The School will minimise the risk as far as reasonably practicable.

## **28. Risk Assessments**

Risks of all shapes and sizes evolve and emerge on a daily basis driven by a range of factors such as electrical failures, contractors on site, loose carpets etc. The School has developed a culture in which everyone understands the importance of risk management and everyone takes an active role in spotting and reporting issues of concern.

HSE guidance makes clear that only significant findings need to be recorded and emphasises the importance of controlling the risks identified. However, employees of St Edward's Prep will undertake appropriate risk assessments to identify the hazards, think about who might be harmed, evaluate the risks, record significant findings and review the risk assessment.

To assist with this the School has adopted a generic format (see Appendix 1). Anyone needing further guidance is advised to read the leaflet "Five Steps to Risk Assessment" a copy of which is in the staff room or from the link <http://www.hse.gov.uk/pubns/indg163.pdf>

Detailed Risk Assessments are in separate files in the Finance & Premises Office.

Other risk assessment forms are at the end of this policy.

## **29. Signs - The Health and Safety (Safety Signs and Signals) Regulations 1996.**

St Edward's Prep will ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk.

Signs must be clear and legible, and should be used to identify actions that are prohibited (e.g. no access), safeguards that must be followed (e.g. ear protection must be worn), warning of a hazard (e.g. corrosive material) and to direct towards fire exits/equipment or first-aid equipment. Too many signs may cause confusion.

### **30. Slips/Trips/Falls**

St Edward's Prep recognises the main cause of accidents is slips, trips and falls and will ensure, so far as is reasonably practicable, that slip and trip risks are controlled to ensure pupils, staff and visitors to the school do not slip, trip or fall. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The School Business Manager/Site Supervisor will ensure regular inspection of communal areas ensuring that floors are suitable, kept in good condition and free from obstructions allowing everyone to move around safely.

All hazards, obstructions, spillages, defects or maintenance requirements must be reported to the School Business Manager via the recognised reporting process.

### **31. Sports Activities**

Some sports and outdoor activities are inherently hazardous where the risks of injury resulting from the inadequate supervision.

General rules for staff and other users of St Edward's Prep sports facilities are in writing.

### **32. Staff Well-being/Stress management**

It is recognised that stress is a significant component of sickness and absence rates within schools and it can arise from home or work related circumstances or a combination of the two. The School will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Headmaster will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the school
- Change, and the way in which communication is undertaken
- In practical terms, the Headmaster will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have trained to enable them to do their job
- Monitor workloads and working hours.

Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the Headmaster and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

### **33. Statutory Notices**

"Health and Safety Information for Employees" posters are displayed in the staff room. A current certificate of Employers' liability insurance is displayed in the main school office.

### **34. Security**

St Edward's Prep recognises the need for proper security arrangements for the protection of pupils, staff, visitors and property during and out of school hours:

The following general security measures are in place:

- The Headmaster is resident in the Flat three nights a week during term time.
- Regency cleaners lock-up each room after cleaning.
- The Site Supervisor undertakes a security walk round and lock-up each evening.
- Teachers and cleaners close windows and doors to classrooms at the end of the day.
- All visitors are required to "sign in" at the Reception office on arrival where their attendance on site is controlled by a visitor badge system.
- Unidentified visitors, not wearing a badge, should be challenged and accompanied to Reception in the school office. Anyone not complying with this request should be reported to the police immediately by dialling 999.

- Any breaches in security will be investigated by the Headmaster and School Business Manager, documented and action taken on these issues.
- The School Business Manager who is responsible for Health and Safety will report any security issues to the Estates Director.
- The school has a security alarm system in place

### **35. Swimming pool**

St Edward's Prep does not have a swimming pool. A local pool is used and maintained by the local council.

### **36. Substances Hazardous to Health (COSHH) Regulations 2002 (amended in 2014)**

#### **Introduction**

These Regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them.

The Regulations are very comprehensive and apply to all activities where hazardous substances are used such as in science, art, school cleaning, office work and work carried out by the caretaker. The Regulations also apply to hazardous substances produced by any activity.

The Regulations require an assessment of the risks to health associated with all St Edward's Prep work activities involving hazardous substances before employees and others (including pupils) are exposed. In many cases the risk assessments need to be in writing.

St Edward's Prep has in terms of COSHH a low risk rating. All chemicals used are locked away. Petrol used for strimming and mowing are kept to an absolute minimum. Any employee bringing hazardous substances on to the school site must gain permission from the Headmaster and/or School Business Manager.

#### **Assessment of Risk**

There is a requirement for St Edward's Prep to make suitable and sufficient assessments of the risks created by the particular work with substances hazardous to health and of the steps that need to be taken to meet the requirements of the Regulations. In addition, the assessments will be reviewed regularly (at least every five years) or when it is suspected that previous assessments are no longer valid for some reason e.g. after there have been significant changes in the work.

Technical data sheets are available from the suppliers of the substances and these must have been obtained for all the hazardous substances used.

When preparing the assessments any appropriate maximum exposure limits (MELs) or occupational exposure standards (OESs) must be identified and taken into account (as an indicator of risk) as should the other identified hazards shown on the technical data sheets. Assessments must also consider:

- Whether it is possible to avoid using a hazardous substance or use a safer process – preventing exposure, eg using water-based rather than solvent-based products, applying by brush rather than spraying?
- The risks of using the substance in the particular activities under consideration. This means taking into account the procedure, the quantities used, the dilutions and where the substances are used e.g. in a confined area or in open air;
- Risks associated with spills of substances which can be as important as those associated with normal usage. It is essential that comprehensive spill kits be provided where appropriate.

### **Control of Exposure**

It is necessary, so far as is reasonably practicable, to prevent or adequately control exposure to hazardous substances by measures other than personal protective equipment. This usually means the provision of control measures like fume cupboards and local exhaust ventilation (LEV) e.g. for woodworking machines, for brazing processes etc.

Control measures must be properly designed, work effectively and must be properly used. (For example, the LEV should be designed so that fumes are drawn away from the breathing zone).

Respiratory protective equipment (RPE), which is provided, will be suitable for the wearers and the exposure, and be HSE approved or manufactured to an approved standard. RPE is to be stored in a clean, dry place when not in use. Employees have a legal duty to use the RPE provided by the school.

### **Information, Instruction and Training**

Staff (and pupils) working with any substance hazardous to health are to be provided with information, instruction and training sufficient for them to know the nature of any risks created by the exposure, the precautions which need to be taken.

### **Conclusions**

Carrying out the necessary assessment work is a vital part of compliance with the Regulations. The purpose of carrying out assessments is to ensure that sensible decisions are reached about how to work with hazardous substances. The precautions, which are to be taken, are determined by the nature and the degree of risk in the circumstances of each case.

Control is adequate when the risk of harm is 'as low as is reasonably practicable'.

This means:

- All control measures are in good working order.
- Exposures are below the Workplace Exposure Limit, where one exists.
- Exposure to substances that cause cancer, asthma or genetic damage is reduced to as low a level as possible.

## **37. Vehicles on Schools Property**

Parking areas have been allocated and only these areas may be used unless special arrangements have been made.

When manoeuvring and reversing it is essential that drivers, whilst taking the normal care needed for such an operation, keep in mind the fact that pupils are the main users of the premises. At no time shall any vehicle block any fire exits.

### **38. Vibration**

Hand-arm vibration applies to tools mainly used by the Site Maintenance Team (such as a chainsaw or hedge trimmer).

All work equipment is only purchased from manufacturers and suppliers who provide health and safety information on an accompanying handbook.

The school adheres to the HSE Vibrations Regulations by:

- Making sure risks from vibration are controlled
- Providing information, instruction and training to employees on the risk and the actions being taken to control the risk; and
- Ensuring that exposure limit values are not exceeded.

### **39. Violence to Staff**

St Edward's Prep recognises that all staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults on school premises.

The risk here is low as the Headmaster lives on site three days a week, term time and lone working is rare. However, staff must report any incident of aggression or violence directed to themselves to the Headmaster immediately. All reported incidents must be recorded and reasonable and appropriate taken to support the member of staff.

### **40. Waste Disposal**

From the 1st April 1992, all persons who dispose of waste (other than true domestic waste) must comply with the Duty of Care imposed by the Environmental Protection Act 1990. St Edward's Prep will:

- Ensure that the waste is always placed in a suitable container. If it is bagged, the bags are to be of good quality, since it is a breach of the Duty of Care to allow waste to escape (e.g. when a bag splits).

- Ensure that the waste is transferred only to an authorised person. If waste is collected by, or delivered to a third party, they must be registered under the Act and will be required to produce their Registration Certificate to St Edward's Prep.
- Ensure that all waste is described in writing and that all parties involved in its handling are identified. Where a service is used regularly, this will be done on an annual basis by completion of an Annual Waste Transfer Note.
- Ensure that where an Annual Waste Transfer Note does NOT cover the disposal of waste, all disposals of waste will be accompanied by suitable identification. Authorised persons should be able to supply an appropriate Transfer Note for completion. If the nature of the waste changes during the operation of an Annual Waste Transfer Note, the carrier will be notified. Local authorities will give guidance on which types of refuse must be disposed of to specialist-registered carriers. Local authorities are not permitted to collect clinical waste and in such cases, specialist carriers (e.g. PHS) are to be engaged for the purpose. Members of the school cleaning staff must not handle such controlled waste and the waste must be deposited direct in containers supplied by the registered carrier.

#### **41. Window Cleaning**

St Edward's Prep will only appoint competent window cleaners and will specify to the contractor that the techniques to be followed on School windows are those specified in Health and Safety Executive Information Sheets - "Safety in Window Cleaning".

Section 4 of the "Health and Safety and Work etc 1974" places duties on persons in control of premises for the safety of others. In relation to window cleaning, St Edward's Prep recognises that it has duties to ensure safe access and egress to the windows to be cleaned and this may involve changes to or additions to the premises; to ensure contractors' employees are not affected by the environment they are working in, e.g. by adjacent chemicals or machines; to ensure, if anchorage points etc are provided, that these are tested at regular intervals and are properly maintained.

#### **42. Work Equipment (Provision and Use of Work Equipment Regulations 1998)**

The regulations simplify and make more explicit a duty, which has existed for many years, to provide safe plant and equipment. The Regulations consolidate older requirements and practices, and apply them to all employers and workplaces.

Equipment purchased second-hand is regarded as 'new' and new equipment should meet the new requirements forthwith.

'Work equipment' includes items such as caretaker's tools, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons, catering equipment etc. Work equipment also covers any equipment provided by employees themselves for use at work.

St Edward's Prep recognises that the main requirements are to:

- Ensure that equipment is suitable for the job it has to do

- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is maintained in an efficient state, in efficient working order and in good repair. (In addition to the records of the inspection of safeguards called for above, maintenance log books should be maintained by those in control of work equipment:
- Give adequate information, instruction and training to users
- Provide equipment new to the workplace that conforms to the relevant EC product safety directives
- Provide protection against dangerous parts of the machinery
- Provide protection against specified hazards, e.g. falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Provide protection on parts and substances at high or very low temperatures
- Control systems and control devices
- Provide a means of isolation on equipment
- Provide good lighting, maintenance operations and warning markings.

Those in control of work equipment are required to assess the risks posed by the use of their present work equipment. (The risks associated with machinery are best assessed in line with PD5304:2005 "Safe use of Machinery"). Appendix 2 is a checklist for dangerous machines.

New equipment must comply with an appropriate British or CEN Standard and safe-operating procedures must be provided to ensure that the equipment can be used safely.

### **This policy is to read in conjunction with the following policies:**

- Safeguarding and Staff Behaviour
- Fire Safety
- First Aid
- Trips

- Swimming
- Supervision
- Minibus Driver's Handbook
- Staff Handbook
- Risk Assessment Policy
- Work Experience

**The Headmaster/School Business Manager will ensure:**

- The effective implementation of the Health & Safety Policy within the school.
- A regular review of the contents of the Health & Safety Policy.
- The planning and organisation of Health & Safety training.
- The Health & Safety consequences of new technology, equipment or working practices.
- Monitoring Health & Safety records within the school.
- Any other measures which may substantially affect the Health and Safety of staff, pupils and visitors to the school.

St Edward's Prep

**General Risk Assessment**

Risk Area: \_\_\_\_\_ Carried Out By: \_\_\_\_\_

Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

The risk assessment process consists of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

Risk Identified	Who is at Risk?	Level of Risk	Control Measure and Person(s) Responsible	Is anything else needed to manage the risk?	Action by whom & when

**Appendix 1**

## Appendix 2

### Prescribed Dangerous Machine Checklist.

#### Machinery

You must never use a machine unless you are authorised and trained to do so.

Never attempt to clean a machine in motion - switch it off and unplug it.

Never use a machine or appliance which has a danger sign or tag attached. Danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe.

Never wear dangling chains, loose clothing or rings which could get caught-up in moving parts. Long hair must be tied back.

Never distract people who are using machines.

#### Machine Guarding

St Edward's Prep ensures that:

- Sufficient machine guarding is provided and any other necessary precautions are implemented at all times.
- Guards and other safety devices are regularly checked and maintained in effective working order. They are only removed by authorised personnel. If authorised personnel need to remove machine guarding or other safety devices St Edward's Prep will ensure that all necessary precautions are taken.
- Machines used by employees are positioned well away from visitors.
- Control switches are clearly marked to enable employees to operate machinery safely.
- There are regular checks that emergency cut-off switches are within easy reach and are clearly marked.
- Any modification made to safety guarding are thoroughly checked before use by a competent person.

#### Operators Checklist

- Ensure before use that: -
- You know how to stop the machine before you start it.
- Ensure that all fixed guards are in place.
- All fixed guards are fitted correctly and all mechanical guards are working.
- All materials to be used are clear of working parts of the machine.
- The area around the machine is clean, tidy and free from obstructions.

- You are wearing appropriate protective clothing and equipment such as safety glasses or safety shoes.
- Whilst the machine is in operation your immediate superior must be informed of any malfunctions that may occur.

#### Signs and Notices

You must read and comply with all authorised signs and notices displayed on the work premises.

Failure to do so could lead to disciplinary action been taken against you.

### St Edward's Prep

<b>Name</b>		<b>Job Title</b>	
<b>Reason for assessment</b>			
<b>Assessors Name</b>		<b>Assessment Date</b>	

#### 1. Identify hazards specific to the individual for this assessment

<b>Area</b>	<b>Typical Examples (Examples stated are <u>not inclusive of all issues to consider</u>)</b>	<b>Are there any additional precautions to the generic H &amp; S Policy</b>	<b>Assessor to initial box if there are any activities that should not be undertaken. (Enter details in Section 2)</b>	<b>Assessor to initial box if there are activities that require further training. (Enter details in Section 3)</b>
Basic Health and Safety	Responsibilities	YES/NO		
Fire	Use of extinguishers	YES/NO		
COSHH	Using cleaning chemicals	YES/NO		
Documentation Completion		YES/NO		
Manual Handling	Lifting items/children Moving items/children	YES/NO		
Housekeeping	Spillage procedure	YES/NO		
Out of Hours		YES/NO		
Occupational Health	Violence Stress	YES/NO		
Outside Areas	Play areas	YES/NO		
Personal protective equipment				

- 1. Outline those activities within the person's normal duties that the individual should not carry out at present**


- 2. Outline those activities that require additional training, information and/or supervision**


- 3. Agree with the employee an appropriate date to review this assessment if items are listed in 1. or 2. above \_\_\_\_\_**

**Employee should sign to confirm that: -**

- They understand, agree and will adhere to those rules set out in Section 2. and/or 3. above
- They understand that this assessment will be reviewed again on the date above (where applicable)
- Any information that has been requested by the Assessor has been given honestly and truthfully.

**Notes to Assessor**

- Refer to the relevant sections in the Health and Safety Policy for more information regarding each point in Section 1.
- The assessor is signing to confirm that the assessment has been carried out to the best of their knowledge and taking into account all the information provided by the employee

**Employee Signature** \_\_\_\_\_ **Assessor Signature** \_\_\_\_\_

**Signed Headmaster** \_\_\_\_\_

***To be filed in the individual's Personnel Record File***

## Maternity Risk Assessment

Employee Name		Department		Employee number
Expected week of childbirth (EWC)				
Has the employee had any specific advise from the doctor/midwife regarding their pregnancy which needs to be considered within the workplace? [If yes please give details]				
<u>Does the employees job include any of the following:-</u>				
	Yes	No	Comments	Precautions to take
Heavy Lifting				Minimise carrying [
Standing for long periods of time				Would the employee like to have a stool/chair provided
Handling chemicals which could pose a health risk				Eliminate contact with chemicals immediately
Is the employee concerned about any other potential risks? Yes / No [If yes list below with solutions to eliminate.]				
Possible risk	Action required to remove risk		Comments	
Is there any action the employee would like the company to take ? YES / NO [If yes detail below]				

<b>If the employee has any further concerns following this assessment and specifically relating to her pregnancy, please inform Head / School Business Manager immediately.</b>
Employee comments
Assessors Comments
Employees agreement to the assessment:- Signature <span style="float: right;">Date</span>
Assessors ' signature <span style="float: right;">Date</span>
Position in School