



Calday Grange Grammar School

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1 Health and Safety Policy Statement

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils/students. There is a unanimous commitment within the Governing Body to a pro-active approach to health, safety and environmental management within all of the premises and undertakings of Calday Grange Grammar School.

The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are, and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other visitors.

The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practices by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must be informed and appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The Governing Body will review this policy statement annually and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and pupils/students. The details of the organisation and arrangements of this Health Safety & Environmental Policy will also be subject to the same annual review and amendments to reflect any significant changes in either operational matters or legal requirements.

Our objective is to manage our Health Safety & Environmental Systems in such a manner as to achieve continuous improvements in our performance.

Calday Grange Grammar School, hereafter referred to as 'the School', seeks to minimise risks to the health and safety of employees and others by, so far as is reasonably practicable:

- Providing and maintaining safe plant and equipment.
- Establishing safe systems of work.
- Ensuring the safe storage, handling, use and transportation of hazardous substances and articles.
- Providing suitable information, instruction, training and supervision for employees.
- Maintaining safe and healthy working conditions.
- Consulting with employees on matters affecting their health and safety.

The Company strives for continuous improvement in health and safety and regards legal compliance as an absolute minimum.

2 Responsibilities

2.1 ORGANISATIONAL RESPONSIBILITIES:

Responsibilities/Duties of the Governing Body:

- Governors are responsible for monitoring compliance with statutory requirements and with the school safety policy. As such governors are required to ensure that the management structure is documented, implemented and effective.
- Health and safety will feature as a permanent agenda item at governors' meetings. A 'Governing Body Health & Safety Committee' should be established to periodically monitor and review the effectiveness of the school health and safety policy and ensure that any necessary changes are made.

The Governing Body will, so far as is reasonably practicable, provide:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, pupils/students and visitors to go about their various activities.
- Adequate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Supervision, training and instruction so that all staff and students can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training commensurate with their duties and responsibilities. This should be given before an employee commences any relevant work. Students will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff/student training requirements will be regularly reviewed and updated as required.

The Governing Body, so far as is reasonably practicable and in consultation with the Head Teacher, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others.
- Set standards and ensure responsibility is assigned for:
- Reporting accidents.

- Recording and investigating accidents.
- Establishing and participating in the school health and safety committee (including Governing Body representation).

So far as is reasonably practicable, the Governing Body, through the Headteacher will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- The Governing Body will also review the termly health & safety report

Where the Governing Body delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with an necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

The Governing Body is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

Where the Governing Body awards contracts - such as building works, etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

Responsibilities/Duties of the Headteacher

As well as having the same general responsibilities/duties as all members of staff, the Headteacher, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Headteacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfill their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Governing Body, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.

- Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that maintenance records are kept for all tools, machinery, plant and equipment that receive planned maintenance, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labeled as defective.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and students and make recommendations to the Governing Body on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities.

Responsibilities/Duties of All Staff

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work.

They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work.

- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on the school Accident Report form.

Staff Consultation

Employers must consult employees on matters that may affect their health and safety. This is achieved at Calday Grange Grammar School by establishing a Health and Safety Committee. Employees have a legal right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work.

Representation on the health and safety committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee. They will be given full recognition and facilities to carry out their duties as defined in the Safety Representatives and safety Committee Regulations. The Safety Committee will formally report to the Headteacher and the Governing Body

2.3 Supervisors

It is the responsibility of Supervisors to:

- Ensure that staff under their control follow instructions and procedures.
- Assign and co-ordinate work taking account of health and safety matters.
- Assist in the production of risk assessments and safe systems of work.
- Act upon any health and safety concerns or hazards reported to them.
- Assist in any accident, incident or near-miss investigation.
- Report to their line manager any major health and safety issues.
- Undertake monthly workplace safety inspections.

2.4 Facilities & Services Manager/Senior Premises Officer

It is the responsibility of Facilities and Premises Managers to:

- Ensure that staff under their control follow instructions and procedures.
- Assign and co-ordinate work taking account of health and safety matters.
- Assist in the production of risk assessments and safe systems of work.
- Act upon any health and safety concerns or hazards reported to them.
- Report to the Director of Finance and Operations any major health and safety issues.
- Complete monthly health and safety workplace inspection forms and compile an action plan if required.
- Undertake quarterly health and safety site audits.
- Prompt and co-ordinate half-yearly or annual fire drills. This to include:
 - Timing building or site evacuation, together with 'all clear' reporting-in by Fire Wardens.
 - Giving a clear indication if, and when, it is safe to return to the building or site.

- Liaising, where necessary, with the Fire Brigade.
- Ensuring that the Fire Log Book is completed and any necessary action taken.

2.5 SLT

It is the responsibility of the SLT to:

- Provide leadership on health and safety matters.
- Ensure the School has appropriate means and resources to properly discharge its health and safety obligations.
- Ensure that decisions taken take full account of health and safety implications.
- Review the School's performance and plans for health and safety, at least annually.
- Ensure staff directly under their control follow instructions and procedures.
- Act upon any health and safety concerns or hazards that are reported to them.
- Review all investigations into serious workplace accidents, incidents and near misses.

2.6 Health and Safety Officer (The Facilities & Services Manager is the Designated H&S Officer)

It is the responsibility of Health and Safety Officer to:

- Monitor that staff in their area follow health and safety instructions and procedures.
- Assist the School in the process of consultation by disseminating information and collating feedback.
- Assist in the production of risk assessments and safe systems of work.
- Act upon any health and safety concerns or hazards reported to them.
- Collate accident information and, when necessary, carry out accident and incident investigation.
- Assist in any accident, incident or near miss investigation.
- Report to their Line Manager any major health and safety issues.
- Undertake monthly workplace safety inspections.
- Prepare, in conjunction with the School Health and Safety Officer, an annual health and safety plan.
- Investigate, in conjunction with the School Health and Safety Officer, all RIDDOR reportable or serious accidents, incidents or near misses.
- Act as the School's 'Competent' Person (in conjunction with the Health and Safety Committee) on all health and safety issues, as required under The Management of Health and Safety at Work Regulations 1999 (as amended).
- Provide, upon request, general health and safety advice to School employees.
- Report to Governors Termly on the on the School's health and safety performance.
- Undertake health and safety audits of all School locations on an annual basis.
- Assist with any RIDDOR reportable or significant accident investigation.
- Act as Chairperson to the Health and Safety Committee.

2.7 Health and Safety Committee

It is the responsibility of the Health and Safety Committee to meet on a termly basis to:

- Act as a forum to enable the School to consult its employees and receive feedback on health and safety matters.
- Review recent accidents and investigations, with a view to identifying trends.

2.8 Fire Wardens

It is the responsibility of Fire Wardens:

- Assist in the event of a fire, following procedures in the School Fire Policy and Checklist.
- Upon the fire alarm being raised to:
 - Ensure that their designated area (including toilets) has been properly evacuated.
 - Report to the Fire Warden at the assembly point that their area is clear.

2.9 First Aiders and Appointed Persons

It is the responsibility of First Aiders and Appointed Persons to:

- Administer appropriate first aid assistance in the event of an accident, incident or injury.
- Ensure that first aid boxes remain appropriately stocked.

3 Arrangements

3.1 Accident or Near Miss Reporting and Investigation

All accidents at work are recorded on SIMS or accident report forms, sometimes both. If the incident falls within The Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995 (RIDDOR), the Health and Safety Officer will notify the appropriate enforcing Authority (using forms reference F2508 or F2508A).

The School undertakes to carry out an investigation, as soon as is reasonably practicable, into any significant and/or RIDDOR reportable accidents. Accident report forms are to be used for this purpose.

All accident records will be kept for a minimum of 3 years (or, if the accident occurs to a person under the age of 18, 3 years past the date of their 18th birthday). Analysis of accidents will be undertaken by the Health and Safety Committee.

Near misses should be verbally reported immediately to the Facilities Manager or Senior Premises Officer who will decide upon the appropriate course of action.

3.2 Alcohol, Drugs and Smoking

All staff and visitors will be required to observe smoking restrictions as communicated by the School.

Drug and/or alcohol abuse in work, or affecting work, may be considered by the School to be a disciplinary matter.

3.3 Asbestos

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Under the duty to manage asbestos, as outlined in The Control of Asbestos Regulations 2012, the School will:

- Find out if there is asbestos in its premises, its amount and what condition it is in.
- Presume materials contain asbestos, unless there is strong evidence that they do not.
- Make and keep an up-to-date record of the location and condition of the asbestos-containing materials (ACMs), or presumed ACMs, in its premises.
- Assess the risk from the material.

- Prepare a plan that sets out in detail how the School is going to manage the risk from this material.
- Take steps to put this plan into action.
- Review and monitor the plan and the arrangements made to put it in place.
- Provide information on the location and condition of the material to anyone who is liable to work on or disturb it.
- Where found, arrange for surveys and analysis of suspected materials to be carried out by competent persons with the appropriate accreditation or certification.

3.4 Construction – Design and Management

The School accepts its responsibilities under The Construction (Design and Management) Regulations 2007. Where it is envisaged that such work will take place, this will be undertaken under consultation with the Director of Finance and Operations.

- * *Construction work includes: construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of a structure. It also includes preparation for an intended structure, such as cleaning the site, excavations and foundation work, the assembly and disassembly of prefabricated units, the removal of wastes arising from demolition and dismantling or disassembly of prefabricated units, the removal of wastes arising from demolition and dismantling or disassembly of structures and the installation, commissioning, maintenance, repair or removal or certain services that are normally fixed in or to a structure.*

3.5 Consultation

In compliance with legislation, the School accepts its duty to consult its employees on matters concerning their health and safety. Safety Representatives are appointed within the School to achieve this via their attendance at Health and Safety Committee meetings and direct liaison with employees.

3.6 Display Screen Equipment

In compliance with legislation, the School will, so far as is reasonably practicable:

- Analyse workstations, to assess and reduce risks.
- Ensure workstations meet minimum requirements.
- Plan work so there are breaks or changes of activity.
- Arrange eye tests, and provide spectacles if special ones are needed*, and
- Provide Health and Safety training and instruction on using VDU equipment and the workstation safely.

3.7 Driving At Work

The School undertakes to manage the at-work road risks by not granting employees permission to drive a Company vehicle until they have:

- Produced their original driving licence document (this to be requested for view annually thereafter).
- Signed to confirm they have received, read and understood the School Drivers' Minibus Handbook.

With particular reference to the School Drivers' Minibus Handbook, employees' attention is drawn to:

- Completing the pre – use safety checklist.
- The use of hand-held mobile phones whilst driving being strictly forbidden.
- The need to plan journeys to include sufficient breaks and to stop in a safe place if feeling tired.
- The requirement to comply with current legislation and The Highway Code.

3.8 Electricity

To meet the duties placed upon the School by The Electricity at Work Regulations 1989, the School undertakes to have all portable appliances inspected or tested on an annual basis and the electrical installation inspected or tested, as a minimum, every 5 years by a 17th Edition IEE (Institute of Electrical Engineers) qualified or NICEIC-approved electrical engineer.

Live electrical work is the subject of a Permit to Work and shall only be considered where:

- It is unreasonable in all circumstances for it to be dead.
- It is reasonable in all circumstances for persons to be at work, or near it, while it is live.
- Suitable precautions are taken to prevent injury.

3.9 Fire and Emergency Evacuation

The School accepts its responsibilities under fire-related legislation to provide and maintain appropriate measures to detect, give warning of, fight fire and ensure the safe evacuation of persons. This will be carried out by means of:

- Undertaking a fire risk assessment at each location.
- Reducing the risk of fire, so far as is reasonably practicable.
- Providing fire extinguishers of suitable number and type, which are to be located in conspicuous positions, to be available at all times for immediate use and fitted on brackets or stands, where they will be readily seen by persons following an escape route.
- Providing signage, to direct what type of fire extinguisher should be used on each type of fire, in suitable locations.
- Providing information to all staff, via the induction programme and workplace fire action notices, as to the risk of fire and, specifically, how to:
 - Summon the Fire Brigade.
 - Warn others of a fire, including the operation of the fire-warning apparatus.
 - Locate and use escape routes.
 - Assist students, visitors or members of the public to evacuate from the workplace.

- Locate the assembly points.
- Use the fire equipment provided (under the proviso that it is only used if safe to do so).
- Ensuring emergency routes and exits are clearly signed, properly lit and kept free of obstructions at all times.
- Appointing Fire Wardens at each location, whose role it is to alert others to the fire alarm, assist with evacuation, report to the assembly point to advise that their area is clear.
- Regularly testing fire alarm systems (Mondays @ 3.45) and conducting termly fire drills, including the full evacuation of the premises (this to be recorded in Fire Log Book).
- Maintaining all fire fighting and detection equipment located at all premises under a regular maintenance contract with a competent contractor.

Where it is considered, for any reason other than fire, the building or site is to be evacuated then the fire alarm will be raised and the fire escape procedure invoked.

3.10 First Aid

Under The Health and Safety (First Aid) Regulations 1981 (as amended) employers are required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

To meet this requirement the School will provide at each location:

- Fully stocked first aid boxes (checks on stock levels being the responsibility of appointed first aid staff – see below).
- Employees trained in first aid – to either Appointed Person, Emergency First Aider or First Aider level.
- Notification of staff who have been trained in first aid, and the location of first aid boxes, via information displayed on health and safety notice boards.
- The First Aid room is located in the main school reception. Staff are required to wear protective clothing and or gloves when dealing with students.
- Clinical waste is stored correctly and disposed of in accordance with the current waste disposal regulations.

3.11 Hazardous Substances

To address risks from hazardous substances the School seeks to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) by:

- Obtaining hazard data information sheets on all hazardous substances stored, used and created within the workplace.
- Assessing the risks to health arising from all hazardous substances.
- Deciding what precautions are needed.
- Ensuring that control measures are used, properly maintained and safety procedures are followed.

- Ensuring employees are properly informed, trained and supervised.
- Making available appropriate material hazard data sheets and risk assessments close to where hazardous substances are stored, used or created.
- Where the assessment has shown it to be necessary, or COSHH Regulations set specific requirements, the School will also:
 - Monitor the exposure of employees to specific hazardous substances.
 - Carry out appropriate health surveillance.

3.12 Information and Training

The dedicated health and safety notice board is situated in the staff room. It displays:

- The School's Health and Safety Policy statement.
- Details of how and where employees may view the full Health and Safety Policy.
- The Statutory Health and Safety Law Poster.
- The current Employers' Liability Insurance Certificate.
- Names of First Aiders, Fire Wardens and Safety Representatives.
- The location of first aid boxes.
- Health and Safety Committee meeting minutes.
- Other health and safety information considered relevant to the location.

The School undertakes to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means. Where such provision is considered appropriate, signage will be in accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996.

Where safe systems of work have been established, these are to be conveyed to relevant staff in hard copy form (again, signed and dated that this has been both received and understood), before undertaking such work.

Employees must not operate any workplace equipment without first being given training and/or permission from their superior.

For certain tasks, approved or certified training is required and, in such instances, the School will provide this at recommended frequencies. Where a new employee indicates that as part of their previous employment they received the appropriate training, evidence of this should be sought and an on-site appraisal undertaken prior to the School accepting their capability and competence.

3.13 Lifting Operations and Equipment

The School undertakes to ensure that every lifting operation is properly planned by a competent person, is appropriately supervised and carried out safely.

All School lifting equipment and accessories will be inspected and maintained in accordance with manufacturers' instructions and The Lifting Operations and Lifting Equipment Regulations 1998. Third party lifting equipment should not be utilised for School purposes unless:

- The appropriate inspection and maintenance documentation is first provided.
- A visual inspection is undertaken.

3.14 Manual Handling

As employers, the School recognises the need under The Manual Handling Operations Regulations 1992 (as amended) to:

- Avoid the need for hazardous manual handling, as far as reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.
- Make staff aware of the risks from manual handling, appropriate systems of work, mechanical aids available and good handling technique.

3.15 New and Expectant Mothers

New or expectant mothers* can be particularly vulnerable to adverse working conditions.

Under The Management of Health and Safety at Work Regulations 1999 (as amended), the School will carry out assessments of the risks** posed to the health and safety of pregnant women and new mothers in the workplace and then to take steps to ensure that those risks are avoided.

Where risks are identified following an assessment, affected employees will be informed of the risks and the preventative risk reduction measures adopted.

* *The phrase 'new or expectant mother' is defined as a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined as having delivered a living child or, after 24 weeks of pregnancy, a stillborn child.*

** *Risks include those to the unborn child or child of a woman who is still breastfeeding - not just the risks of the mother.*

3.16 Noise

Under The Control of Noise at Work Regulations 2005, the School is first required to, so far as is reasonably practicable, eliminate risks at source. Where this is not possible, the School must reduce risks to as low a level as is reasonably practicable. Where daily personal noise exposure is equal to or exceeds the lower exposure action levels as defined within the Regulations, the School will:

- Undertake risk assessments.
- Provide information, instruction and training to employees about the risks and control measures.
- Ensure that hearing protection is provided for those employees who request them.

Where the noise exposure exceeds the upper exposure action levels, the School will:

- Take steps to reduce noise exposure, so far as is reasonably practicable, by means other than the provision of hearing protection.
- Establish and sign hearing protection zones.

- Supply hearing protection for use on a mandatory basis for those employees and visitors who are exposed.

3.17 Personal Protective Equipment (PPE)

The School may provide PPE for use by employees, where considered necessary. In such instances, the following will apply:

- Only PPE bearing the CE mark will be purchased by the School.
- Storage facilities for PPE will be provided.
- Information of the risks and the manner in which the PPE is to be used, cleaned and maintained will be issued.

Employees are reminded that:

- Damaged PPE should be replaced immediately.
- Failure to properly use, or supervise the use of, PPE is considered by the School as a disciplinary matter.

3.18 Pressure Systems

The School seeks to comply with pressure-related legislation by ensuring:

- Suitable protection devices are fitted and kept in good working order.
- All pressure equipment and systems are maintained in accordance with manufacturers' instructions.
- Written schemes of examination are established for all pressure systems.

3.19 Radiation

The School undertakes risk assessments in respect of all potentially hazardous forms of ionising and non-ionising radiation in compliance with The Ionising Radiations Regulations 1999 and The Control of Artificial Optical Radiation at Work Regulations 2010.

3.20 Risk Assessment

The School undertakes to assess the risks created by its work activities, so as to identify the measures it needs to have in place to prevent injury or damage and to comply with duties under health and safety legislation. These will be undertaken with support and advice from the Health and Safety Officer. In particular where:

- The findings of the assessment are significant, the School will retain records of such and communicate these to relevant employees.

3.21 Safe Systems and Permits to Work

Where a School risk assessment indicates there is significant risk, the School will, based upon that assessment, define a Safe System of Work.

Once established, the Safe System of Work will then be:

- Issued to all relevant existing staff and signed by them as received, read and understood.
- Incorporated within the induction programme for relevant new employees.
- Displayed in appropriate areas of the workplace.

For certain high risk works, such as hot work, live electrical work, confined spaces and work at height, the School operates a Permit to Work system, whereby appropriate documentation is obtained, signed by employees or contractors before starting such work on School premises.

3.22 Slips, Trips and Falls

In line with The Management of Health and Safety at Work Regulations 1999 (as amended) and The Work at Height Regulations 2005, the School will undertake specific risk assessments, taking into particular account:

- Cleaning and maintenance.
- Lighting.
- Floor surfaces and condition.
- Edge protection.
- Personal protective equipment.
- Obstructions and trailing cables.
- Restriction of access to roofs and ladders.
- Control of spillages of water or ice and snow.

In support of these assessments, general workplace inspections will be undertaken to ensure risks are controlled and monitored.

3.23 Stress and Harassment

It is recognised that work-related stress* can lead to reduced staff morale, poor retention and, in extreme cases, ill health. As such, and as part of a risk assessment, the School undertakes to:

- Look for pressures at work that could cause high and long-lasting levels of stress.
- Decide who might be harmed by these.
- So far as is reasonably practicable, take steps to reduce such pressures.

* *Stress is defined as people's natural reaction to excessive pressures and should not be confused with general workplace pressures.*

3.24 Vibration

In compliance with The Control of Vibration at Work Regulations 2005 the School will:

- Eliminate risks from vibration at source or, where this is not reasonably practicable, reduce risks to as low a level as is reasonably practicable.
- Undertake a risk assessment where employees are liable to be exposed to risks from vibration.

- Implement a programme of health surveillance where the risk assessment indicates this is necessary, or where employees are likely to be exposed at or above the exposure action values (as defined within the Regulations).
- Provide employees with suitable and sufficient information, instruction and training where the risk assessment indicates that there is a risk to the health of employees, or where employees are likely to be exposed at or above the exposure action values.

3.25 Visitors and Contractors

It is School policy for **all** visitors to first report to Reception, where a visitor's badge will be provided. Employees are requested to challenge any visitor who does not display such a badge. When leaving School premises all visitors must sign out, again at Reception.

All contractors used by the School must be vetted prior to engagement. For works deemed to be high risk, method statements are to be obtained, these are to be reviewed by the Head of operations or Health and Safety Officer prior to the commencement of works. Supervision of contractors on site is to be provided at a level dependent on the nature of the work.

3.26 Work Away and Shared Workplaces

Employees are obliged to familiarise themselves and comply with, so far as is reasonably practicable, any local health and safety arrangements that may apply at third party premises. The School recognises, and seeks to comply with, its duty under The Management of Health and Safety at Work Regulations 1999 (as amended), to co-operate with other employers in health and safety matters where workplaces are shared.

3.27 Work Equipment

The School accepts its responsibility to ensure that work equipment is designed, constructed or adapted, so as to be suitable for the purpose, having regard to any risks to health and safety and the working conditions in which the equipment will operate.

So far as is reasonably practicable, the School seeks to protect employees and students against dangerous parts of machinery by using the following hierarchy of control measures (starting with the most preferable):

- Fixed guards.
- Other guards or protection devices.
- Protection devices.
- Information, instruction, training and supervision.

Maintenance, inspections and testing of equipment will be provided in accordance with the manufacturers' instructions or legislative requirements. So far as is reasonably practicable, maintenance is to be undertaken when potentially dangerous work equipment is shut down, isolated and locked off from its power supply.

Prior to new work equipment or machinery being purchased and put into use, the following shall be required:

- The equipment to be CE marked.
- A risk assessment completed and, where deemed appropriate, a safe system of work established and communicated to relevant employees.

- Thereafter, an inspection following installation, by both the appropriate Faculty Leader and the Health and Safety Officer.

3.28 Working Environment and Welfare Provision

In accordance with The Workplace (Health, Safety and Welfare) Regulations 1992 the School undertakes to ensure or provide, so far as is reasonably practicable:

- Reasonable workplace temperatures.
- Suitable and sufficient lighting; this to be regularly checked during monthly workplace inspections.
- Well-kept, clean and appropriately stocked sanitary conveniences, washing facilities and dining room.

3.29 Workplace Inspections

To ensure that health and safety arrangements are appropriate and followed, the School requires Premises Staff to undertake formal monthly workplace inspections. Once completed, inspection forms and details of any remedial action taken must be forwarded to the Senior Premises Officer and thereafter School Health and Safety Officer.

On an annual basis, the School Health and Safety Officer will undertake health and safety audits at all locations.

3.30 Young People

Young people* are more at risk of injury at work due to their inexperience, lack of awareness of risk, immaturity and, in some cases, strength and size.

The School undertakes to minimise the risk of injury to any young persons employed by them specifically by:

- Not employing persons under the age of 16.
- Assessing the risks to young people before they start work or work experience.
- Providing information to parents or guardians of school-age children about the risks and control issues before they start work.
- Deciding whether to prohibit young people altogether from certain work activities.
- Providing suitable induction training and supervision by a competent person and clear instructions on tasks that young people must not do.

* *A young person being defined as someone under the age of 18.*

3.31 Policy Review Procedures

The School undertakes to review this Policy:

- Upon significant changes in School activities that impact upon health and safety.
- Upon changes in health and safety legislation or knowledge.

- Where it is believed that part of the policy is no longer valid.
- At least annually.