



Oaks Park High School

Health, Safety and Welfare Policy

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Headteacher	Ms J Hamill
Health & Safety Coordinator	Ms A Giardelli
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Educational Visits Coordinator	Mr D Dutch
Head of Art	Ms M Allum
Head of Design & Technology	Mr D Oliver
Head of Physical Education	Ms L Petrie
Head of Science	Ms K Hon
Welfare Officers	Ms P Francis/Ms J Bholá
Catering Manager	Mr G Toppin
Kier Facilities Services	Mr P May

Health, Safety & Welfare Policy

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations. It is to be read in conjunction with the [Corporate Health, Safety and Welfare Policy](#) of the London Borough of Redbridge. It will be reviewed, added to, or modified from time to time and may be supplemented, in appropriate cases, by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives.

The school recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, students and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

1. Policy Statement

This school will provide a safe and healthy working and learning environment for staff, students and visitors. This will be achieved by implementing the health and safety objectives detailed in this Policy.

This school attaches great importance to the health, safety and welfare at work of all its employees and other users - particularly children, parents and visitors. It will provide for its employees, whilst working on the premises or elsewhere:

- safe machinery and equipment, including vehicles;
- articles and substances for use at work that are safe when properly used, stored, handled and transported;
- information, instruction, training and supervision to enable employees to work safely without risk to their health;
- premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- adequate welfare facilities.

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with the school, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

..... (Headteacher) (Date)

..... (Chair of Governors) (Date)

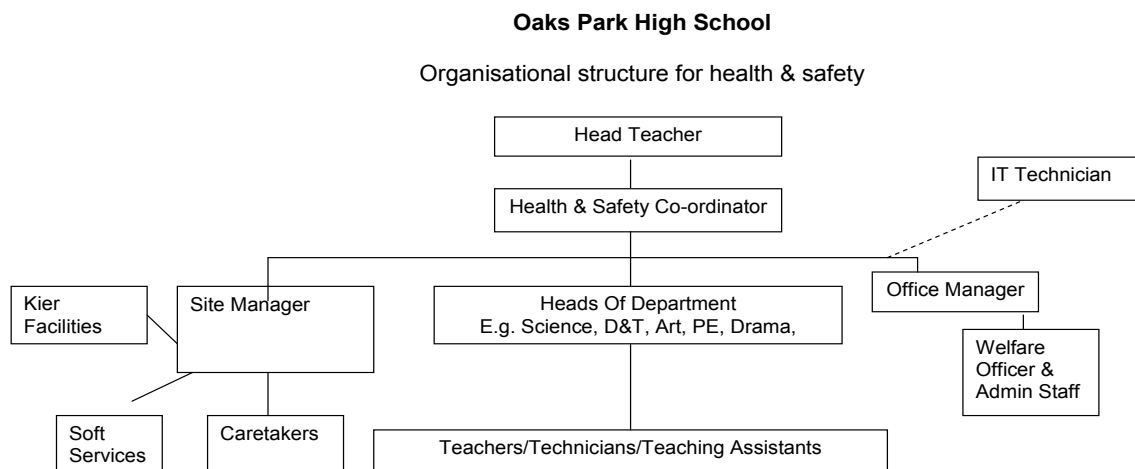
1.1 Professional Advice

The London Borough of Redbridge (LBR) employs, within Human Resources' Health and Safety Function, professionally qualified Health and Safety Advisers who are available to assist the Establishment in the operation of its responsibilities by providing advice and guidance on matters of health and safety.

In addition, there are other officers within LBR who are able to provide advice on health and safety within their specialist areas (e.g. Asbestos, Legionella).

2. Organisation and Responsibilities

Health and Safety within the school is the responsibility of all staff. These responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart below:



The following key health and safety roles need to be allocated to staff within the school

- Health & Safety Co-ordinator
- COSHH Co-ordinator
- Educational Visits Co-ordinator
- Asbestos Duty Holder
- Appointed Person for First Aid
- First Aiders
- DSE Assessor
- Fire Wardens/stewards

Note: Heads of Department are responsible for ensuring the following records are held within their department:

- Departmental health & safety policy
- Risk assessments
- Workplace inspection records
- Maintenance records
- Health & safety training records

2.1 Governing Body

The Governing Body works in conjunction with the Headteacher and the Local Authority to ensure the effective management of health and safety within the school. Specifically the Governing Body should ensure that:

- there are satisfactory arrangements in place to implement the Council's Health, Safety and Welfare Policy;
- there are adequate arrangements for managing activities where there is no Council procedure;
- it considers the health and safety implications of its decisions;
- sufficient resources are allocated to ensure that health & safety can be successfully managed;
- suitable standards of health & safety are achieved and maintained within the school by monitoring the school's health and safety performance on an annual basis.
- the school's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.

2.2 Headteacher

The Headteacher is responsible for:

- complying with the health & safety decisions of the Director of Children's Services;
- producing the school's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities and their organisation, arrangements and procedures;
- establishing and maintaining systems within the school to ensure that health & safety is effectively managed;
- appointing a Health & Safety Coordinator for the school;
- ensuring that:
 - ❖ sufficient resources are allocated to enable health and safety to be successfully managed;
 - ❖ the Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff;
 - ❖ a copy of the Health & Safety Manual is kept in the administrative office of the school; that other copies are distributed to relevant members of staff and a record of distribution is maintained;
 - ❖ the provisions set out in the Health & Safety Manual are implemented;
 - ❖ other health and safety information is communicated to relevant staff;
 - ❖ accidents are investigated and reported using the established procedures;
 - ❖ health & safety representatives can carry out their functions including inspections and accident investigations and, where appropriate, consultations take place with them. Where safety representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
 - ❖ safety representatives' inspection report forms are dealt with in an appropriate manner;
 - ❖ training needs are identified and met;
 - ❖ assessments for all risks to health and safety are carried out; significant findings recorded and appropriate preventative measures taken;
 - ❖ new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, Health & Safety Manual, fire and other safety procedures;
 - ❖ fire precautions and procedures are implemented (including fire drills);
 - ❖ liaison takes place with contractors;
 - ❖ appropriate arrangements are made with regard to lettings, where appropriate;
 - ❖ health and safety performance is monitored;
 - ❖ termly health and safety inspections of the school are carried out.

2.3 Health and Safety Coordinator

The Health and Safety Coordinator is responsible for:

- establishing arrangements for dealing with health and safety matters such as:
 - dissemination of health and safety information to all staff;
 - first aid;
 - accident reporting;
 - emergency evacuation procedures;
 - ensuring that accidents are investigated;
 - ensuring that health and safety matters raised by staff are dealt with;
 - maintaining a central file of health & safety information relevant to the establishment;
 - keeping copies of completed accident forms; retaining the forms for 3 years for adults and until the young person is 22 years old;
- liaising with safety representatives or other means of consulting with employees;
- ensuring the implementation of the Safety Policy is monitored;
- coordinating all aspects of the Health, Safety and Welfare Policy and practice;
- ensuring that 'reportable' accidents are reported to the Borough.

2.4 Line Managers

Line Managers are responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular they need to ensure that:

- appropriate health & safety information is held within the department/section;
- the Health & Safety Manual is complied with and appropriate safety signs or notices displayed;
- assessments for all risks to health and safety are carried out; significant findings recorded and control measures, as detailed in the risk assessment, implemented;
- relevant health and safety information is communicated to staff;
- all accidents occurring within the department/section are reported; the causes investigated and an accident report form completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- health and safety training needs of staff within the department/section are identified and met, or reported to the Headteacher;
- staff are aware of fire procedures;
- new employees receive appropriate health and safety information, instruction and training, including departmental safety procedures.

2.5 Heads of Departments

Heads of Departments are responsible for implementing the Health, Safety and Welfare Policy within their Department. In particular, Heads of Department will need to ensure that:

- equipment within the department is maintained in a safe condition. To achieve this, the head of department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme;
- termly inspections are undertaken to identify hazards and unsafe acts and omissions within the department and an action plan produced to ensure that any issues identified are resolved;
- new employees receive appropriate health and safety information, instruction and training, including departmental safety procedures;
- records of the department's health & safety activities are maintained.

2.6 Class Teachers

The health, safety and welfare of students in classrooms, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers, who must be made aware of their responsibilities by a professional tutor. A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid; the special health and safety measures to be adopted in his/her own teaching areas and ensure that they are applied;
- be aware of, and follow, health and safety guidance;
- exercise effective supervision of students, ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (**notices, posters, handouts are not enough**);
- ensure that students' coats, bags, cases etc, are safely stowed away;
- integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- follow safe working procedures personally;
- ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- make recommendations on health, safety and welfare matters to the head of subject or team leader.

2.7 Technical Staff

Technical staff are responsible for ensuring health and safety within the practical areas in the departments in which they work, including Science laboratories, Design & Technology workshops, Art or Drama studios and preparation rooms.

In particular, technicians are responsible for:

- undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping;
- undertaking regular equipment inspections, keeping equipment in good working order and maintaining relevant inspection/maintenance records;
- ensuring that all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS).

2.8 Site Manager

The Site Manager is responsible for ensuring the health and safety of the site. In particular site staff are responsible for:

- ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- undertaking the weekly test of the fire alarm system, emergency lighting system and magnetic door release mechanisms;
- responding to all hazard reports and informing Kier Facilities Services;
- undertaking termly inspections of the communal areas of the school to identify hazards;
- liaising with hirers of school premises to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- keeping a record of all premises-related maintenance and inspection reports.

2.9 Office Manager

The Office Manager is responsible for ensuring the health, safety and welfare of the Office Staff.

2.10 Asbestos Duty Holder/ Kier Facilities Services

Asbestos Duty Holder(s) must ensure that they have written asbestos management systems in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and, where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive.
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary.
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant.
- Ensuring that the Asbestos Information Letter is maintained at the reception point.

2.11 Educational Visits Co-ordinator (EVC) / Deputy Headteacher

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader completes a suitable and sufficient risk assessment.

2.12 COSHH Coordinator/Site Manager

The COSHH Coordinator is responsible for ensuring that:

- managers consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- suitable & sufficient COSHH assessments are completed for all hazardous substances used on site;
- no new hazardous substance is used by the school's employees or students until a suitable & sufficient COSHH assessment has been completed;
- the Authority's COSHH 'Do's and Don'ts' poster is displayed in all locations where hazardous substances are stored and/or used regularly.

2.13 Fire Marshal/Wardens

Fire wardens are responsible for:

- familiarising themselves with their areas of responsibility, escape routes and any problem areas;
- on hearing the fire alarm:
 - ensuring the safe evacuation of everyone in their area(s) of responsibility;
 - checking all rooms in their area(s) of responsibility including toilets, rest rooms and store rooms to ensure that everyone has safely left the building;
 - where possible, closing windows and doors as each room is checked;
 - reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building or reporting any problems;
 - ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- ensuring that they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information;
- monitoring fire routes and exits and ensuring that they are kept clear at all times.

2.14 First Aiders

First Aiders are responsible for:

- taking charge when someone is injured or falls ill;
- administering first aid in the event of an injury;
- calling for an ambulance, if required;
- looking after first aid equipment and ensuring it is restocked;
- keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

2.15 All Employees

Although prime responsibility for health and safety rests with the Borough and senior managers, employees also have responsibilities. Employees are required to:

- take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- cooperate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- be aware of, and follow, health and safety guidelines;
- use work equipment provided correctly and in accordance with instructions and training.
- inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The establishment has a formal hazard reporting system, details of which are contained in Section 3.4.

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

2.16 Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations 1977, recognised trade unions can appoint safety representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises*. The training of safety representatives is the responsibility of the appropriate trade union. The school will provide its safety representatives with reasonable time off to undertake any training necessary and to fulfil their duties.

* Normally displayed on the 'Health and Safety Law – What you should know' poster.

3 General Arrangements for Implementing the Health, Safety and Welfare Policy

3.1 Accident/Incident Reporting & Investigation

- An accident is an unplanned event that results in injury or damage.
- A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the appropriate manager. Where required, the Council's internal report form should be completed and a copy sent to the Redbridge Health & Safety Manager. Where access to the Redbridge intranet is available, the online version should be completed and submitted.

Due to potential additional reporting requirements, please ensure that these forms are completed as soon as possible and no later than 5 days after the incident occurred.

Blank copies of [Accident/incident report forms](#) are located in the Welfare Room.

The '[Blue Dot](#)' '[Reporting of Injuries & Dangerous Occurrences including personal safety of staff \(PSS\)](#)' [Wall Chart](#), which briefly outlines the reporting requirements, is displayed in the Welfare Room and the Staff Room.

Please note, the report form has a section 'action taken to prevent a recurrence'. All accidents are required to be investigated and this section should be completed to reflect any action taken. Where no further action is required, this should be entered onto the form to demonstrate that management has considered this.

Where appropriate, accidents may also be investigated by the Health and Safety Function, LBR Insurance or the Health and Safety Executive.

3.1 Accident/Incident Reporting & Investigation (cont.)

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, eg. major injuries, accidents resulting in employees being absent from work for more than 3 days or members of the public going to hospital from the scene of the accident, etc. will be reported to the Health and Safety Executive by the Health and Safety Function.

Further information on accident reporting and investigation can be obtained from the following website:

<http://www.hse.gov.uk/pubns/edis1.pdf> or by calling the Health and Safety Function on 020 8708 3152.

3.2 Asbestos

The Control of Asbestos Regulations 2006 places a duty on the 'Asbestos Duty Holder' to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has (or persons who have) clear responsibility for the maintenance or repair of the premises.

The Asbestos Duty Holder is Kier Facilities Services – Mr P May.

Each establishment has an Asbestos Register that identifies whether asbestos or asbestos-containing materials are present within the premises, the location, the type of asbestos and its condition.

The Asbestos Register is held by Kier Facilities services

The [Asbestos Information for Contractors is held in the Site Manager's Office](#)

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone** - contractors or staff - who intend working on the fabric of the building read the Asbestos Information letter and consult the Asbestos Register prior to commencing work to ensure that where they will be working is free from asbestos and asbestos-containing materials and that they sign the register to demonstrate they have consulted and understood it.

If, during the course of the task, further work needs to be carried out at a different location, the Asbestos Register **must** be consulted again, resigned and dated.

Please note that the Asbestos Register was compiled following a Type 2 asbestos survey. Any major intrusive work will require a Type 3 asbestos survey to be carried out prior to the work commencing.

3.3 Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases. In this connection, Public Health England has produced 'Guidance on Infection Control in Schools and other Childcare Settings'.

This document provides guidance on the prevention and spread of communicable diseases and promotes a coordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

3.3 Communicable Diseases (cont.)

A copy of the exclusion period chart is located on the Welfare Room.

Current guidance is located in the Welfare Room.

3.4 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977, an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work.
- Arrangements for securing competent people to help them comply with health and safety laws.
- Information on risks arising from their work; measures to reduce or remove those risks and what employees should do if they are exposed to a risk.
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology.

This school will consult with staff at termly Health & Safety Committee meetings, plus emails on a regular basis as and when required.

3.5 Control of Contractors

This school recognises its responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have some health and safety responsibilities. The client is Kier Facilities Services; the Headteacher and SMADS.

Clients need to satisfy themselves that contractors are competent (ie. they have sufficient skills and knowledge) to carry out the job safely and without risk to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The school will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment. The Site Manager and Kier Facilities Services are responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

3.5 Control of Contractors (cont.)

The Site Manager and Kier Facilities Services should inform all contractors of any known hazards that might affect them whilst at work. Contractors, in turn, should notify the Site Manager/Kier Facilities Services of any hazards arising from their activities which may affect the occupants of the school.

Catering and Cleaning staff are responsible for the safety of the kitchen and cleaning areas and must notify the Site Manager/Kier Facilities Services of any hazards.

All contractors should report to the establishment office on arrival.

Further information is available from the HSE document [‘Use of Contractors - a joint responsibility’, HSE INDG 368.](#)

3.6 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on packaging, the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

This school will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc., will be reviewed as appropriate or every five years, whichever is the sooner.

A COSHH assessment can be obtained by contacting the school’s COSHH Coordinator.

The COSHH Coordinator is the Site Manager, Mr G McHugh.

A copy of the [“COSHH Do’s and Don’ts’ poster](#) should be displayed wherever hazardous substances are used or stored, including cleaners’ cupboards.

The COSHH ‘Do’s and Don’ts’ Poster is displayed in the Cleaners Office, Site Manager’s Office, Catering Manager’s Office, Science, Art and D&T Departments.

Further information on COSHH can be obtained from the Site Manager.

3.7 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

People who use DSE only occasionally are not covered by the requirements of the Regulations; however employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations can be identified by completing the [DSE User Questionnaire](#).

Where users are identified, the following must be ensured:

- Workstations are assessed using the [HSE workstation assessment checklist](#) and the risks reduced, as applicable.
- Workstations meet the minimum requirements as outlined on the HSE checklist.
- Work is planned to allow adequate breaks or changes of activity.
- On request, eye tests are arranged and a contribution made towards spectacles if they are required for DSE use.
- Health and Safety training and information is provided.

Staff identified as responsible for carrying out DSE assessments will attend the LBR in-house DSE assessors training course.

The DSE Assessor for this school is the Health & Safety Coordinator, Ms A Giardelli.

Completed user forms and DSE assessment checklists are located in the Health & Safety Coordinator's office.

When a DSE User requests an eye test, a completed copy of the [Eye and Eyesight Test form](#) should be completed and taken along to the appointment.

Further information can be found in the LBR DSE guidance document '[Display Screen Equipment](#)'.

3.8 Driving

Under the Health and Safety at Work Act 1974, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be required to drive either their own private vehicle or an LBR vehicle, eg. minibus (see section 5.18).

This school will ensure that the guidance provided in the LBR Driver's Safety Policy and the Handbook is adhered to.

A hard copy of the [Driver's Handbook](#) is located in the Health & Safety Coordinator's Office.

Staff may drive students in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and Insurance are valid for such an activity.

Copies of permission slips are located in the Finance Office.

3.9 Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular attention should be paid to the condition of power cables and of their terminations as these are often damaged, wrenched and jerked, which may loosen their connections.

All portable electrical equipment should be visually inspected before use. Equipment used and moved regularly such as drills, irons, kettles etc should be subject to a periodical detailed inspection and test by a competent person. A written record of the tests, in the form of a logbook or register, should be maintained and available for examination. The equipment itself should be marked with some form of identification and the date of the most recent test.

Portable Appliance Testing will be carried out by Callbarrie. Our own site staff records are maintained by Ms A Giardelli and held in the Main Office

Fixed electrical installations should be inspected by a competent person at least every five years.

Mains Electrical Testing was carried out in August 2012 by Kier Facilities Services; Certificate maintained by Kier Facilities Services and a copy on file with the Fire Risk Assessment Log Book in the Health & Safety Coordinator's Office.

Staff and students may not bring their own personal electrical appliances into school unless they have had their earth-bond and insulation checked by a competent person, ie. the Site Manager.

3.10 Educational Visits

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (students) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits the school follows the guidance provided in the LBR Children's Services document 'Requirements for Educational Visits' using the online educational visits software package 'Evolve' as applicable.

In accordance with this guidance this school has appointed an [Educational Visits Coordinator](#), and developed a school Educational Visits Policy based on the DFES and Children's Services Guidance.

The Educational Visits Co-ordinator (EVC) is Mr D Dutch, Deputy Headteacher.

The school Educational Visits Policy is located in O:\Policies\Policy & Statutory Documents/Non-Statutory.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Headteacher and (for adventurous activities, residential visits and international visits) the governors/local authority.

3.11 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each establishment should have a 'Responsible Person' who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a fire risk assessment; Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPS) for staff or students with impaired mobility.

The Responsible Person for this school is Ms A Giardelli.

Staff responsibilities are as follows:

- Calling the Fire Brigade is the responsibility of the Headteacher/Office Manager.
- Liaising with the fire brigade is the responsibility of the Headteacher/Health & Safety Coordinator.
- Collecting class registers, staff book and visitors book is the responsibility of Ms D Ford – Office Manager.
- Organising fire drills is the responsibility of Mr D Dutch, Deputy Headteacher.
- Organising fire safety training is the responsibility of Ms A Giardelli, Health & Safety Coordinator.
- Quarterly inspections of the fire alarm, emergency lighting and fire door magnetic holders are carried out by Kier Facilities Services.
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by Mr G McHugh, Site Manager.
- Annual inspection of fire extinguishers and firefighting equipment is carried out by Multi Alarm GB, LBR contractor.

Fire wardens are Mr G Mc Hugh, Mr D Dutch and Mr R Manning.

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs) - if applicable - and fire safety folder are located in the Health & Safety Coordinator's office.

It is the responsibility of the Health & Safety Coordinator, Ms A Giardelli, to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary and the contents of the fire safety folder is kept up to date.

'Blue Dot Fire Instruction' notices are displayed throughout the premises, advising of the actions to be taken on discovering a fire/on hearing the alarm.

The Site Manager, Mr G McHugh, is responsible for ensuring that the 'Blue Dot Fire Instruction' notices are appropriately displayed.

[Fire Instruction Notice PS 1234](#) is displayed near all fire alarm call points.
[Fire Instruction Notice PS 0699](#) is displayed in all communal areas and offices.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Governing Body.

All staff have a duty to be aware of fire and emergency procedures; ensure that all escape routes and fire exits are kept clear and report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Headteacher, Kier Facilities Services and HR Health & Safety Function using the LBR incident report system.

3.12 First Aid

The Health and Safety (First-Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees. Under these regulations, employers are not obliged to provide first aid for members of the public; however LBR Service areas that provide a service for others, including schools, should include the public, students and others on their premises when making their assessment of first aid needs.

A first aid assessment of needs has been undertaken by Ms A Giardelli using a [First Aid Needs Assessment Form](#). A copy of the completed form is located in the Health & Safety Coordinators' office.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence; holidays; lunch breaks; before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: First Aid at Work, Emergency First Aid or paediatric First Aid (*whichever is deemed most appropriate*).

The nominated persons with first aid responsibilities for this school are:

Name	Qualification e.g. FA, EFA, PFA	Location	Extension No.
P Francis	FA	Welfare	2048
J Bhola	FA	Admin	2017
P Sumray	FA	Sixth Form Office	2010
K Fage	FA	Craig Foster Building	2015
M Scanlan	EFA	Pastoral Office	2058
K Lester	EFA	Curriculum Access	2027
D Selby	EFA	Curriculum Access	2027
S Chapman	EFA	Science	2035
S Caluda	EFA	Sixth Form	2013
S Castle	EFA	PE	2037
L Burcombe	EFA	Performing Arts	2009
L Richardson	EFA	Sixth Form	2013

First Aid Boxes for this school can be located as follows:

- Reprographics Room
- Site Staff Office
- PE Office
- Welfare Room
- All Technology Classrooms
- All Science Laboratories
- Art Department
- Science Technicians Room
- Sixth Form Office
- School Minibuses x 2

The person responsible for maintaining the First Aid boxes is Ms P Francis, Welfare Officer.

Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders.

Any accidents requiring first aid must be reported using the accident reporting procedure. Further information can be found in The Department for Children Schools and Families (DCFS) booklet [Guidance on First Aid for Schools](#).

3.13 Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances may only be carried out by persons registered with the Council of Registered Gas Installers (CORGI). Since 1st April 2009 CORGI has been replaced by the [Gas Safe Register](#).

Work on gas systems and appliances may only be undertaken by persons who are Gas Safe Registered.

Kier Facilities Services is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by Kier Facilities Services and records maintained by them in their office within the school.

If you smell gas:

- do not use any naked flames/other ignition sources;
- open doors and windows;
- contact the gas board;
- do not switch the lights on or off or any portable switch/appliance switch;
- shut off the gas;
- evacuate the premises, if appropriate.

3.14 Health & Wellbeing (including Employee Assistance Programme)

The Health and Safety at Work Act 1974 establishes a duty for employers to ensure the health, safety and welfare of employees whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 requires a general risk assessment of all risks in the workplace, including the risk to staff from stress.

The HSE defines stress as *“the adverse effect people have to excessive pressure or other types of demand placed on them”*.

This school recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. Accordingly a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

The LBR Employee Assistance Programme 24-hour confidential telephone helpline is available for staff to use. This is accessed by telephoning 0800 282 193, 01865 397074 or online at www.livewell.optum.com/public/welcome.asp. The login is: London.redbridge.

Where necessary, the school can refer employees to the Council’s Occupational Health Unit via the Employment Relations Team.

3.15 Information, Instruction and Training

The Health & Safety at Work Act 1974 establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This school is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

[Induction training](#) will be provided to all new employees appropriate to their role.

3.15 Information, Instruction and Training (cont.)

Health and safety training and refresher training will be organised for staff as appropriate, and training records (including induction) kept.

Health and Safety training records are kept by Ms A Giardelli, Health & Safety Coordinator.

3.16 Legionella

The Control of Substances Hazardous to Health Regulations 2002 relate to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

Kier Facilities Services will ensure that an adequate risk assessment of the water systems in its buildings is carried out; identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Legionella risk assessment has been undertaken by Kier Facilities Services and is located in their office within the school.

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. Written records for risk assessments, monitoring, inspection and tests, in the form of logbook or register, should be maintained and retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by Kier Facilities Services.

Records are maintained by Kier Facilities Services and held in their office within the school.

Any queries regarding Legionella risk management should be referred to Ms A Giardelli, who will consult with Kier Facilities Services.

Further information can be found on HSE website [www.hse.gov.uk Legionnaires' disease - a guide for employers](http://www.hse.gov.uk/Legionnaires'disease-a-guide-for-employers).

Further information can be found on the HSE website www.hse.gov.uk/legionnaires.

3.17 Letting of the School Premises

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work and others who are not employees, but use their premises.

The Act also requires that when parts of the building are used by other organisations, there is 'cooperation and coordination' between the two parties for the purposes of health and safety.

Schools Plus, on behalf of Norwich Union, will ensure that the appropriate health and safety information is passed to the hirer, using the [Letting of Educational Premises Checklist](#).

3.17 Letting of the School Premises (cont.)

Schools Plus is responsible for providing the hirer with appropriate health and safety information and ensuring they sign a copy of the lettings checklist.

Completed checklists are located in the Site Manager's office.

Where the hirer is undertaking activities that require personal qualification or proficiency (for example, martial arts), Schools Plus will check to ensure competence of the instructor prior to the letting being agreed.

Lettings are organised by Schools Plus.

Letting documents are located in Schools Plus office within the school.

3.18 Local Exhaust Ventilation

The Workplace (Health, Safety and Welfare) Regulations 1992 specify general ventilation requirements.

Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (ie. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

The school will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personnel.

The following staff will be responsible for carrying out visual checks of LEV systems:

- Mr Mr D Oliver, Head of D&T.
- Mr K Hughes, D&T Technician.

All LEV systems should be subject to a thorough inspection and tested at least every 14 months by a competent person. Written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination.

Annual inspection and testing will be carried out by Tecomak.

Records are maintained by Ms A Giardelli, Health & Safety Coordinator.

Further information can be found on HSE website:

[Local exhaust ventilation systems \(LEV\)](#)

[LEV Guidance Sheet 200 – COSHH Essentials](#)

[INDG408 - Clearing the air - guide to buying and using LEV](#)

[INDG409 - Time to clear the air - A workers' pocket guide to LEV](#)

3.19 Lifting Operations and Lifting Equipment (LOLER)

LOLER 98 applies to any item of lifting equipment, including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads such as cranes, lifts, and hoist and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, the Regulations require that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- used safely, ie. the work is planned, organised and performed by competent persons;
- subject to ongoing thorough examination and, where appropriate, inspection by competent persons.

This school requires that all lifting equipment be clearly marked to indicate a safe working load. Where the safe working load is affected by the configuration of the equipment, the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of Kier Facilities Services to ensure all lifting equipment and accessories are marked with the safe working load.

This school also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

It is the responsibility of Kier Facilities Services to risk assess, plan and supervise all lifting operations to ensure they are undertaken safely.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

It is the responsibility of Kier Facilities Services to arrange staff training and refresher training as appropriate, and to ensure that records of staff training are maintained in the Kier office within the school.

This school requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC Declaration of Conformity made not more than 12 months before the equipment is put into service or is accompanied by physical evidence of its last thorough examination.

Ongoing thorough examinations must also be undertaken to ensure that lifting equipment remains safe for use. In the case of equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months. For other lifting equipment, a thorough examination is required at least every 12 months.

It is the responsibility of Kier Facilities Services to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person at appropriate intervals.

Examination records will be kept by Kier Facilities Services and held in their office within the school.

3.19 Lifting Operations and Lifting Equipment (LOLER) (cont.)

All defects to lifting equipment or lifting accessories must be reported and the equipment taken out of use until the defect is rectified.

All defects must be reported by the Site Staff to Kier Facilities Services.

This school requires that the following documentation is kept:

- An EC Declaration of Conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
 - ❖ Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
 - ❖ Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
 - ❖ Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Lifting equipment documentation is kept by Kier Facilities Services and kept in their office within the school.

Further information and guidance on LOLER can be found in the following documents:

- [‘Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998’](#) HSE INDG 290.
- [‘Thorough examination of lifting equipment – a simple guide for employers’](#) HSE INDG 422.
- [‘Thorough examination and testing of lifts – simple guidance for lift owners’](#) HSE INDG 339.

3.20 Lone Working

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as ‘those who work by themselves without close or direct supervision’. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site; where people work separately from others or where people are working out of normal working hours) and those who are mobile workers, working away from their main working base.

This school will ensure that all lone working activities are identified; risks from such lone working activities assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

It is the responsibility of the Health & Safety Coordinator, Ms A Giardelli, to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with Ms A Giardelli.

3.20 Lone Working (cont.)

All staff who work alone must be competent to carry out the activities they are engaged in; have received sufficient information to enable them work alone safely and be able to summon help and assistance if required.

It is the responsibility of Ms A Giardelli to ensure that lone workers have received adequate lone working information and training and for keeping training/briefing records.

It is the responsibility of all staff to follow defined lone working procedures and safe systems of work and to immediately report any problems or concerns to their line manager.

Further guidance is available in the HSE document [Working Alone in Safety](#) (INDG73).

3.21 Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that can't be avoided;

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Heads of Departments will be responsible for carrying out risk assessments for all manual handling activities which constitute a significant risk of injury to staff and to update and review as necessary.

The risk assessment will be recorded using the [Manual Handling Assessment Form](#), completed copies of which are located in departmental offices.

Employees are required to:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- cooperate with their employer on health and safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

LBR Health and Safety Function provides 'Manual Handling for Employees' and 'Manual Handling for Managers' training courses.

Training records will be maintained by Ms A Giardelli and held in the Health & Safety Coordinator's Office.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website www.hse.gov.uk [INDG 143 - Getting to grips with Manual Handling](#).

3.22 Medicines

In general, medicines must not be brought into school. However, if a student has a medical condition that requires regular medication during the school day, or medicine in the event of an emergency, then arrangements for administration must be made between the school and the student's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A list of students with medical conditions and their care plans can be found in the Welfare Room.

Prescribed medicines are stored in the Welfare Room.

Protocols for students with serious medical conditions should be displayed in prominent locations around the school, eg. staffroom, medical room and relevant classrooms. The protocols and care plans should be clearly marked with the student's name and an up to date photograph.

Registers should be clearly marked to alert supply teachers of any students with medical needs.

All staff involved in the administering of medicines should be appropriately trained, eg. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A [Medication Administration Permission Form](#) must be completed and signed by the parent or guardian and a [Medication Administration Record Sheet](#) completed each time medicines are administered.

More detailed information can be found in the Department of Education document 'Managing Medicines in Schools and Early Years Settings'.

3.23 Minibuses

The Provision and Use of Work Equipment Regulations 1998 sets out specific requirements for the selection, maintenance and inspection of work equipment and the provision of appropriate instruction, information and training, to ensure its safe use. These Regulations cover minibuses that the school either owns or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the Site Manager, Mr G McHugh, to ensure that a Section 19 Permit is displayed on the minibus windscreen at all times.

Minibus drivers must be over the age of 21 and hold a LBR Minibus Permit.

A list of qualified minibus drivers is held in the main office and located electronically in O:\Health & Safety.

All minibus drivers must complete the vehicle log each time the minibus is used and carry out a pre-use check.

The minibus vehicle log is located in the Site Manager's Office.

3.23 Minibuses (cont.)

All vehicles must have:

- an MOT if over 1 year old (13 or more passenger seats); 3 years old (12 or less passenger seats);
- a valid certificate of insurance;
- a fire extinguisher complying with BS 5423;
- a first aid kit.

It is the responsibility of G McHugh, Site Manager, to ensure that all documents are up to date; the fire extinguisher is inspected annually and the first aid kit is kept fully stocked.

The minibus must, as a minimum, be subject to the following:

- Daily/pre-use checks by the driver (use of the [Minibus Daily Inspection Record](#) sheet will assist with this).
- Annual maintenance (including MOT).
- Two safety checks between annual maintenance checks (e.g. Autumn Term – Annual Maintenance, Spring Term – Safety Check, Summer Term – Safety Check).

The responsibility to ensure the maintenance checks are undertaken by a competent person lies with Mr G McHugh, Site Manager.

Further information can be found in the [Driving](#) Section of this policy and the [Driver's Handbook](#).

3.24 Monitoring – Audits & Inspections

In order to ensure that health and safety arrangements are working and risk control measures are effective and being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This school will carry out the following monitoring:

- Daily checks by site staff in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept.
- Routine equipment maintenance checks, either carried out by school staff or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances and PE Equipment.
- Investigations of incidents, accidents, causes of ill health and complaints, as appropriate to the circumstances.
- Reviewing accident statistics by the governing body to identify causes of accidents.
- Reviewing audit reports detailing the performance of the school's health and safety management system.

This school will also carry out a formal inspection at least twice a year using the [Establishment Workplace Inspection Checklist](#).

The Health and Safety Function will carry out a formal audit at this school on a periodic basis.

3.24 Monitoring – Audits & Inspections (cont.)

Records of maintenance checks, inspections etc. are located in:

Record Type	Location	Responsible Department/ Person
General Workplace Inspections	Site Staff Office	Site Staff
Departmental Inspections	Various Departments	Various Department Heads & Technicians

3.25 New & Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work, in order to identify the measures needed to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers: new and expectant mothers and young persons, for whom a specific risk assessment must be undertaken or an existing risk assessment reviewed in order to identify any additional control measures that may need to be taken.

A 'new or expectant mother' is taken to mean an employee who is pregnant; has given birth within the previous six months or is breast-feeding.

When a member of staff notifies the school in writing that she is any of the above, a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories: physical, biological and chemical.

Further advice can be found in the following documents available on the HSE website www.hse.gov.uk:

[HSE 122 – New and Expectant Mothers at Work – An Employers Guide](#)

[INDG 373 – A Guide for New and Expectant Mothers who Work.](#)

3.26 Noise at Work

The Control of Noise at Work Regulations are in place to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low the actions taken may be simple and inexpensive; however where the risks are high they should be managed using a prioritised noise-control action plan.

As a general rule, in this school noise will be considered to be a hazard if:

- staff have to raise their voice to carry out a normal conversation when roughly 2m apart, for at least part of the day;
- staff use noisy power tools or machinery for more than half an hour each day;
- staff are exposed to high levels of noise for a significant part of their working day.

3.26 Noise at Work (cont.)

Where noise is perceived to be a risk to staff, the school will:

- assess the risks to employees from noise at work;
- take action to reduce the noise exposure that produces those risks;
- provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- make sure that the legal limits on noise exposure are not exceeded;
- provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition; those with a family history of deafness (if known); pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website: <http://www.hse.gov.uk/noise> .

3.27 Personal Protective Equipment

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

Personal Protective Equipment (PPE) should be properly assessed before use to ensure it is suitable and be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing 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”, eg. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All PPE should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

3.28 Playground / Play Equipment

The Health and Safety at Work Act requires employers to ensure not only the health, safety and welfare of employees, but also others who may be affected (ie. students).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose; maintained in safe working order and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all students which includes ensuring the equipment provided for their use is suitable, maintained in safe working order and regularly inspected to ensure it remains so.

Accordingly, all play areas and equipment are visually checked on a daily basis and a 6 monthly inspection undertaken. These checks will be recorded and signed by the person responsible for undertaking them.

The responsible person for maintaining the play areas and equipment is Mr G McHugh, Site Manager.

Records of playground and playground inspections are located in the Site Staff Office.

3.29 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work and any others who may be affected by their undertaking.

The risk assessment must be recorded and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates or annually, whichever is the sooner.

Ms A Giardelli, Health & Safety Coordinator, will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the school.

All Heads of Departments are responsible for carrying out their own Risk Assessments.

Copies of current risk assessments are located In the Health & Safety Coordinator's Office.

Employees' have a duty to cooperate with their employer when conducting risk assessments and when implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for [New and Expectant Mothers](#) and [Young Persons](#) (under 18 years of age). Statutory risk assessments are also required for [COSHH](#), [DSE](#), [Personal Protective Equipment](#) & [Manual Handling](#).

3.30 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 place duty on employers to use and maintain appropriate health and safety signs in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This school will ensure that, where the need for safety signs have been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of Mr G McHugh, Site Manager, to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to Buildings & Lettings – Site Staff.

Further information on safety signs and signals can be found in the Health & Safety Manual CD 2006 and on HSE website www.hse.gov.uk:

HSE leaflet INDG 184 '[Signpost to The Health and Safety \(Safety Signs and Signals\) Regulations 1996 Why do we need these Regulations?](#)'

HSE leaflet INDG 352 '[Read the Label – How to find out if chemicals are dangerous](#)'.

3.31 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety; therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of staff and students.

The Health and Safety Coordinator within the school may assume responsibility for school security. Alternatively schools may wish to appoint a school security coordinator who will develop a knowledge and understanding of security issues within the premises.

Ms A Giardelli, Business Manager/Health & Safety Coordinator has responsibility for school security issues.

The two principal aspects of security in an education setting are the security of school premises, both during school hours and out of school hours and the personal safety of staff and students.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter.
- Intruder alarm system.
- Visitors signing book and badge system.
- Procedures for dealing with trespassers.
- Appropriate recording procedures for incidents relating to security

Internal/ External Agencies:

- LBR – health and safety advisors, property services etc.
- Police – in particular, Crime Prevention and School Officers.
- Fire and Rescue Services – in particular, Fire Safety Officers.
- www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity

3.32 Smoking

The Smoke Free Regulations were introduced in England to make virtually all enclosed public places and workplaces in England free from smoke. As a result, this school is a strictly 'no smoking' establishment.

The Regulations require the displaying of no-smoking signs in all smoke free premises and vehicles.

No-smoking signs which meet the requirements of the law, are displayed in the following locations:

- all entrance & exit doors
- in both minibuses.

Further information can be found on the [Smoke Free England](#) website and in the [LBR Smoking Policy](#).

3.33 Slips and Trips

The Health & Safety at Work Act requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition and a means of access and egress that is safe and without risk.

This school recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly the following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken by Kier Facilities Services on a termly basis.

Informal workplace inspections will be undertaken by site staff on a half-termly basis.

All staff are responsible for undertaking informal daily checks of their own work areas.

Informal daily checks of communal areas of the school will be undertaken by site staff.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept by Kier Facilities Services in their office within the school.

3.34 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out. The following key issues were considered when carrying out a traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it.
- Roadways and footpaths should be separate whenever possible.
- Protection for people who work near vehicle routes.
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.
- As far as possible, parked vehicles are kept out of the flow of traffic and people.
- Drivers are notified of designated parking areas on entering the site.
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles.
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it.
- As far as possible, schedule vehicle movements to prevent overcrowding of site and surrounding roads.
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety.

3.34 Traffic Management (cont.)

- Install clear signs advising drivers and pedestrians on the routes they should use.
- Where signposts are used, they should be constructed to Highway Code Standards.
- Ensure that signs are kept clean and visible.

A copy of the traffic management risk assessment is located in the Health & Safety Coordinator's Office.

Further information on workplace transport is available from www.hse.gov.uk/workplacetransport .

3.35 Violence/Personal Safety of Staff

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated and the school fully endorses the [LBR Personal Safety of Staff Policy and Procedures](#). Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Ms A Giardelli, Health & Safety Coordinator is responsible for undertaking a risk assessment to cover potential violence at work.

A copy of the current risk assessment is located in the Health & Safety Coordinator's Office.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of Ms A Giardelli, Health & Safety Coordinator to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate reporting procedures. See the relevant section of this policy for further information.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

In addition, there is an Employee Assistance Programme available to all staff, which offers a [24-hour confidential helpline](#).

3.36 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by the school will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005. This may be via LBR facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or students.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licences) must be kept by the school.

Waste disposal from the Establishment will be organised by Ms A Giardelli, Health & Safety Coordinator.

Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Name of Collector	Contact details
Commercial Waste	Weekly	LBR	0208 708 5113
Electrical Equipment	As and when required	LBR	0208 708 4113
Hygiene Units	Monthly	Cannon Hygiene	0152460894
Clinical Waste	Monthly	Cannon Hygiene	0152460894

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (ie. it is no longer possible to take waste directly to a municipal refuse site).

3.37 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work; for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- suitable for the intended use;
- safe for use;
- maintained in a safe condition;
- inspected;
- used only by people who have received adequate information instruction and training;
- accompanied by suitable safety measures, eg. guards, markings, warnings.

3.37 Work Equipment (cont.)

In addition to PUWER, the Management of Health and Safety at Work Regulations 9 require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

This school will ensure that risk assessments are in place for specific equipment and effective measures taken to control the hazards associated with the use of equipment.

This school requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (eg. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to Buildings and Lettings (site staff) via email.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner according to the information received in training and instructions from their line manager. Students using work equipment must be supervised at all times.

It is the responsibility of Heads of Department to arrange their own staff training and to ensure that records of staff training are maintained within their department.

Where the failure of work equipment could result in a significant risk of injury, said equipment should be subject to at least an annual maintenance/inspection by a competent person/organisation. Where legislation imposes specific duties to undertake inspections at set frequencies, these will be carried out in accordance with the Regulations. Written inspection and maintenance records should be maintained and available for examination.

Annual inspection and maintenance will be carried out by various contractors and records maintained by Heads of Department and/or the Health & Safety Coordinator.

This school only permits designated staff to undertake modifications to equipment. The Health & Safety Coordinator holds a list of designated staff and the limits of their authority to undertake such work.

Staff and students may not bring their own personal electrical appliances into school unless they have had their earth-bond and insulation checked by a competent person. The Health & Safety Coordinator can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required, it must be written-off in the asset register and disposed of safely. Under no circumstances may equipment be sold or passed on to a third party.

3.38 Work Experience and Young Persons

Students on work placements/work experience are regarded in health and safety law as employees; therefore they must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18 and participating in work experience/placements are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

Ms B Piercy will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience and the measures they need to take to avoid the risk before they work in the area.

The school will ensure that the parents/guardians of children, ie. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Where the school's own students undertake work experience with a local employer, the school will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

Where appropriate, ReBep will be responsible for carrying out health, safety and welfare arrangements pre-placement checks (including risk assessments) and ongoing monitoring during placement period.

Any student undertaking work experience at this school will be given an induction, which will be recorded using the [Work Experience Induction Checklist](#).

Completed checklists are located in Ms B Piercy's Office.

3.39 Working at Height

The Working at Height Regulation requires that 'every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'.

Under the Management of Health and Safety at Work Regulations, the employer has a duty to undertake risk assessments, including the duty to identify, assess and control risks on their premises.

This school will assess the risks from working at height; make plans to either avoid the work at height or to carry out the work more safely.

Ms A Giardelli, Health & Safety Coordinator, will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided, suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by the Site Manager.

This school has a [Ladder Checklist](#) and a [TASS Checklist](#) to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in Site Manager's Office and will be maintained by the Site Manager.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website www.hse.gov.uk.

Advice for teachers and classroom assistants is available as follows: HSE documents:

[Keeping safe when working at height](#)

[Practical guidance for schools on working at height](#)

The Ladder Association '[Ladder Book](#)'

3.40 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work.
- Suitable and sufficient ventilation, lighting and indoor temperature.
- A clean workplace and furnishings with easy to clean surfaces.
- Sufficient work space with suitable work stations and seating.
- Floors and traffic routes of suitable condition and free from damage or hazards.
- The prevention of people falling from height, or being struck by falling objects.
- Windows (and other transparent/translucent surfaces) made of safe materials that do not expose people to risks to their health & safety and are able to be cleaned safely.
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner.
- Suitable and sufficient toilets and washing facilities.
- An adequate supply of drinking water.
- Accommodation for personal or work clothing and adequate facilities for changing clothing, where necessary.
- Facilities for rest and to eat meals.

This school will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection Checklist.

Workplace inspections will be undertaken by Kier Facilities Services and Site Staff on a termly/six monthly basis.

Workplace inspection records will be kept by Kier Facilities Services and the Site Manager in the Site Office.

The responsibility for building and permanently fixed equipment maintenance lies with Kier Facilities Services.
Any building or equipment defects or hazards should be reported by Site Staff to Kier Facilities Services via the Help Desk.

4 Access to Policy Statement

An electronic copy of this Policy can be found in O: Policies. A hard copy is available from Ms A Giardelli, Health & Safety Coordinator.

5 Names of Key Staff

Designation	Name	Extension No
Headteacher	Mrs J L Hamill	2002
Health & Safety Coordinator	Ms A Giardelli	2008
Site Manager/COSHH Coordinator	Mr G McHugh	2025
Educational Visits Coordinator	Mr D Dutch	2050
Kier Facilities Services	Mr P May	07768 615689