



## Health and Safety Policy

### 1. STATEMENT OF INTENT

- 1.1 The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2 The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-
  - 1.3.1 the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level;
  - 1.3.2 to systematically identify and control risk as an effective approach to injury, ill health and loss prevention;
  - 1.3.3 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
  - 1.3.4 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
  - 1.3.5 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate;
  - 1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;

- 1.3.7 to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
- 1.3.8 to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;
- 1.3.9 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
- 1.3.10 to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
- 1.3.11 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.3.12 to constantly scrutinise and review performance, and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- 1.4 The Governors are committed to providing adequate resources to ensure that health and safety objectives and this Policy are met.
- 1.5 School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Governors and School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the school's health and safety policies and practices. It is the intention of the school to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- 1.7 The Governors and School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations they make.
- 1.8 The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Governors and School recognise the good practice contained in 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), prepared by the DfE and intends to follow the recommendations it makes.
- 1.10 The Governors consider that this Health & Safety Policy is an integral element of the overall School Business Plan and other resource policies.
- 1.11 The Governors have appointed RCR Services (Training, Consultancy and Fire Safety Services as Competent Company to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of

the activities of the School. Throughout the year RCR visit the school (6 times, twice a term minimum) and carry out departmental audits and recommendations acted upon. Further full audits will be carried out as required but no later than a period of 5 years.

- 1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed (by the Governors):

Date:

## **2. ORGANISATION**

### **2.1 The Governors**

- 2.1.1 The Governors accept full responsibility for health and safety within the School.
- 2.1.2 The Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.3 The Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- 2.1.4 The Governors are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.5 They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.
- 2.1.6 The Governors will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.1.7 They will establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and is current.

### **2.2 Headmistress**

The Headmistress will be responsible to the Governors for the safe functioning of all School activities. She will:

- 2.2.1 constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate;
- 2.2.2 consult with the Business Manager as nominated Safety Officer;

- 2.2.3 recommend changes in the Safety Policy in the light of experience;
- 2.2.4 ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.2.5 be responsible for ensuring that all Senior Management and Heads of Department fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.2.6 take steps to ensure that any changes in curriculum and also changes in systems of work are considered for their health and safety implications.

### **2.3 Business Manager**

On a day-to-day basis the Headmistress's responsibility as regards the domestic and administrative side of the School will be devolved to the Business Manager, and the Business Manager in particular will:

- 2.3.1 monitor the effectiveness of this Policy and report back to the Headmistress as appropriate;
- 2.3.2 be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure;
- 2.3.3 be the liaison point with the School's Health and Safety Consultants and ensure that their services are used fully to obtain the above information;
- 2.3.4 in a line management function, be responsible for the safe operation for all administrative, maintenance, janitorial and domestic staff;
- 2.3.5 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date;
- 2.3.6 where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;
- 2.3.7 establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's Senior Management Teams meeting;
- 2.3.8 following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances is through his department so that decisions may be taken for additional Assessments;
- 2.3.9 be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure

these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;

- 2.3.10 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises, and in this context liaise fully with the School's professional health and safety advisors;
- 2.3.11 be responsible for co-ordinating the School's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments;
- 2.3.12 be responsible for preparing the School's Active Monitoring Inspection Plan and the School's Health and Safety Committee.

## **2.4 Heads of Department**

The Heads of Department will be responsible to the Headmistress for the following:

- 2.4.1 for ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;
- 2.4.2 they will be responsible for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.4.3 they should be responsible for ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- 2.4.4 notify the Headmistress of any matters within this field which they feel are beyond their competence to deal with;
- 2.4.5 they should be responsible for reporting to the Business Manager any accidents, incidents, near misses or damage for appropriate investigation;
- 2.4.6 they will be responsible for ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in part 3 of this Policy;
- 2.4.7 as regards the COSHH Regulations, they will be responsible for notifying directly to the Business Manager any new substances that are required to be purchased by their department;
- 2.4.8 they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy.

## **2.5 Head of Department for Science**

They will be responsible as appropriate for the following:

- 2.5.1 isolating gas supplies to laboratories at the end of each teaching day;
- 2.5.2 the constant security of all toxic and highly flammable substances which may be used in their department;
- 2.5.3 to this end ensuring that all stores are kept securely locked when not actually being supervised;
- 2.5.4 be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- 2.5.5 be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

## **2.6 Site Manager**

- 2.6.1 This section refers to the manager who heads maintenance, ground staff, gardeners and janitorial services.
- 2.6.2 This manager will be responsible to the Business Manager for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- 2.6.3 They will be responsible for ensuring that staff have appropriate training according to the needs of their work.
- 2.6.4 They will undertake the necessary training pursuant upon completion of work under the COSHH Regulations.
- 2.6.5 They will be responsible for ensuring that all agreed systems of work are followed.
- 2.6.6 Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Business Manager.
- 2.6.7 They should be responsible for investigating any accident or incident of a type specified by the Business Manager and reporting accordingly.
- 2.6.8 They will be required to attend meetings of the School's Health and Safety Committee.

## **2.7 Employees**

- 2.7.1 The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes of Regulations.
- 2.7.2 They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the

management when the latter are pursuing their responsibilities under the above Act.

2.7.3 They will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed.

2.7.4 They must report all accidents, incidents and damage to their line manager.

### **3. ARRANGEMENTS**

It is the School's intention that in this part of the Policy, which will be enlarged as required, specific standards and arrangements will be established to cover specific risks and these standards will be constantly monitored.

Arrangements have been prepared and are contained in the following sub-sections:-

- 3.1 School Trips
- 3.2 Machinery Guarding and Work Equipment
- 3.3 Fire Evacuation Policy
- 3.4 Science teaching
- 3.5 First Aid
- 3.6 Site Staff
- 3.7 COSHH Regulations
- 3.8 Electricity at Work Regulations
- 3.9 Use of School Facilities by Members of the Public
- 3.10 Accident Reporting
- 3.11 Control of Legionellosis
- 3.12 Health and Safety Management Committee dealing with Health and Safety
- 3.13 Abrasive Wheels Machines
- 3.14 Safety of Pressure Systems
- 3.15 Instructions for Contractors
- 3.16 Noise
- 3.17 Competent Persons
- 3.18 Display Screen Equipment
- 3.19 Manual Handling
- 3.20 Personal Protective Equipment
- 3.21 Management of Health and Safety at Work Regulations 1999

- 3.22 Training
- 3.23 School's Management of Health and Safety

### **3.1 School Trips**

3.1.1 The School's arrangements for School Trips are as follows:-

- 3.1.1.1 All trips must have a specific and stated objective. The Governors require the Trip Leaders to demonstrate that their plans meet legal requirements, the 'Good Practice Guide on Health and Safety of Pupils on Educational Visits' published by DfE and this Safety Policy document.
- 3.1.1.2 The Trip Leaders must:-
  - i) report back after the trip;
  - ii) ensure that the Headmistress is informed about less routine trips well in advance;
  - iii) provide the Headmistress with their proposals if the trip involves an overnight stay or travel outside the UK;
  - iv) ensure that they and other Staff are competent to monitor the risks throughout the trip;
  - v) be clear of their role and who is in sole charge of the trip;
  - vi) ensure that the following elements are taken into account:-
    - a) Planning (including Risk Assessment)
    - b) Supervision
    - c) Pupil preparation
    - d) Communication
    - e) Transportation
    - f) Insurance
    - g) Emergency Procedures

The School's more detailed arrangements and guidelines clearly set out the procedures to be observed prior to and during any School Trip and must be followed.



## **3.2 Machinery Guarding and Work Equipment**

- 3.2.1 It is the intention of the School that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22. The standards that have been established and laid down for many years under Sections 12, 13 and 14 of the Factories Act 1961 and associated legislation will be utilised, even though, for the most part, that legislation did not apply to the School.
- 3.2.2 More specifically the matters of guarding will be those detailed in BS5304:1988 and other relevant standards with interpretation of the Standards being provided by the School's Health and Safety Consultants.

## **3.3 Fire Evacuation Policy**

- 3.3.1 This policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999.
- 3.3.2 Once in every term, preferably within the first fortnight, the School will hold a fire drill, the timing of which will be known only to selected staff. A written report will be logged in the Fire Folder by the Site Manager on the prescribed form. The Business Manager will review the reports.
- 3.3.3 If the School is not cleared completely within the established minimum time for each site, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.3.4 The Site Manager will keep a record of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Senior Management Team.
- 3.3.5 The warning, in case of fire, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings and across the site.
- 3.3.7 This fire alarm system will be tested weekly. The work will be done by the Site Manager and the testing will be done sequentially from one operating point to the next. Details of these tests will be kept in the Fire Log.
- 3.3.8 Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, cloakrooms, corridors, offices, assembly/lunch/sports halls, medical room, library, kitchens and outside areas.
- 3.3.9 Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during school hours.
- 3.3.10 Please refer to the Fire Operational and Emergency Action Plan for full fire procedures and evacuation details.

### **3.4 Science Teaching**

#### **3.4.1 Experimental safety**

3.4.1.1 The method of conducting all experiments in the curriculum will be according to the standards laid out in Chapter 7 of “Topics in Safety” published by the Association for Science Education, 1988 revision. Copies are available to all staff.

3.4.1.2 The chemicals used will be according to the recommended restrictions in Chapter 8 of the above publication.

#### **3.4.2 Eye protection**

3.4.2.1 The School recognise that eye protection is a difficult matter. Note is taken of the guidance in paragraph 3.3 of Chapter 2 of the above publication regarding categories A, B and C. However, it is understood that complete protection for the pupils will be available only if box goggles manufactured to BS2092C or BSEN 166 are provided and worn.

#### **3.4.3 Chemical Storage**

3.4.3.1 It is the policy of the School that chemical storage will be along the general lines of that laid out in Chapter 10 of the above publication.

#### **3.4.4 Microbiology**

(No such experiments take place but, if they should be introduced, then the following policies will apply)

3.4.4.1 It is a policy of the School that all microbiological experiments will be assessed and categorised in accordance with chapter 5(a) of the above publication. The School will ensure that techniques and precautions appropriate to the level will be adopted as contained in chapter 5(a).

3.4.4.2 The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above chapter.

### **3.5 First Aid**

3.5.1 The list of persons who hold a current HSE approved First Aid at Work qualification and/or Early Years First Aid qualification, and have been appointed as First Aiders for the School is available in the First Aid and Medical Policy. Lists are also found in key areas around the school and displayed for all.

3.5.2 The First Aid and Medical Policy gives details of the maintenance and location of First Aid Boxes. The First Aid Policy is published on the School’s website.

### **3.6 Grounds Staff**

- 3.6.1 All staff who use chains saws will be provided with hearing protection, visors, safety footwear and the correct ballistic clothing. They will have been on a chain saw training course and work will proceed according to the current HSE Guidance Note PM31.
- 3.6.2 All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

### **3.7 COSHH Regulations**

- 3.7.1 The School will take all necessary steps to comply with the above Regulations.
- 3.7.2 It is recognised that substances to which the Regulations apply will be used in the teaching of science, the teaching of art, DT, the offices, maintenance, cleaning and by the ground staff.
- 3.7.3 The School will establish and keep a folder in which will be listed the Data Sheets for each substance brought into the School, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.
- 3.7.4 The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.
- 3.7.5 The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.
- 3.7.6 The School has a system whereby the Business Manager will be aware of any change in purchase policy so that new substances may be effectively monitored.

### **3.8 Electricity at Work Regulations**

- 3.8.1 The School will take all necessary steps to comply with the above Regulations.
- 3.8.2 The School recognises that it has to have a formalised system of maintenance for all electrical systems.
- 3.8.3 The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- 3.8.4 The School will prepare an inventory of all electrical apparatus used in the School and this will be annually inspected and tested and an appropriate register kept.
- 3.8.5 The School will ensure that any temporary systems eg stage lighting and control gear are inspected and tested by a competent person prior to use. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.

- 3.8.6 The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.
- 3.8.7 The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large shortcircuit currents could flow.

### **3.9 Use of School Facilities by Members of the Public**

- 3.9.1 The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.
- 3.9.2 With regard to the use of the School Halls, this information will relate to means of escape in the event of an emergency.
- 3.9.3 The agreement form used by the School as a contract with the hirer is attached. This will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

### **3.10 Accident Reporting**

- 3.10.1 All accidents, no matter how trivial, should be reported, using the prescribed form, to the Business Manager.
- 3.10.2 The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995.
- 3.10.3 Whenever any of the following events occur, it must be reported to the Health and Safety Executive.
- (a) The death of any person as a result of an accident arising out of or in connection with work;
  - (b) Any employee suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
    - i) Fracture of the skull, spine or pelvis;
    - ii) Fracture of any bone in the arm or wrist but not a bone in the hand, or in the leg or ankle but not a bone in the foot;
    - iii) Amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
    - iv) Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
    - v) Either injury (including burns) requiring immediate medical treatment or the loss of consciousness resulting in either case from

electric shock from any electrical circuit or equipment, whether or not due to direct contact;

- vi) Loss of consciousness resulting from lack of oxygen;
  - vii) Decompression sickness requiring immediate medical treatment;
  - viii) Either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
  - ix) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials;
  - x) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
- (c) Any other person (including pupils, visitors, members of the public etc) suffering an injury arising out of or in connection with work resulting in hospital treatment.

- 3.10.4 Any of the dangerous occurrences as listed in the Health and Safety Executive Leaflet HSE31.
- 3.10.5 The person at work is incapacitated for his or her normal work for more than three days as a result of an injury (“over three day” injury) caused by an accident at work;
- 3.10.6 The death of an employee if this occurs sometime after reportable injury which led to that employee’s death, but not more than one year afterwards.
- 3.10.7 In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health and Safety Executive must be notified immediately eg by telephone and this must be followed up within ten days by a written report to the Health and Safety Executive on Form F2508 (F2508B in the case of dangerous occurrence).
- 3.10.8 In the case of over three day injury to a person at work, a written report must be sent to the Health and Safety Executive within ten days of the accident on Form F2508.
- 3.10.9 The School will keep records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances. The School will keep a photocopy of each completed Form F2508 in a file in order to fulfil this requirement.
- 3.10.10 Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Business Manager.

- 3.10.11 The School will arrange for all accidents and “near misses” to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Business Manager.
- 3.10.12 Where appropriate, a copy of the report will be made available for discussion at the next Senior Management Team Meeting.

### **3.11 Control of Legionellosis**

- 3.11.1 The School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis and which therefore requires control.
- 3.11.2 The School will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.
- 3.11.3 The School recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.
- 3.11.4 The main objective of the School is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.
- 3.11.5 Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers, at 60°C); hot water distribution of at least 50°C attainable at the taps within two minute of running; cold water storage and distribution at 20°C or below. Whilst it is recognised that water temperatures in excess of 50°C give rise to a danger of scalding, and where necessary “fail safe” thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.
- 3.11.6 Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.
- 3.11.7 It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.
- 3.11.8 The following regime of routine inspection and maintenance will be established for the plant:
- (a) Water temperatures at calorifiers will be checked monthly;

- (b) Water temperatures at taps after two minute running will be checked monthly;
- (c) Conditions in tanks for the presence of organic materials, vermin etc annually;
- (d) Conditions in calorifiers for organic materials and undue build-up of scale, annually;
- (e) The condition of accessible pipework and insulation annually.

3.11.9 The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

3.11.10 The following records will be kept:

- (a) A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;
- (b) Details of the risk assessment;
- (c) Details of system operation relevant to controlling the risk, and the precautions to be implemented;
- (d) Procedures for inspecting and checking the system;
- (e) Details of precautions carried out.

3.11.11 The nominated officer for responsibility for ensuring this policy is implemented is the Site Manager.

### 3.12 Health and Safety Management Committee

#### Meetings

3.12.1 The Senior Management Team meets once per term although members have recourse to call for an emergency meeting should circumstances so dictate.

#### Terms of Reference

3.12.2 The School has fault detection/reporting procedures in place for dealing with day to day health and safety issues. Monitoring of remedial action is carried out by Departmental Heads.

3.12.3 It is, therefore, considered appropriate that the Senior Management Committee should address the School's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy. The minutiae of day to day health and safety issues are not for consideration, except where they raise issues relevant to policy determination and changes might be needed.

#### Personnel

3.12.4 The Headmistress chairs the Committee.

The members are:

Business Manager

Site Manager

Deputy Head Academic

Deputy Head Pastoral

School Nurse

Whilst it is recognised that membership will be kept to the usual attendance, other staff representatives will be co-opted onto the Committee for Health and Safety business in which they are directly involved.

### 3.13 Abrasive Wheel Machines

3.13.1 The School utilises abrasive wheel grinders. Under the Abrasive Wheels Regulations 1970, no person is allowed to mount any abrasive wheel unless he has been trained, is competent and has been appointed by the employer. Although these Regulations do not apply to Schools, the same standards will be adopted. The persons appointed by the School are:-

The Site Manager

Site Maintenance

3.13.2 Tool rests on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. All staff are expected to be vigilant and to carry out checks whenever they use the grinder and before anyone uses a grinder and to carry out the necessary adjustments to the tool rests to ensure they are so maintained.

3.13.3 If eye shields are provided these must be kept in a clean and good condition.

3.13.4 Eye protection (BS2092.1 or BSEN 166) must be worn when abrasive wheel grinders are used.

### 3.14 Safety of Pressure System

3.14.1 The School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000.

3.14.2 The School recognises that the Regulations will apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than 0.5 bar (7psi).

3.14.3 The School will use manufacturer's literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.



- 3.14.4 The Competent Person carries out examination of the pressure system in accordance with the written scheme.
- 3.14.5 The School will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves etc.
- 3.14.6 The School will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.
- 3.14.7 The School will ensure that it keeps the correct documentation. This documentation will consist of the following:
- (a) An initial report and examination of the pressure system upon it being taken into use;
  - (b) The last report of examination of the pressure system made by the Competent Person;
  - (c) Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications;
  - (d) Information referring to data supplied by the designers or manufacturers.

### **3.15 Management of Contractors**

- 3.15.1 The School recognises that its role in managing Contractors working on site falls within two distinct categories:
- (a) Contractors carrying out work which falls within the definition of the Construction (Design and Management) Regulations 1994;
  - (b) Contractors whose work does not fall within the above Regulations.
- 3.15.2 For construction work falling within the Construction (Design and Management) Regulations 1994, the School will take the following action:
- i) fulfil the role of Client as defined within these Regulations;
  - ii) appoint a Competent Person as Planning Supervisor and competent Principal Contractors ensuring that they allocate sufficient time and resources to carry out their duties.
  - iii) The School will also ensure that these duties extend to designers and contractors if the School is responsible for their appointment.
  - iv) On the basis of the complexity and scope of the construction work, the School will determine whether the Planning Supervisor can be appointed from within the School's organisation or whether an external appointment is required.

- 3.15.3 For contractors whose work does not fall within the Construction (Design and Management) Regulations 1994, the School has a set of instructions for School Contractors which are appended to this Section at Appendix 2.
- 3.15.4 The School will ensure that all Contractors sign these instructions as acknowledgement of receipt and agreement to work within the conditions specified.
- 3.15.5 See the Selecting and Managing Contractors Policy for further information on the procedures to ensure that the School will undertake to ensure compliance with the relevant legislation with regard to the use of contractors on the School premises See Appendix 2 for Draft Instructions for School Contractors

### **3.16 Noise**

- 3.16.1 The School is aware of the Noise at Work Regulations and where it believes that employees are exposed to noise levels that would designate the area as either Action Level 1 or Action Level 2, appropriate hearing protection will be provided and worn.
- 3.16.2 It is believed that these controls will be necessary in the following operations:
- (a) Grass cutting operations;
  - (b) Use of chain saws;
  - (c) Use of all woodworking machinery;
  - (d) Strimmer's;
  - (e) Leaf and rubbish collection.
- 3.16.3 A copy of the Noise Assessment, where necessary and appropriate, will be held by the Site Manager

### **3.17 Competent Persons**

- 3.17.1 Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:
- 1. Health & Safety Matters - RCR Risk Management;
  - 2. Fire Evacuation Procedures - All teaching staff and designated nonteaching staff (see Section 3.3.10);
  - 3. Electrical Work  
J W Electrics Ltd  
ADM (PAT)
  - 4. Abrasive Wheel Mounting - see Section 3.14;
  - 5. Pressure Systems

- Heatmaster
- 6. Gas installations  
Heatmaster
- 7. Display Screen Equipment, eye & eyesight tests  
The Site Manager
- 8. Fire Alarms  
Anglian Burglar Alarms
- 9. Gymnasium Equipment  
REJB & Co

### **3.18 Display Screen Equipment**

- 3.18.1 It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in Booklet L26.
- 3.18.2 The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. This will be carried out by the Site Manager.
- 3.18.3 The School will plan the activities of “users” to allow periodic breaks or changes of activity.
- 3.18.4 The School will arrange for appropriate eye and eyesight tests to be carried out on “users” by a Competent Person, on request, and at appropriate regular intervals as recommended by the Competent Person.
- 3.18.5 All “users” will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

### **3.19 Manual Handling**

- 3.19.1 It is the policy of the School to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in HSE publication L23.
- 3.19.2 In particular, the School will:-
  - i) avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
  - ii) where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments is The Site Manager.

- iii) take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

3.19.3 The Business Manager is responsible for co-ordinating the above on the School's behalf.

### **3.20 Personal Protective Equipment**

- 3.20.1 It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.
- 3.20.2 The School recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.
- 3.20.3 Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
- 3.20.4 All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.
- 3.20.5 Employees will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.
- 3.20.6 A record will be kept of all Personal Protective Equipment which is issued using the format which follows on the next page.
- 3.20.7 The persons nominated to co-ordinate the above on behalf of the School are
  - The Site Manager (Maintenance Staff)
  - The Catering Manager (Catering Staff)

South Lee School

ISSUE OF PERSONAL PROTECTIVE EQUIPMENT

Name of Employee .....

Department ..... Job .....

Date of Issue .....

PPE SPECIFICATION (BS or BSEN Standard)

Eye Protection .....

Hearing Protection .....

Safety Shoes .....

Helmets .....

Respirators .....

Wet Weather Equipment .....

Other (Specify) .....

HEALTH AND SAFETY AT WORK ETC ACT 1974

I have a duty to take reasonable care for the health and safety of myself and any other persons who may be affected by my acts or omissions.

I have a duty to co-operate with my employer to enable him to fulfil his legal duties.

I must not intentionally or recklessly interfere with or misuse anything provided for our health, safety and welfare.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1999

I understand that when provided with any Personal Protective Equipment, eg Respirators, Gloves, to reduce my exposure to a substance and act as a Control Measure; that I have a duty to wear it/use it correctly and promptly report any defects.

THE NOISE AT WORK REGULATIONS 1989

I understand that I have a duty to fully and properly use the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.

PERSONAL UNDERTAKING

I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged.

SIGNED ..... DATE .....

### **3.21 Management of Health and Safety at Work Regulations 1999**

- 3.21.1 It is the policy of the School to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.
- 3.21.2 The School will make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. The person responsible for carrying out the Assessment on the School's behalf is the Business Manager.
- 3.21.3 Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.
- 3.21.4 To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (see Section 3.18). Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Business Manager.
- 3.21.5 The results of the Assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

### **3.23 Training**

- 3.22.1 The School will comply with the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.
- 3.22.2 Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- 3.22.3 The School will provide employees with health and safety training:-
  - a) on recruitment. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;
  - b) or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
  - c) periodically as refresher training, as appropriate.
- 3.22.4 Records will be maintained of all training that has been given. The person responsible for co-ordination of training on the School's behalf is the Business Manager.

### **3.23 School's Management of Health and Safety**

- 3.23.1 The School acknowledges the good practice guidance contained in Managing Health & Safety in Schools prepared by the Education Service Advisory Committee of the Health & Safety Commission.
- 3.23.2 This Health and Safety Policy illustrates the sustained commitment and interest of the School which it considers essential for successful health and safety management.
- 3.23.3 In addition to this Policy and the independent monitoring and auditing carried out by RCR Services as the appointed School's Competent Persons, the School intends to progressively implement planned Active Monitoring Inspections.
- 3.23.4 The School's Business Manager as Health and Safety Co-ordinator, with support as necessary from other staff, will be responsible for preparing the inspection plan, which will establish:-
- i) the frequency of inspection;
  - ii) the areas or topics for inspection and the progressive development of inspection checklists;
  - iii) who will do the inspections;
  - iv) how the inspections will be completed, reported and actioned.
- 3.23.5 The School's Business Manager will establish and maintain the Health and Safety Committee as part of the School's Health and Safety structures. Meetings will be minuted and the Minutes will be considered by the Senior Management Committee as part of its standard business.

## Appendix 1

### DRAFT INSTRUCTIONS FOR SCHOOL CONTRACTORS

1. These Rules for Contractors are issued to all Contractors working within the School and for work which is not covered by the Construction (Design and Management) Regulations 1994. The School has a policy for compliance with these Regulations and these instructions are not considered to represent any Health & Safety Plan under the Regulations.
2. The School Liaison Manager for Contractors is ..... He must be contacted before any work is commenced. The School requires Contractors to book in and out of site daily, and this is to be arranged with .....
3. Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the School and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor up to £..... unless otherwise specified.
4. Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor will provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools and access equipment is prohibited unless specifically authorised by .....
5. Contractors are not permitted to engage the assistance of School personnel without specific authorisation from .....
6. When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction (Health, Safety & Welfare) Regulations 1996. Scaffolding inspections, in accordance with these Regulations are the responsibility of the Contractor.
7. The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.
8. The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons' property adjoining the site.
9. No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from .....
10. Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be 'dead' while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is 'live'; and suitable precautions are taken to prevent injury.
11. When portable electrical equipment is brought on to the site, this is expected to be of 110 volt centre tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.
12. All gas welding or flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the Contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use, and spares. Cylinders



which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.

13. The School site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and Contractors must be vigilant in observing these conditions.

14. Any accidents that occur on site must be reported to ..... We expect the cooperation of Contractors in the investigation of any accidents which may occur.

15. Contractors are required to advise the Liaison Manager where they will be working on site and should not go into other areas without prior authorisation.

16. The Contractor shall inform the Liaison Manager of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed.

17. Any queries or problems on site should be referred to ..... In his absence his nominated deputy should be contacted who will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.

I acknowledge receipt of a copy of these Instructions for Contractors and agree to be bound by the conditions outlined above.

Signed ..... (Contractor)

Dated .....