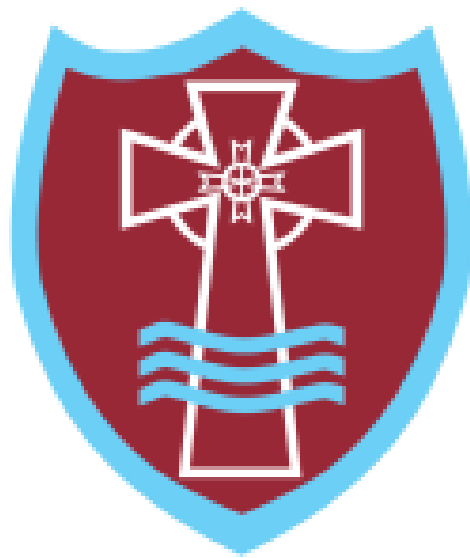


St Aidan's Catholic Primary Academy



Health, Safety and Welfare Policy

Amended: September 2021

Review date: September 2022

Mission Statement

*Together we all enjoy learning, achieving, sharing and praying.
Let Jesus' love shine through in everything we do.*

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Health, Safety & Welfare Policy

Introduction

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It will be reviewed regularly, and added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives. The school recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, pupils and others. This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

1 Policy Statement


The Leadership Team of the School and the Governing Body are committed to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

- Manage health and safety risks in our workplace
- Prevent accidents and cases of work-related ill health
- Provide safe machinery equipment and protective equipment where necessary
- Consult with our employees on matters affecting their health and safety
- provide clear information, instruction, training and supervision to enable employees to work safely without risk to their health;
- consult with our employees on matters affecting their health and safety
- ensure safe handling and use of substances
- implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly
- Maintain daily Response Alarm Systems

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

Signed: Headteacher

Date:


	September 2021
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V. Campling

Print name:

Signed: Chair of Governors

Date:

	September 2021
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N. Holden

Print name:

Review date: September 2022

1.1 Professional Advice

Munday & Cramer Facilities management provide professionally qualified Health and Safety Advisers who are available to assist the school in the operation of its responsibilities by providing advice and guidance on matters of health and safety.

In addition, there are other officers within Munday & Cramer who are able to provide advice on health and safety within their specialist areas. The school can also take advice from the professional companies contracted to provide specialist services (e.g. asbestos surveys, Legionella testing).

2. Organisation and Responsibilities

Health and Safety within the school is the responsibility of the School Business Manager, these responsibilities are outlined in sections 2.1 – 2.14. Key health and safety roles that have been designated to individual staff are outlined in the key staff chart (Section 5).

2.1 Governing Board

The Governing Board works in conjunction with the Headteacher to ensure the effective management of health and safety within the school. The Governing Board and the Headteacher are ultimately responsible for ensuring the effective management of health and safety within the school.

Specifically the Governing Board should ensure:

- there are satisfactory arrangements in place to implement the Health, Safety and Welfare Policy;
- there are adequate arrangements for managing activities;
- health, safety and welfare within the school when acting as the controller of the premises;
- that it considers the health and safety implications of its decisions;
- sufficient resources are allocated to ensure that health & safety can be successfully managed;
- that suitable standards of health & safety are achieved and maintained within the school by monitoring the school's health and safety performance on an annual basis.

2.2 Headteacher

The Headteacher is responsible for the day to day running of the school.

- producing the School's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- establishing and maintaining systems within the school to ensure that health & safety is effectively managed;
- appointing a Health & Safety Coordinator for the school;
- allocating sufficient resources to enable health and safety to be successfully managed;
- ensuring this policy is brought to the attention of all staff;
- a copy of the Health & Safety Manual being kept in the administrative office of the

school, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;

- the provisions set out in the Health & Safety Manual are being implemented;
- ensuring other health and safety information is communicated to relevant staff;
- ensuring accidents are investigated and reported using the established procedures;
- ensuring safety representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them;
- ensuring safety representatives inspection report forms are dealt with in an appropriate manner;
- ensuring adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- ensuring training needs are identified and met;
- ensuring assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- ensuring new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, Health & Safety Manual, fire and other safety procedures;
- ensuring fire precautions and procedures are implemented (including fire drills);
- ensuring liaison is carried out with contractors;
- ensuring appropriate arrangements are made with regard to lettings, where applicable;
- ensuring health and safety performance is monitored as specified in paragraph 3.24;
- ensuring termly health and safety inspections of the School are carried out.

2.3 School Health and Safety Coordinator

Health and Safety Co-ordinator is responsible for:

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

2.4 Line Managers/Heads of Department

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

- appropriate health & safety checks are regularly made on equipment;
- the Health & Safety Manual is complied with and appropriate safety signs or notices are displayed;

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

2.5 Class Teachers

The health, safety and welfare of pupils in classrooms around the school is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

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

2.6 Premises Manager/Caretaker

The Caretaker is responsible for ensuring the health and safety of the site and is especially responsible for:

- ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- undertaking the weekly test of the fire alarm system;
- undertaking the weekly test of the emergency lighting system;
- undertaking the weekly test of the magnetic door release mechanisms;
- checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Office Manager of any unresolved issues;
- undertaking termly inspections of the communal areas to identify hazards;

- liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.

2.7 COSHH Coordinator

The COSHH Coordinator is responsible for ensuring that:

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

2.8 Fire Wardens/Stewards

Fire wardens are responsible for:

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

2.9 First Aiders

First Aiders are responsible for:

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

2.10 All Employees

Although prime responsibility for health and safety rests with the Governing Board and Executive Headteacher, all employees also have responsibilities. Employees are required to:

- Read the Health & Safety Policy
- take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- cooperate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- be aware of, and follow, health and safety guidelines;
- use work equipment provided correctly, in accordance with instructions and training;
- inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The establishment has a formal hazard reporting system, details of which are contained in Section 3.42.

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

2.11 Safety Representatives

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

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

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

3.1 Accident/Incident Reporting & Investigation

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

All incidents should be reported to the appropriate manager who will then inform the School Business Manager, where required, the school’s internal Accident/Incident report form completed.

Blank copies of the Accident/incident report forms are located in the **school office**.

The “Blue Dot” ‘Reporting of Injuries & Dangerous Occurrences including personal safety of staff (PSS)’ Wall Chart, which briefly outlines the reporting requirements is displayed in the **school office and in the reprographics area (outside the first aid room)**.

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

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

Further information on accident reporting and investigation can be obtained from the Health & Safety Manual CD 2011/12, the following websites:

<http://insidelbr/files/publications/4405.pdf>

<http://www.hse.gov.uk/pubns/edis1.pdf> or by calling the Health and Safety Function, at Lynton House, 02087083591

3.2 Asbestos

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

The appointment of contractors or any other persons carrying out works, will require comprehensive control systems in place and be supervised and monitored.

Control and safety management systems must include the following:

- ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;
- advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

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

generally the person who has clear responsibility for the maintenance or repair of the premises.

The Asbestos Duty Holder(s) is/are **the Premise Manager and a contracted external agency.**

However, due to the demolition of old buildings, there is no longer asbestos on site.

3.3 Communicable Diseases

Due to the age and number of children present in the school it is not uncommon for them to contract a variety of communicable diseases.

North East and North Central London Health Protection Unit have produced Guidance on 'Infection Control and Communicable Diseases in Schools, Colleges and Nurseries'.

This document provides guidance on the prevention and spread of communicable diseases, and promotes a coordinated approach to the management of communicable disease in schools, colleges and nurseries. The exclusion periods for common infectious diseases and skin infections are also included in the document.

A copy of the exclusion period chart is located in the **school Medical Room and included in the new pupil information pack.**

3.4 Consultation with Employees

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

Employees will be consulted by the School Business Manager or SLT on the following:

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

The school will consult with staff **at the beginning of the academic year and in weekly briefing meetings. Training will be held for all staff to comply with current requirements.**

3.5 Control of Contractors

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

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

(The client in these circumstances is the headteacher/school, or where schools have bought into SMADS, the local authority)

Clients need to satisfy themselves that contractors are competent (i.e. have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

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

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

The school will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the school.

The caretaker is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures and should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the headteacher of any hazards arising from their activities, which may affect the occupants of the school.

The Catering/Cleaning staff are responsible for the safety of the kitchen and cleaning areas and must notify the headteacher of any hazards.

All contractors should report to the school office on arrival.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368

3.6 Control of Substances Hazardous to Health

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

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

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

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

A COSHH assessment can be obtained by contacting the school's COSHH Co-ordinator.

The COSHH Co-ordinator is the **Premises Manager and a contracted external agency.**

The COSHH Coordinator is responsible for sending a completed COSHH Assessment Request Form (CARQ), along with the manufacturer's Safety Data Sheet (SDS), to HR's Health and Safety Function. A COSHH assessment will then be produced and returned to the establishment.

A copy of the "COSHH Do's and Don'ts" poster should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

The COSHH Do's and Don'ts Poster is displayed in the **Site Managers Office and all cleaning storage cupboards.**

A copy of the procedure to follow in the event of an accidental release of chemical substances is available.

Further information on COSHH can be obtained from the COSHH Manual, which is located in the **Site Managers office.**

3.7 Display Screen Equipment

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

The School Business Manager is responsible for the DSE User Questionnaire being completed by members of staff.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the regulations, can be identified by completing the DSE User Questionnaire.

Where users are identified, the following must be ensured:

- workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- workstations meet the minimum requirements as outlined on the HSE checklist;
- work is planned to allow adequate breaks or changes of activity;
- on request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use;
- health and safety training and information is provided.

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

Completed user forms and DSE assessment checklists are located in the **School Office.**

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

Further information can be found in the LBR DSE guidance document "Display Screen Equipment"

3.8 Driving

Under the Health and Safety at Work etc 1974, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be required to drive either their own private vehicle or a school vehicle.

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

A hard copy of the Driver's Handbook is located in the **School Office**.

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

Copies of permission slips are located in the **School Office**.

3.9 Electricity at Work

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

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

All portable electrical equipment such as drills, irons, kettles etc should be subject to a detailed inspection and test by a competent person at least every 12 months. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Annual Portable Appliance Testing will be carried out by Munday & Cramer and the records are maintained by the **School Business Manager (SBM)** and held in the **Headteacher's Office**.

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

Mains Electrical Testing was carried out in **August 2019** and the records are maintained by **SBM** held in the **Headteacher's Office**.

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

3.10 Educational Visits

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

Educational Visits Co-ordinator (EVC)

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

In order to safely manage educational visits, the school follows the guidance provided in the LBR Children's Services document "Requirements for Educational Visits"

In accordance with this guidance the school has developed a school Educational Visits Policy.

The Educational Visits Co-ordinators (EVC) is the **Headteacher**.

The school Educational Visits Policy is located in the **Headteacher's Office**.

No educational visit will be allowed to proceed unless a risk assessment has been completed and the visit has the approval of the Headteacher.

3.11 Fire Safety

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

Each establishment should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties.

These include undertaking a fire risk assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility.

The Responsible Person for this school is **the Headteacher**.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of the **School Business Manager**.
- Liaising with the fire brigade is the responsibility of the **Premises Manager**.
- Collecting class registers, staff book and visitor's book is the responsibility of the **Office Staff**.
- Fire wardens are **all Staff**.
- Organising fire drills is the responsibility of **The Headteacher**.
- Organising fire safety training is the responsibility of **School Business Manager**.
- Quarterly inspections of the fire alarm, emergency lighting, fire door magnetic holders are carried out by **Stanley Security**.
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by the **Premises Manager**.
- Annual inspection of the fire extinguisher and firefighting equipment is carried out by **Fisk Group Ltd**

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located in the **School Business Manager Office**.

It is the responsibility of the **School Business Manager** to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary, and keeping the contents of the fire safety folder up to date.

A Fire Risk Assessment Package is available to assist with undertaking a fire risk assessment.

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

The School Business Manager is responsible for ensuring the "Blue Dot Fire Instruction" notices are appropriately displayed.

Fire Instruction Notice PS 1234 is displayed near all fire alarm call points.

Fire Instruction Notice PS 0699 is displayed in all communal areas and offices.

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

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

Any fire that occurs within the premises, however minor, must be reported to the Headteacher and to HR's Health & Safety Function using the LBR incident report form.

3.12 First Aid

The Health and Safety (First-Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

A first aid assessment of needs has been undertaken using a First Aid Needs Assessment Form. A copy of the completed form is located in the **School Office**.

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

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid or paediatric first aid. (Whichever is deemed most appropriate).

The nominated persons with first aid responsibilities for the school are listed in various locations around the school, including the First Aid Room.

The First Aid Boxes for the school are sited in each classroom

Nursery and the First Aid Room

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

Any accidents requiring first aid must be reported using the accident reporting procedure.

Further information can be found in The Department for Children, Schools and Families (DCFS) booklet Guidance on First Aid for Schools.

3.13 Gas Safety

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

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

The Assistant School Business Manager is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by **Munday & Cramer** records are maintained by **The School Business Manager** and held in **Headteacher's Office**.

If you smell gas:

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

3.14 Health & Wellbeing (Including Employee Assistance Programme)

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

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

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

The LBR “Employee Assistance Programme” 24-hour confidential telephone helpline is available for staff to use. This is accessed by telephoning 0800 716 619, or online at www.ppcworldwide5.com/ppconline. The login is Redbridge, and the password is council.

Where necessary, the school can refer the employees to the Council’s Occupational Health Unit via the Redbridge Portal.

3.15 Information, Instruction and Training

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

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

Induction training will be provided to all new employees appropriate to their role.

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

- Health and safety training records are kept by the **Assistant School Business Manager**.

3.16 Legionella

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

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

The Legionella risk assessment and documents can be found in the Maintenance Folder in the **Headteacher’s Office**.

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

Regular monitoring, inspection and testing will be carried out by **Calibre**.

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

3.17 Local Exhaust Ventilation

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

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

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

The following staff will be responsible for carrying out visual checks of LEV systems
Scotts who send out independent contractors annually.

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

Annual inspection and testing will be carried out by **Scotts**.

Records are maintained by the **Assistant School Business Manager** and held in the **Headteacher's Office**.

Further information can be found on HSE website:

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

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

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

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

3.18 Lone Working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

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

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

A Lone Working Flowchart and a Lone Working Risk Assessment Checklist are available to assist with this.

It is the responsibility of the **Headteacher** to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

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

It is the responsibility of the **Assistant School Business manager** to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

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

Further guidance is available in the HSE document Working alone in Safety (INDG73).

3.19 Manual Handling

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

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;
Assess the risk of injury from any hazardous manual handling that can't be avoided; and
Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

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

The risk assessment will be recorded using the Manual Handling Assessment Form, completed copies of which are located in the **Site Managers Office**

Employees are required to:

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

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

LBR Health and Safety Function provides 'Manual handling for employees' and 'manual handling for managers' training courses.

Training records will be maintained by the **Assistant School Business Manager** and held in the **Headteacher's Office**.

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

Further advice can be found in the Health & Safety Manual CD 2011/12 and the following document available on the HSE website www.hse.gov.uk

INDG 143- Getting to grips with Manual Handling

3.20 Medicines

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

A list of pupils with medical conditions and their care plans can be found in the **First Aid room, Staff Room and the pupils' main classroom**.

Protocols for pupils with serious medical conditions should be displayed in the prominent locations around the school, for example the staff room, first aid room and relevant classrooms. The protocols and care plans should be clearly marked with the pupil's name and an up to date photograph.

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

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

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

Detailed information can be found in the Department for Children, Schools and Families document Managing Medicines in Schools and Early Years Settings (DFES 2005) .

3.21 Monitoring – Audits & Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety

performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

The school will carry out the following monitoring:

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

This school will also carry out a formal inspection at least twice a year using the school's audit check list

3.22 New and Expectant Mothers

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

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

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

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

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

Further advice can be found in the Health & Safety Manual CD, on the Intranet <http://insidelbr/files/publications/9668.pdf> and in the following documents available on the HSE website www.hse.gov.uk:

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

3.23 Noise at Work

The Control of Noise at Work Regulations 2005 are in place to ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

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

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

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

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

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

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

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

3.24 Personal Protective Equipment

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

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

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

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

Further information on PPE is available in the Health & Safety Manual CD 2011/12.

3.25 Playground / Play Equipment

The Health and Safety at Work Act 1974 requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations 1998 requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

3.26 Risk Assessment

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

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

A Risk Assessment Flowchart is available to assist with risk assessment, and a Blank Risk Assessment Proforma is available to record risk assessments.

The Headteacher will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment.

The responsibility for carrying out risk assessments lies with all teaching staff.

Copies of current risk assessments are located in the **Health and Safety folder in the Headteacher's Office.**

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

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

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

3.27 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 places duty on employers to use and maintain appropriate health and safety signs, in order to make persons

aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

The school will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the **School Business Manager** to ensure that health and safety signs are displayed and adequately maintained.

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

Staff should report missing or damaged safety signs to the **Premises Manager /School Business Manager**

Further information on safety signs and signals can be found in the Health & Safety Manual CD 2011/12 and on HSE website www.hse.gov.uk:

HSE leaflet "Signpost to The Health and Safety (Safety Signs and Signals) Regulations 1996

Why do we need these Regulations?"

HSE leaflet "Read the Label – How to find out if chemicals are dangerous"

3.28 Security

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

The Headteacher and Premises Manager have responsibility for school security issues.

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

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

Examples of security measures:

- controlled entry system at gates and main entrance;
- fencing around perimeter;
- intruder alarm system;
- visitors signing book and badge system;
- appropriate recording procedures for incidents relating to security.

Internal/External Agencies:

- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers
- www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity

3.29 Smoking

On July 1st 2007, The Smoke free Regulations 2006 were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result, the school is a strictly no smoking establishment.

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

No-smoking signs, which meet the requirements of the law, are displayed in the following locations: On the playground, in the school entrances.

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

3.30 Slips and Trips

The Health & Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

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

Formal recorded workplace inspections will be undertaken by the **Premises Manager, School Business Manager and Headteacher** on a termly basis.

Informal workplace inspections will be undertaken by the **Premises Manager** on a weekly basis.

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

Informal daily checks of the communal areas of the school will be undertaken by **all teaching and non-teaching staff**.

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

Copies of the action plan and formal workplace inspection records will be kept by the **Business Manager** in the **Headteacher's Office**.

3.31 Violence/Personal Safety of Staff

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

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

Physical or verbal abuse of staff within this school will not be tolerated. Please refer to the school policy regarding the zero tolerance of abusive behaviour of visitors on site.

The Headteacher is responsible for undertaking a risk assessment to cover potential violence at work.

A copy of the current risk assessment is located in the **Health and Safety Folder**.

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

It is the responsibility of **The School Business Manager** to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures.

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

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

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

All waste generated by this Establishment will be disposed of responsibly.

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

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

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

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

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

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

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

Waste disposal from the Establishment will be organised by **the Premises Manager**.

Waste is collected by Redbridge on a weekly basis. Any specific waste is disposed of in line with waste disposal procedures.

3.33 Work Equipment

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

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

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

In addition to PUWER 1998, the Management of Health and Safety at Work Regulations 1999 require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

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

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

Defects should be reported to **the Premises Manager** in the Site Managers handbook.

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

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

It is the responsibility of the **School Business Manager** to arrange staff training, and to ensure that records of staff training are maintained.

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

Annual inspection and maintenance will be carried out by Munday & Cramer and records are maintained by the **School Business Manager** and held in the **SBM Office**.

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

The Health & Safety Co-ordinator can advise on how to have equipment checked.

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

3.34 Work Experience and Young Persons

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

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

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

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

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

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

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

3.35 Working at Height

The Work at Height Regulations 2005 requires that, “every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury’.

Under the Management of Health and Safety at Work Regulations 1999 the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

The school will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The Headteacher will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

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

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

The school has a Ladder Checklist and a TASS Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in **The COSH Folder** and will be maintained by **the Premises Manager**.

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

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

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

Advice for teachers and classroom assistants is available in the HSE document Keeping safe when working at height

The HSE document “Practical guidance for schools on working at height”

The Ladder Association “Ladder Book”

3.36 Workplace (Health, Safety & Welfare)

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

The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

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

The school will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable.

The responsibility for building and equipment maintenance lies with **the Premises Manager**.

Any building or equipment defects or hazards should be reported by all staff to **the Premises Manager** who then asks the **School Business Manager** to contact contractors for maintenance work.

4 Access to Policy

A copy of this policy may be found on the school website, staff room, staff shared drive on computer and SBM policy folder in the **SBM** office.

5. Names of Key Staff

Designation	Name
Headteacher	Mrs V Campling

Health & Safety Co-ordinator	Ms M Joslyn
COSHH Co-ordinator	Mr L Marais
Assistant School Business Manager	Ms M Joslyn
Educational Visits Co-ordinator	Mrs V Campling
Premises Manager	Mr L Marais

This policy has been agreed by:



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Date: September 2021

Headteacher



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.....**Date: September 2021**

Chair of Governors

To be reviewed in September 2022