



# Plumcroft Primary School

Plum Lane  
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London  
SE18 3HW

020 8854 1308

## Health and Safety Policy

**May 2022**

**Review Date – May 2023**

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## **Preface**

This is the Health and Safety Policy for Plumcroft Primary School, who will be referred to as 'the School'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the School's employees and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

### **Health and Safety Policy Statement**

This is a general statement of the intentions of the School with regard to Health and Safety. The policy statement is signed and dated by the most senior member of the Management Team and therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the School.

### **The Organisational Duties**

This section commences with a chart showing the safety structure of the School. It is followed by a list of individual responsibilities of personnel and contractors.

### **Arrangements for Managing Health and Safety**

This section will contain information that will need to be followed by all levels of management, to ensure that the School complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the School's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the School's undertakings.

Where help is needed, the School engages the Health and Safety support services of Royal Borough of Greenwich, for providing competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The School	-	Plumcroft Primary School
RBG	-	Royal Borough of Greenwich
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

## Health and Safety Policy Statement

This is the Policy Statement for Plumcroft Primary School, who will be referred to as 'the School'.

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and others who may be affected by its activities, the School has produced the following statement of policy in respect of Health and Safety.

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The School recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work;
- Safe and healthy use, handling and storage of articles and substances;
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures;
- Providing and maintaining safe plant and work equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information;
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work;
- Co-operate with and assist the employer in meeting statutory obligations;
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the School, and advancement in technologies which affect the School's activities.

Copies of this Health and Safety Policy Statement will be displayed in the School. The full School Health and Safety Policy will be available for all employees to read.

All employees, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

Signed: ..... Head Teacher

Date: .....

Review Date: May 2022

## Policy Review

The School shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the School;
- The arrangements remain unchanged;
- The safe working procedures are still applicable.

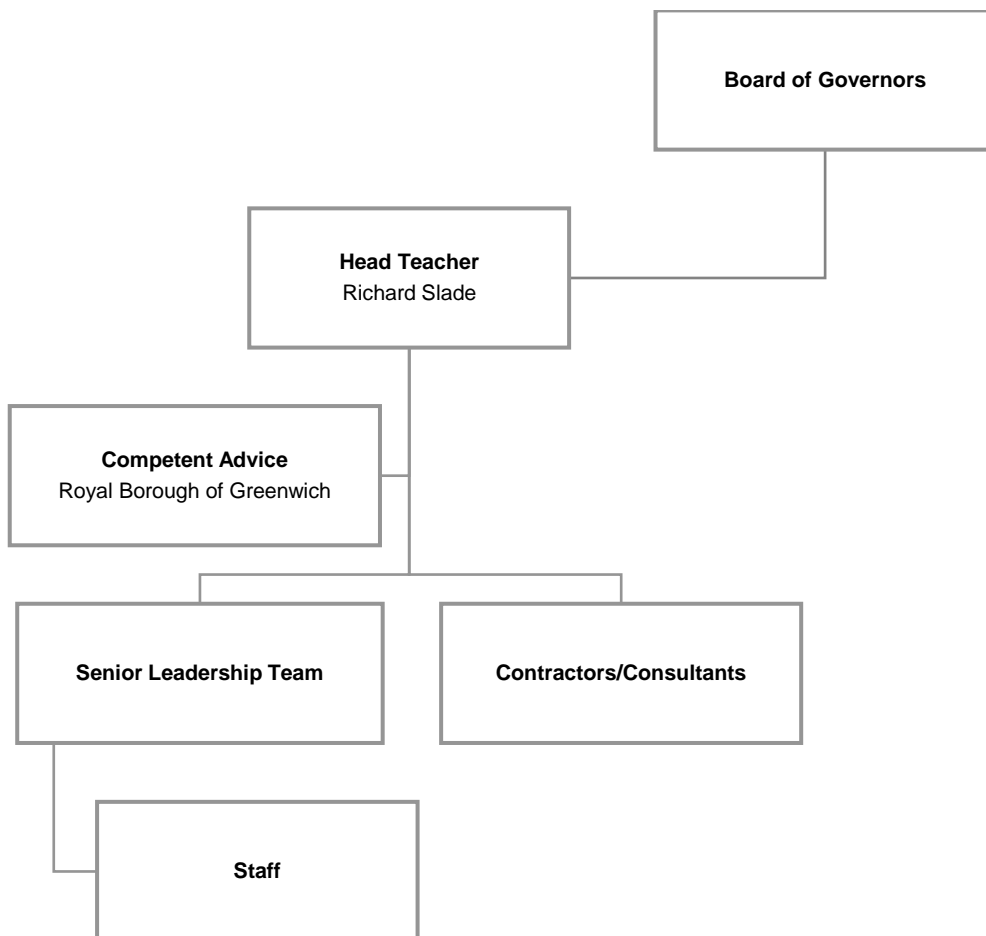
Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant School appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the School's appointed personnel. Evidence of the Policy review will be summarised in the table below.

## Organisation – Duties, Roles and Responsibilities

### Organisation Chart

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



**Plumcroft Primary School**

Plum Lane  
Plumstead  
London  
SE18 3HW

**Royal Borough of Greenwich**

The Woolwich Centre  
London  
SE18

**Telephone Numbers:**

Office: 020 8854 1308

**Telephone Numbers:**

Switchboard: 02088548888

## **Responsibilities**

### **Board of Governors**

The Board of Governors has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities;
- Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Sufficient funds and resources are set aside with which to operate safe systems of work;
- Health and safety performance is measured both actively and reactively;
- The school's health and safety policy and performance is reviewed annually.

### **Head Teacher**

The Head Teacher has responsibility for ensuring that the School fulfils its legal responsibilities, that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. The Head Teacher will also ensure that School policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

The Head Teacher supports the Governing Body by ensuring that:

- This Policy is communicated adequately to all relevant persons;
- Appropriate information on significant risks is given to visitors and contractors;
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives;
- All staff are provided with adequate information, instruction and training on health and safety issues;
- Risk assessments of the premises and working practices are undertaken;
- Safe systems of work are in place as identified from risk assessments;
- Ensure appropriate health and safety notices displayed as identified;
- Emergency procedures are in place;
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.;
- Arrangements are in place to monitor premises and performance;
- Accidents are investigated and any remedial actions required are taken or requested;
- A report to the Board of Governors on the health and safety performance of the school is completed annually.

### **Senior Leadership Team**

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
  - Safe methods of working;
  - Induction training including Health and Safety matters;
  - Welfare facilities;
  - Fire precautions;
  - Hazards arising from work activity;
  - Carrying out premises inspections and advising, as and where necessary, on how to improve methods of working;
  - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence;
  - Advising and assisting with safety training of personnel.

- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for;
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor;
- Documented safe systems of work are implemented and are adhered to;
- They are aware of, and implement, all safe working practices and procedures;
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures;
- Ensuring that all relevant statutory records are regularly maintained and inspected;
- Ensuring that all activities carried out by School employees will not create a risk or hazard to anyone (either employees or non-employees);
- Ensuring, likewise, that no operation carried out by contractors will place employees, or pupils at risk;
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk;
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate;
- Ensuring that all School procedures are adhered to at all times.

### **Health and Safety Advisor**

The School has appointed Royal Borough of Greenwich as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the School management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice;
- Advising the School management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards;
- Interpreting and keeping the School management team and employees informed of new and developing legislation and other standards;
- Advising where improvements in Health and Safety standards or practices are appropriate;
- Advising on possible hazards when considering the introduction of new equipment, new materials, new processes, or changes to existing ones;
- Overseeing and reviewing accident investigations;
- Advising on suitable Health & Safety training programmes;
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

### **Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees will ensure that:

- They are fully conversant with this Health and Safety Policy;
- They co-operate with the School in meeting its statutory duties;
- They take reasonable care of themselves and others who may be affected by their acts or omissions;
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety;
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager;
- They are fully conversant with all emergency procedures applicable to the area in which they are working, including fire and first aid;
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail;
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner.
- That when entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.
- They co-operate with the appointed Trade Union Health and Safety Representative and the relevant enforcing authority



## **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **School Health & Safety Representatives**

The Board of Governors and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

## **School-Appointed Contractor/Consultant**

The School may require, from time-to-time, the services of contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for;
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training;
- Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the School management team and/or RBG to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy;
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including pupils;
- They must ensure that the School is provided with any information available that may affect Health and Safety on site;
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work;
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School;
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures;
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees and pupils;
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the School management team;

- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan;
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence (where requested) to the School that this has taken place.

## Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Head Teacher, Board of Governors
Health and Safety administration	School Management Team
Facility administration	School Management Team
Health and Safety training	School Management Team
Premises risk assessments	School Management Team, Employees <i>(supported by RBG)</i>
Work activity risk assessments	School Management Team, Employees
Display screen equipment assessments	School Management Team, Employees
Manual handling assessments	School Management Team, Employees
COSHH assessments	School Management Team, Employees
Fire risk assessments	School Management Team, Employees <i>(supported by RBG)</i>
Expectant/New mother risk assessments	School Management Team, Employees <i>(supported by RBG)</i>
Young Person risk assessments	School Management Team, Employees
First Aid	School Management Team
Emergency Planning	School Management Team, Employees <i>(supported by RBG)</i>
Vetting Contractor/Consultants	School Management Team <i>(supported by RBG)</i>
Monitoring of Health and Safety in the workplace	School Management Team, Employees
Site inspections	School Management Team
Audits	School Management Team <i>(supported by RBG)</i>
Accident, Incident and Near Miss investigations	School Management Team

## **Management Arrangements**

### **Visitors and Third Parties**

#### *School premises*

Visitors to the School premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception area;
- Be made aware of the School requirements and rules for visitors;
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

### **Safety Training**

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The Head Teacher recognises that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out;
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone;
- Find out how Health and Safety could be managed better;
- Meet legislative requirements.

Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Management Team will be responsible for ensuring that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the School. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

### **Lone Working**

The School endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees may be required to work alone at either the School premises or when visiting/working at clients' premises. The School recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the School Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the School base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise).

## Refusal to Work on the Grounds of Health and Safety

The School will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The School will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the School will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following: If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of line manager so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the School Management Team cannot be immediately contacted the relevant work should **stop**.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the School Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the School.

## Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the School premises.

If an accident, incident, or near miss has occurred in a work situation then a member of the Management Team will review the events to establish the actual or underlying cause. This process should enable the School to establish which existing processes require amending and/or identify additional control measures that will be required to prevent a re-occurrence. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out;
- any machinery, plant, substances or equipment used for the work; or,
- the condition of the site or premises where the accident happened.

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.

The timescales for reporting and/or recording accident information are:

- Accidents resulting in the death of any person, specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences must be reported without delay (fatal accidents or accidents resulting in a specified injury to a worker can be reported by telephone 0845 300 9923). **A report must be submitted to the HSE within 10 days of the incident;**
- Over-seven-day injuries, where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. **A report must be submitted to the HSE within 15 days of the incident;**
- Over-three day-injuries will be recorded using the School accident book/form and filed securely to protect any personal information. This information must be held as a record for 5 years

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The School Management Team will contact RBG for further advice and guidance if required.

## **The Workplace (Health, Safety & Welfare) Regulations 1992**

The Management Team ensures that the School premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the host when employees are required to work away from the School premises.

## **The Manual Handling Operations Regulations 1992**

The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Management Team, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work;
- Use any supplied equipment in the manner they have been trained to do;
- Co-operate with the School on Health and Safety matters;
- Tell their line manager/supervisor if they identify hazardous handling activities;
- Make sure that their work activities do not put others at risk.

## **The Health and Safety (Display Screen Equipment) Regulations 1992**

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The School will ensure that free eye/eyesight testing and correction is available for those employees identified as DSE 'users'.

The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

## **The Health and Safety (Consultation with Employees) Regulations 1996**

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the School will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work;
- The contact details of the person nominated as the School 'competent person' with regards to Health and Safety;
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk;
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, and contained with safety posters, leaflets, safety pamphlets, and verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The School fully involves, or will involve, non-English speaking employees, including labour only. The Management Team, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

### **The Electricity at Work Regulations 1989**

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks;
- Checking that the plug is correctly wired (but only if they are competent to do so);
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book;
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible;
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person);
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards;
- Checking for burn marks or staining that suggests the equipment is overheating;
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

### **The Personal Protective Equipment at Work Regulations 1992**

The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The School will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

### **The Control of Substances Hazardous to Health Regulations 2002**

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the School premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the School will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice;
  - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health,*
  - *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures,*
  - *Control exposure by utilising measures proportionate to the health risk,*
  - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health,*
  - *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment,*
  - *Check and review regularly all elements of control measures for their continuing effectiveness,*
  - *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks,*
  - *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded;
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

### **The Work at Height Regulations 2005 (amended 2007)**

It is the policy of the School to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the School will:

- Avoid work at height wherever possible;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised;
- All work at height must be properly planned and organised;
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

For all work at height, the School will:

- Use the most suitable equipment;
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness);
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used;
- Plan for emergencies and rescue;
- Take into account weather conditions that could endanger Health and Safety;
- Ensure that those working at height are trained and competent;
- Ensure that the place where work at height is done is safe;
- Ensure that the equipment is appropriately inspected;
- Ensure that the risks from fragile surfaces and falling objects are properly controlled;
- Take account of the relevant risk assessments that have been carried out.



## **The Regulatory Reform (Fire Safety) Order 2005**

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team assisted by the Health and Safety Advisor, to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Management Team, supported by the Health and Safety Advisor.

## **The Provision and Use of Work Equipment Regulations 1998**

The School will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of School tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the School. Employees are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The School is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the School may need to hire in equipment. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

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

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held at the School premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The School have appointed RBG as their source for Health and Safety assistance and competent advice.

The RBG Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the School. At least one member of the Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the School.

### **The Health and Safety (First Aid) Regulations 1981**

The School ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the School and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

The Management Team will make suitable arrangements to ensure a minimum of an 'emergency aid' qualified person is included in the supervision team for remote activities.

### **Protection of Young Persons**

The School will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

### **New and Expectant Mothers**

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the School stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the School will take action to remove, reduce or control the risk. If the risk cannot be removed, the School will take the following actions:

**Action 1** - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

**Action 2** - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

**Action 3** - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

## **Violence and Aggression**

The School, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the School and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence;
- Verbal violence and aggression (abusive language, swearing);
- Sexual innuendo;
- Intimidation;
- Invasion of personal privacy;
- Exclusion of individuals;
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the School and may result in the accuser facing disciplinary action.

The School will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The School will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the School? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the School will develop a procedure which will clearly define the School's views and their stance on zero tolerance towards violence and aggression in the workplace.

## **The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998**

The School will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

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

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

## Workplace Transport Safety

All work vehicles provided and used by the School will be suitable for the purpose for which they are provided.

The School will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All School vehicles will provide protection for drivers against any event that can harm them (e.g. bad weather, falling objects, inhospitable environment, vehicle overturns, etc.).

Drivers of School vehicles are required to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle.

All work vehicles provided by the School will be suitable for their intended purpose and capable of carrying any specified load intended. Any specified Safe Working Load (SWL) MUST NEVER be exceeded by School drivers.

Workplace vehicles will be subject to a routine maintenance program by a competent and qualified person.

All those employees required to use work vehicles will either have an existing qualification that they have achieved through training, or the School will provide adequate resources to train the employee (using a suitably qualified, competent trained person) in the safe use and operation of the vehicle. Training will be reviewed, monitored and provided on an on-going basis to ensure suitable CPD (Continuous Professional Development) is maintained.

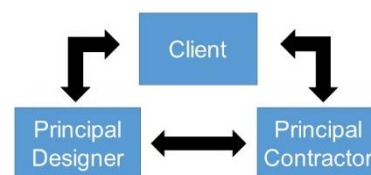
The School will authorise nominated employees to drive School work vehicles. This authorisation will only be given on the proviso that the employee is suitably trained, qualified (where appropriate) and competent to drive the vehicle.

## The Construction, Design and Management Regulations 2015

The Construction (Design & Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

The CDM Regulations define three main roles for managing the health and safety of a construction project.

The client has the overall responsibility for the successful execution of the project and the Principal Designer (PD) and Principal Contractor (PC) lead on different phases of the project.



The Principal Designer and Principal Contractor have an important role in co-ordinating health and safety. All three duty holders must have good working relationships from the outset if the project is to be delivered in a safe and healthy manner. This enables the provision and flow of information to ensure that health and safety is considered when making decisions.

This is the arrangement for the majority of projects. The only exception is when the client does not need to appoint a principal designer or principal contractor because the work is to be undertaken by a single contractor.

The School is aware of the specific responsibilities issued to designated duty holders within a project and follow the applicable guidance notes/industry information regarding management of a construction project.

CDM2015 defines a client as anyone for whom a construction project is carried out. The regulations apply to both **domestic** and **commercial** clients. The School will only undertake the role of a **commercial** client as they are an organisation for whom a construction project is carried out in connection with a business, whether the business operates for profit or not.

The School recognise that when they are undertaking the role of "Client" on a construction project they have overall responsibility for the successful management of the project. As part of their role as Client, the School will ensure that:

- They have the skills, knowledge and experience of CDM processes (or appoint a suitably competent CDM Advisor to assist them – this appointment may be separate from the other appointed duty holders)
- They establish a Client Brief which sets out the key requirements and communicates the aims and aspirations for the project. This will generally be a documented process but for simplistic projects verbal briefing may be issued but a record held of the discussion

- They check the competence and resources of all appointees and allow sufficient time and resources for all stages
- Where a project has more than one contractor they appoint, in writing, a Principal Designer (PD) who has the appropriate skills, knowledge, experience and competency relevant to the project
- Where a project has more than one contractor they appoint, in writing, a Principal Contractor (PC) who has the appropriate skills, knowledge, experience and competency relevant to the project
- There are suitable management arrangements for the project, including welfare facilities. These arrangements will be monitored and verified throughout the project by either progress meetings, site visits or other forms of communication
- Pre-construction information that is reasonably obtainable is provided to Designers and Principal Contractors
- Notification is made to the HSE (using the F10 form readily available on the HSE website) where a project is expected to last more than 30 working days, or exceed 500 person days and have more than 20 workers working on the project at any one time
- They confirm with the appointed Principal Contractor that the Construction Phase Plan is project-specific, has considered and mitigated the pre-construction information provided and its content is proportionate to the site risks
- At project completion the Health and Safety File is provided by the Principal Designer

## **Food Hygiene**

The School firmly believes in providing its pupils and staff with high-quality service and food products and has therefore made a commitment to food safety and hygiene. The Management Team operate the School with all due diligence and it regards this as a high priority, in line with the education needs of its pupils.

The School accept its legal duty to comply with the Food Safety Act 1990, and all subordinate and associated legislation. Suppliers to the School are expected to apply the same philosophy.

The School takes all reasonable precautions and exercises all due diligence to ensure that its products are free from harmful microbiological, chemical and physical contamination and are fit for human consumption.

The School ensure that that its suppliers are suitably trained according to their tasks and responsibilities that they have been allocated with regards to food hygiene. Suppliers are required to abide by this policy along with all codes of practice and procedures as defined in their Hazard Analysis and Critical Control Points (HACCP) management system.

The School's suppliers operates practices and procedures which follow the principles of HACCP according to Regulation (EC) No 852/2004 on the hygiene of foodstuffs to maintain traceability throughout the system and to react rapidly in the case of non-compliance.

Specific procedures will be implemented and maintained for:

- Pest Control;
- Hygiene training;
- Food storage;
- Hygiene aspects of food handling;
- Temperature controls with the inclusion (fridges, freezers, cooking, reheating, cooling);
- Cleaning programs for equipment and premises.;
- Supplier audits (traceability);
- Allergen advice;
- HACCP flow diagrams identifying CCP's and corrective action.

## **Legionella**

The School will ensure that a water hygiene risk assessment is carried out in line with statutory requirements.

The risk assessment shall include:

- Management responsibilities, including the name of the competent person and a description of the system;
- Competence and training of key personnel;
- Any identified potential risk sources;
- Any means of preventing the risk or controls in place to control risks;
- Monitoring, inspection and maintenance procedures;
- Records of the monitoring results and inspection and checks carried out;
- Arrangements to review the risk assessment regularly, particularly when there is reason to suspect it is no longer valid;
- If there is no reasonably foreseeable risk or the risks are low and are being properly managed to comply with the law, the assessment is complete. Any existing controls must be maintained and the assessment reviewed regularly in case anything changes in the system.

Any identified remedial works will be incorporated into the school's ongoing maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken by a competent person. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets where installed.

The school will maintain a record of any significant findings, including those identified as being particularly at risk and the steps taken to prevent or control risks.

Records shall include details of the:

- Person or persons responsible for conducting the risk assessment, managing, and implementing the written scheme;
- Significant findings of the risk assessment;
- Written control scheme and details of its implementation;
- Details of the state of operation of the system, i.e. in use/not in use;
- Results of any monitoring inspection, test or check carried out, and the dates;
- These records will be retained throughout the period for which they remain current and for at least five years after that period.

## **Asbestos**

An asbestos survey and management plan is in place for the school in accordance with statutory requirements. The Head Teacher will ensure that the asbestos management plan is followed.

The Head Teacher and/or member of the Senior Leadership Team (SLT) will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher and/or member of the Senior Leadership Team** (even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air).

Staff must report any damage to ACM immediately to the Head Teacher and/or member of the SLT. The area must be evacuated and secured. The Head Teacher and/or member of the SLT will immediately notify the engaged asbestos consultant by telephone.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers etc.), either by contractors or school staff, the Head Teacher and/or member of the SLT **must** check the asbestos log and establish whether permission to work can be given.

The Head Teacher / SLT shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- Inspection and condition monitoring of the remaining asbestos in the school, is carried out by a competent person under a contractual arrangement (in line with the established management plan)
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the Local Authority.

## **Control of Contractors**

The Head Teacher, with the Business Manager is responsible for the selection and management of contractors in accordance with the school policy. However, the Head Teacher and/or Business Manager may consult with/use the knowledge and expertise of external specialists to confirm the suitability of any potential contractors.

Any programmed building/electrical or other improvement/maintenance works from Contractors commissioned by the Local Authority (LA) should be planned in consultation with the Head Teacher and/or Business Manager who will be provided with a copy of any pre-construction information from the contract Client and a copy of the project construction phase plan established by the Contractor (or Principal Contractor where there are more than 2 contractors on site). For larger works, pre-site planning meetings are essential.

Contractors must report to the Head Teacher and/or Business Manager as soon as they arrive on site. If their work involves any hazards to staff, pupils, or other persons then suitable arrangements must be made to protect them. These arrangements must be notified prior to arrival on site and may be referred to an external Health and Safety specialist to confirm their suitability. Contractors are required to sign-in and state their activities in all cases.

Failure to give such notice would normally result in refusal to allow such Contractors on site.

Where Governors have responsibility for awarding their own contracts e.g. cleaning, grounds maintenance, service and inspection regimes, as well as delegated building works, they will need to make decisions about Health and Safety standards. These will need to be included on specifications and contract conditions as prescribed by the LA, including appointment of professional advisers as competent persons.

Contractor selection will be based on:

- Competence for the task;
- Performance/quality standards;
- Safety policy procedures, method statements;
- Legal indemnity;
- Cost.

The school may require an appointed Contractor(s) to obtain evidence of an appropriate standard Disclosure and Barring Service (DBS) check (previously CRB checks), before engaging in any task on school premises.