



Prince Henry's Grammar School
SPECIALIST LANGUAGE COLLEGE



HEALTH & SAFETY POLICY AND PROCEDURES

Reviewed by Prince Henry's Governing Body: March 2019
Next review due: March 2021

Section 1

General Policy and Legal Duties

POLICY STATEMENT

1. Prince Henry's Grammar School will comply with all relevant Health and Safety Acts and Regulations, together with industry standards and best practice relevant to the school's operations. Occupational health and safety policies and arrangements will be proportionate to the level of safety and health risks arising from school activities.
2. Prince Henry's Grammar School accepts the duty to prevent injury and ill health to employees, students, visitors, contractors and temporary workers, as well as any members of the public who might be affected by school operations. The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve accident-free workplace and activities.
3. This policy will be communicated to all employees and stakeholders who may be affected by the school's operations. All relevant information is available from the Estates Manager.
4. All employees will be provided with relevant equipment, information, training and supervision.
5. Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person. Non-reporting of risk is subject to disciplinary procedures.
6. Finances and resources reasonable to implement this policy will be made available.
7. All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
8. Prince Henry's Grammar School is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every two years, or when there are changes in the nature and scale of the school's operations.
9. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures document.

MONITORING AND REVIEW

This Health and Safety Policy and Procedures document will be reviewed at least every two years to ensure its continued relevance and suitability. The review will cover all sections of the document to ensure that:

- The responsibilities reflect the current staffing structure of the school.
- Organisational arrangements are up to date.
- The document reflects changes to legislation.

The policy will also be reviewed, as necessary, to reflect any changes in legislation, appointments or working methods and materials used.

In addition, the school will ensure that regular Health and Safety Audit reviews are carried out to ensure that this policy remains relevant and is being implemented. Reviews will assess whether members of staff:

- Understand and are carrying out all the **responsibilities** in the policy.
- Are following the **procedures** in the policy, and that these are still effective.
- Are keeping and compiling any necessary **records**.
- Are preparing all the necessary **reports** and disseminating them to the relevant people within the school.

Health and Safety Audit reviews will also assess:

- Management and staff attitudes to health and safety.
- The effectiveness of the training carried out, and the need for more training.
- The effectiveness of the policy to reduce the incidence of accidents or near misses, dangerous events and ill health in the workplace.

LEGAL RESPONSIBILITIES OF EMPLOYERS

The key responsibilities of employers under health and safety legislation are to:

- Produce and maintain a written Health & Safety Policy;
- Assess risks to employees, students and others who could be affected by work activities;
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures;
- Ensure access to competent health and Safety advice;
- Consult employees about their risks at work and current preventive and protective measures.

LEGAL LIABILITY OF SCHOOL GOVERNORS FOR HEALTH & SAFETY

Further to the general responsibilities of employers, Governors have the following legal liabilities:

- If a Health and Safety offence is committed with the consent or connivance, or is attributable to the neglect of any governor, manager or other similar officer of the school, then that person (and the organisation) can be prosecuted under Section 37 of the Health and Safety at Work Act 1974.
- Those found guilty are liable to fines, and in some cases imprisonment. In addition, the court can disqualify an individual under the Directors Disqualification Act 1986.
- Individual governors are also liable for the common law offence of gross negligence manslaughter, where the grossly negligent behaviour of individuals causes death.

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

The principle elements of the Corporate Manslaughter Act which came into force on 6 April 2008, are:

- It is an offence if the way in which an organisation manages or organises its activities cause a death which amounts to a gross breach of a duty of care to the deceased.
- A substantial failure must have been at a senior level.
- Senior level means the people who make significant decisions about the organisation.
- An organisation found guilty will be subject to an unlimited fine.
- The courts may issue a publicity order (requires the organisation to publish details of conviction and fine) and a remedial order (requires the organisation to take steps to address the failures behind the death).
- The organisation and not individuals will be prosecuted.

Corporate manslaughter will normally be considered in the context of involuntary manslaughter by means of gross negligence. There are a wide variety of circumstances in

which consideration may need to be given to indicting a Prince Henry's Grammar School Governor or Senior Manager for manslaughter arising out of its operations. The victims of fatal accidents may be employees or students of the school, or members of the public. Common examples are:

- Work-related fatal accidents arising out of unsafe systems of work.
- Fatal accidents resulting from the provision of unsafe goods or services.
- Fatal road traffic accidents in cases where school vehicles or working procedures are unsafe.

A governor or senior manager can be prosecuted both for what s/he knows might be a neglect of duty leading to the school committing an offence, and also for what s/he ought to have known would be neglect. Senior managers must understand their duties, and what they need to do to comply with Health and Safety law. They need to be able to show that they have taken all reasonable steps to manage risks, and have effective health and safety management systems in place, including arrangements for involving their workforce.

Gross Breach

- The organisation's conduct must have fallen far below what could have been reasonably expected.
- Judges will have to take into account any health and safety breaches by the organisation – and how serious and dangerous those failings were.

Duty of Care

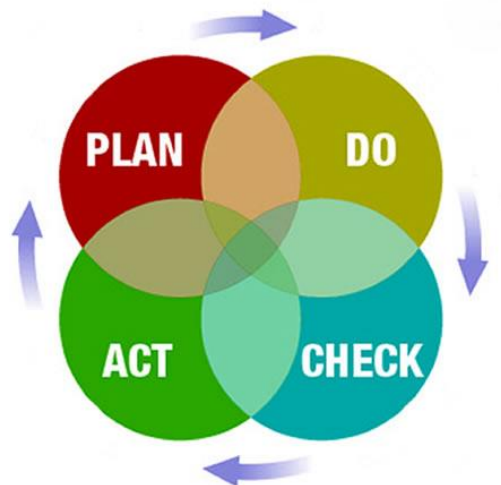
A duty of care exists for example in respect of the:

- Systems of work and equipment used by employees.
- The condition of worksites and other premises occupied by an organisation.
- Products or services supplied to customers / users.

The Act does not create new duties – they are already owed in the civil law of negligence and the new offence is based on these.

LEADING HEALTH & SAFETY AT WORK

The Institute of Directors and Health and Safety Commission have produced a joint guide. It is likely that this new guide will be cited in the courts as best practice in future investigations and prosecutions under the Corporate Manslaughter and Corporate Homicide Act 2007. The fundamental principles of the guide are as follows:



PLAN

Core actions of the Board of Governors

- Establish a health and safety policy.
- Own and understand the key issues involved.
- Decide how best to communicate, promote and champion health and safety.

Good practice

- Health and safety should appear regularly on the agenda of governors' meetings.
- Appointment of a 'Health and Safety Officer' demonstrates strategic importance of health and safety issues.

DO

Core actions of the Board of Governors

- Ensure that health and safety arrangements are adequately resourced.
- Obtain competent health and safety advice.
- Ensure risk assessments are carried out.
- Ensure that employees, or representatives, are involved in the decision-making process.

Good practice

- Lead by example.
- Consider health and safety when deciding senior management appointments.
- Assess the health and safety arrangements of contractors and suppliers.
- Establish a risk committee and/or health and safety committee.
- Arrange for health and safety training for some or all members of the Board of Governors.

CHECK

Core actions of the Board of Governors

- Recognise importance of preventative information (e.g. training and maintenance) and incident data (e.g. accident and sickness absence).
- Ensure that an audit of risk management is carried out regularly.
- Ensure that the impact of major health and safety issues is reported to the Board of Governors.

Good practice

- Collection of health and safety data to benchmark against other schools.
- Performance appraisal of senior managers to include health and safety performance.

ACT

Core actions of the board of governors

- Examine whether the Health and Safety Policy reflects current school priorities, targets and plans.
- Examine whether risk management issues have been effectively reported to the Board of Governors.
- Decide actions to address any weaknesses.

Good practice

- Undertake additional 'shop floor' visits to gather information for the formal review.
- Celebrate good health and safety performance.

Sources

The Health and Safety at Work 1974.

The Management of Health and Safety at Work Regulations 1999.

The Corporate Manslaughter and Corporate Homicide Act 2007.

Institute of Directors/HSE Guide INDG 147 – Leading health and Safety at Work.

Section 2

Specific Roles and Responsibilities

BOARD OF GOVERNORS

The Governors are responsible for setting the Health and Safety Policy. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that they have the support of other Governors to carry out their duties.

HEADTEACHER AND SENIOR LEADERSHIP TEAM

The Senior Leadership Team will ensure that:

- The health and safety policy statement reflects current school priorities.
- The management systems allow health and safety performance to be reported effectively.
- It is kept informed about significant health and safety failures and the outcome of the investigations into their causes.
- It addresses the health and safety implications of all decisions that it makes.
- Adequate funds are made available to meet the requirements of the policy.
- Appropriate insurance cover is provided and maintained.
- There is time at meetings, including Senior Leadership Team meetings, to discuss health and safety.

ESTATES MANAGER

The Estates Manager's health and safety responsibilities are to make sure that:

- Any health and safety objectives highlighted through risk assessment are met and standards are monitored.
- Employees are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees in health and safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health and safety arising from work activities.
- Any health and safety issues are brought to the immediate attention of the Senior Leadership Team, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.
- Safe access to and from the workplace is maintained at all times.
- All employees receive adequate and appropriate health and safety training in their tasks.

The Estates Manager fulfills the role of Competent Person (as defined in the Management of Health and Safety at Work Regulations 1999). As such, he is responsible for co-ordinating health and safety activities and for acting as the primary source of health and safety advice. The role of the Competent Person includes:

- Co-ordinating the school's risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with enforcement authorities, the school's insurers and other external bodies.

- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-coordinating the health and safety inspection programme.
- Identifying health and safety training needs.
- Providing or sourcing health and safety training.
- Providing health and safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Sourcing additional specialist health and safety assistance, when necessary.
- Displaying the Health and Safety Law poster, a copy of Prince Henry's Grammar School's Health and Safety Policy Statement, Employer's Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site has adequate fire marshals and first aiders at all times.
- Coordinating display screen assessments for new employees, or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health and Safety Policy and updating with any new procedures, as these arise.
- Ensuring that any actions arising from the health and safety audits are addressed.
- Recording any hazardous substances and materials and carrying out workplace assessments, where appropriate.

ALL MEMBERS OF STAFF

The health and safety responsibilities of all members of staff are to make sure that they:

- Understand the Health and Safety Policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new members of staff about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Follow the requirements of the Health and Safety Policy.
- Inform the line manager or the HR Office about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health and safety reasons.
- Report any accident or near miss, however small, to their line manager and fill in the accident book.

CONTRACTORS

- Contractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health and safety that the school may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees, as appropriate.
- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of others on the site and the general public.
- Their employer (or a competent person appointed by their employer) must inspect scaffolding used by the contractor's employees (even when scaffold has been put up for other contractors), to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005).

- All plant or equipment brought on to site by contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. The subcontractor must give the Estates Manager information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use, and be in good condition.
- Subcontractors must report any injury or damage caused by their employees to the Estates Manager.
- Subcontractor's employees must follow any safety instructions that the Estates Manager gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Contractors must carry out a risk assessment on any substance or process that could harm health, and give the risk assessment report to the Estates Manager before works start.
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials, etc as work proceeds.
- Contractors carrying out high-risk activities must provide a detailed method statement. The method statement must be agreed with the Estates Manager before work starts and copies must be available on site so that everyone can keep to the agreed method statement. In addition, for activities such as roof work, live electrical work, and hot work, a "permit to work" system must be used which will be managed by the school's Estates Manager.
- Subcontractors whose work includes a design function will give those designs to the main contractor to send to the planning supervisor. The design team must have enough time to consider the designs before work starts. The details of the design work must be included as part of the health and safety file.
- The Contractor's senior representatives must go to any safety meetings as requested by the main contractor or planning supervisor. These meetings will be the main way of transferring information.
- Contractors must ensure that they follow the school's contractor safety procedures at all times.

DRIVERS OF VEHICLES SUPPLIED BY PRINCE HENRY'S GRAMMAR SCHOOL

Driver's health and safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They follow road traffic regulations at all times.
- They report all faults on vehicles (and any equipment) and carry out any minor repairs, where appropriate
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the health and safety policy.
- They inform their line manager or the HR Office about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They inform their line manager or the HR Office about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

EXTERNAL HEALTH AND SAFETY CONSULTANTS

The external health and safety consultant will support the Estates Manager in his duties. In particular, the external consultant will:

- Carry out annual Health and Safety and Fire Safety Reviews.
- Be available to give expert advice on health and safety issues, as required.
- Assist in the investigation of serious accidents and incidents.

FIRST AIDERS

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE. It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential. First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help, where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee will provide an opportunity for representatives to confer with the Estates Manager on health and safety issues. This includes:

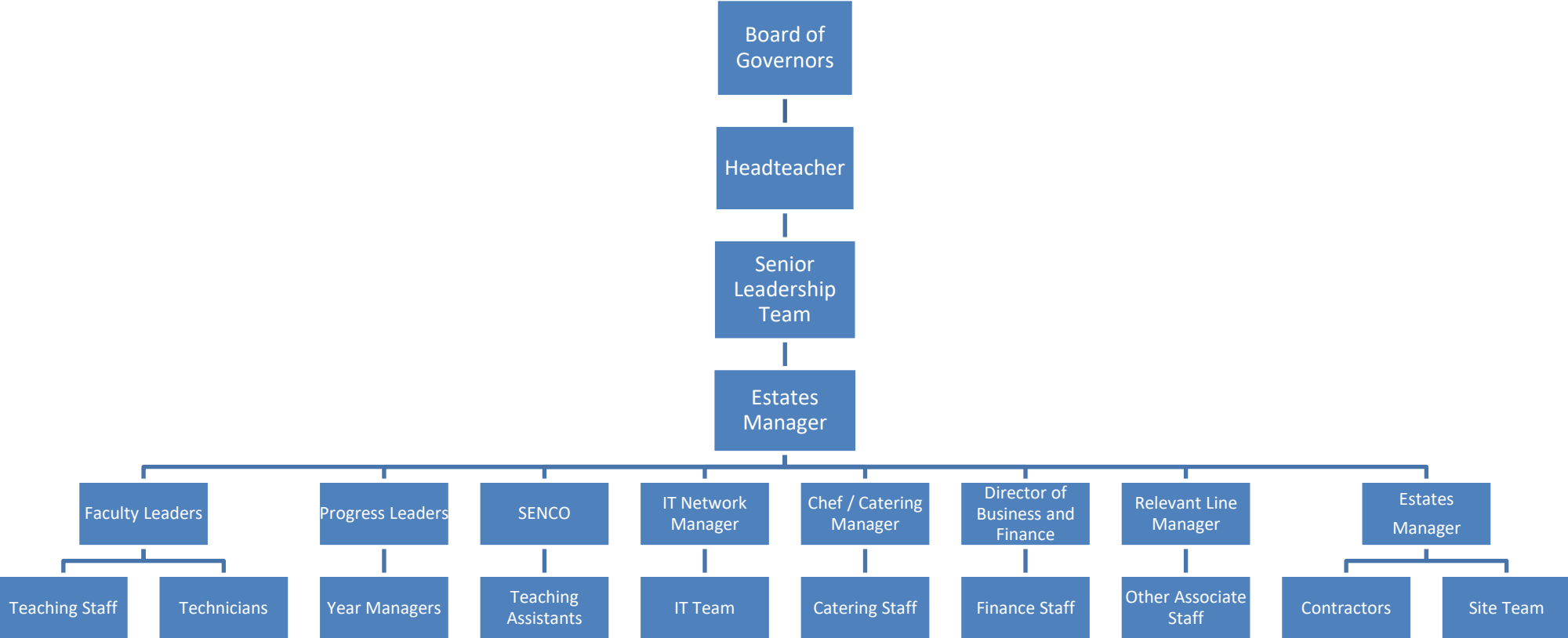
- Identifying and prioritising safety issues.
- Identifying training requirements for members of staff.
- Reviewing safety records, including accidents and incidents.
- Agreeing changes in working practices, if required.
- Reviewing the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a cross-section of the school's operations and therefore have a wide practical knowledge of the processes and activities undertaken within the school.

SUMMARY OF RESPONSIBILITIES FOR HEALTH & SAFETY

The following chart represents the management, organisation and responsibilities for health and safety within Prince Henry's Grammar School.

RESPONSIBILITIES FOR HEALTH & SAFETY AT PRINCE HENRY'S GRAMMAR SCHOOL



Section 3

Specific Health and Safety Policies and Procedures

Contents

ACCIDENT REPORTING POLICY	12
ASBESTOS POLICY	13
CONTROL OF CONTRACTORS POLICY	14
POLICY ON HEALTH AND SAFETY OF STAFF WITH DISABILITIES	19
DSE COMPUTER WORKSTATION POLICY	20
EDUCATIONAL VISITS POLICY	21
ELECTRICAL SAFETY POLICY	22
FIRE SAFETY POLICY	23
FIRST AID POLICY	24
HAZARDOUS SUBSTANCES POLICY	25
LEGIONELLA POLICY	26
MANUAL HANDLING POLICY	27
OUT OF HOURS AND LONE WORKING POLICY	28
PERSONAL SAFETY AND VIOLENCE POLICY	29
RISK ASSESSMENT POLICY	30
SAFETY AUDITS AND INSPECTIONS POLICY	31
SLIPS, TRIPS AND FALLS POLICY	32
WELFARE FACILITIES POLICY	33
WINTER CONDITIONS POLICY (ICE)	34
WORK EQUIPMENT POLICY	35
WORKING AT HEIGHT	36

ACCIDENT REPORTING POLICY

It is our policy that all accidents resulting in injury, however minor, are recorded on the school's own version of the former local authority CF50 form.

All accidents and incidents involving time off work are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Estates Manager.

If a member of staff informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained, as necessary.

The Estates Manager is responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All such incidents, and any other incidents of a similarly serious nature, are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for 5 years. Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Governors meetings / Senior Leadership Team meetings, as appropriate. These discussions will only include such information which would enable the identification of individual accident victims. This information could also be made available to Trades Union Safety Representatives on request and discussed at Health and Safety Committee meetings. External safety consultants may also review RIDDOR reports, subject to permission being given by the accident victim.

Should accident rates or trends increase, this policy will come under review for its suitability and changes could be implemented.

ASBESTOS POLICY

As a result of a specialist survey, we have identified locations where asbestos containing materials are present within the building's structure. Most of these materials are in ceiling panels made safe by encapsulation or specialised painting methods, are clearly labelled and closely managed to prevent the accidental release of fibres.

A risk assessment has been undertaken of remaining ACMs and an asbestos management plan has been produced as a result. A record of the location of ACMs, details of those which have been removed, the risk assessment and the management plan are held by the Estates Manager.

The condition of materials is reviewed through ongoing vigilance of our maintenance team. Any member of staff who thinks they may have disturbed ACMs are to adopt the following procedure:

1. Immediately stop what you are doing and evacuate the immediate area.
2. Contact the Site Team and inform them of the situation.
3. Take a register of any personnel that were in the vicinity and ensure this is added to the accident report form. The form must then be marked clearly with ASBESTOS INCIDENT.

The Asbestos Risk Assessment and Management Plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work. Note that a permit to work is best practice rather than being a legal requirement, but implementing a "permit to work" system for work on or near ACMs helps employers to comply with the law.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database.

The school ensures that the Site Team and regular maintenance and IT contractors receive asbestos awareness training and specific familiarisation with the ACMs in its buildings.

In the unlikely event that asbestos materials are accidentally disturbed, the school's critical incident plan will be immediately implemented.

CONTROL OF CONTRACTORS POLICY

We recognise that when we engage contractors to work on our premises, we have an obligation to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction', and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- Checking the competence of all appointees, including contractors
- Ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff
- Allowing sufficient time and resources for all stages of the project
- Providing pre-construction information to designers and contractors.

We also have obligations to control contract works under other legislation, including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case by case basis, and for which responsibility would be shared with the Principal Contractor and CDM Coordinator.

This policy sets out our approach to managing contractors involved in projects which are not notifiable under the CDM regulations, but also includes how we identify those larger scale projects which are notifiable.

Overview of Procedures for Control

When planning work to be undertaken by contractors, we ensure that a single person has overall responsibility for planning and coordinating the work. This individual is normally our Estates Manager, who undertakes a thorough evaluation of the work required to evaluate the scale of the project.

If it is likely that the project will exceed 30 working days with more than 20 workers on site at a time or more than 500 person days of construction work, and therefore falls within the additional requirements described in Part 3 of the Construction (Design and Management) Regulations (notifiable projects), he/she undertakes the following actions:

- Ensures that the Headteacher and Director of Business and Finance is promptly made aware
- Coordinates arrangements for the appointment of a competent Principal Designer (PD) and Principal Contractor, taking into account guidance on competency set out within the Approved Code of Practice to the Regulations
- Personally takes responsibility for ensuring that the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers.

For notifiable projects, the remainder of this policy does not apply, as health and safety arrangements will be determined specifically for the needs of the project and the majority of the detailed arrangements will be the responsibility of the Principal Contractor.

In the case of non-notifiable contract works, the individual responsible for coordinating the work on our behalf will:

- define the work that has to be done including the task, the place of work and associated issues
- consider the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors
- determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours or by physical separation
- identify potential contractors and evaluate their competence to carry out the work safely
- ensure that any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations
- obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take these matters into account in their tender
- discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work
- ensure that health and safety requirements are included in the contract
- undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- ensure that a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- if the work is particularly hazardous ensure that there are arrangements for issuing permits to work; Note that whilst not legally required in most cases, permits to work are good practice and enable the client to provide a higher degree of control where there is a risk of death or serious injury
- monitor the execution of the work to ensure that it is being carried out safely
- lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.

Competence Assessment

We select contractors based on technical competence, experience and suitability for the work to be done. In particular, our assessment process involves a review of requested information from the contractor, including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

We ensure that contractors' competencies, insurances, risk assessments and safe systems of work are checked prior to the commencement of work.

We also review the HSE's notices and prosecution database (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme is verified directly with the body to ensure the membership is current and covers the work being offered.

Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their tender, we provide essential health and safety information including:

- for any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- any restrictions on the time or location in which the work is done
- access, parking and road traffic rules
- information about other people who could be present in the premises, or could be at risk in the vicinity (including more vulnerable persons such as children and those with special educational needs)
- restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers
- rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- restrictions on smoking and vaping
- rules about work on the electrical installation and the use of electrical equipment
- requirements for work on the gas system
- general rules about the need to maintain escape routes and access to fire equipment, plus any specific rules in relation to the project
- rules requiring the use of personal protective equipment, when required, as a result of the hazards of the work
- any particular hazards within the premises, such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles, anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- restrictions on the introduction of certain high hazard equipment or processes, except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- restrictions and rules about the use of hazardous substances or generation of noise
- rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- restrictions on the use of our facilities (e.g. toilets, washing facilities, catering and equipment)
- requirements for Supervision and quality assurance
- restrictions or rules on the use of sub-contractors
- the need for contractors to provide their own first aid arrangements / the availability of our first aid facilities and personnel
- any specific qualifications required for particular parts of the job
- security / safeguarding requirements
- requirements to report all accidents and incidents to the Estates Manager
- the contact details of our representative responsible for coordinating the work who can be contacted for further information.

Receiving Information from Contractors

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement is reviewed. Any risks created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

Authorisation/Permits

Contractors' representatives are required to sign in on arrival and out on leaving. I.D badges are provided and must be worn at all times during term time. During holiday periods where there could be large numbers of contractors on site, the site foreman for each group will be inducted and he will be responsible for keeping registers of who is on site at any time. They will also be responsible for the registering of personnel in the event of an emergency.

Each representative is briefed on essential health and safety requirements and is required to sign that they understand our health and safety rules for contractors. For particularly hazardous work, a Permit to Work is required. This includes:

- hot work
- confined space work
- work with asbestos containing materials
- work on pitched roofs
- work on live electrical equipment.

The Estates Manager identifies work which will require a permit and completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our Estates Manager. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

Contracts

In the conditions of contract we stipulate that the contractor and all of their employees must:

- adhere to the contractor's safety rules which we have issued
- comply with their own method statements or, where this is not practicable for any reason, to agree changes with the Estates Manager in advance
- comply with all health and safety laws applicable to the work undertaken.

Briefing

As described within the Authorisation/Permits section above, on arrival at our site, contractor's representatives are questioned and briefed by a member of the Site Team in relation to the following matters:

- parking arrangements
- any hazards that the contractor may create for other building users (e.g. use of chemicals or flammable liquids, obstructing access, power tools)
- any hazards arising from our own activities on that day which may affect him/her
- a reminder of the locations of any known asbestos containing materials, and that if he/she suspects anything to stop work and ask
- agreed safe working method to protect the contractor and others
- the importance of the contractor not doing any work which has not been previously agreed

- the fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained
- rules regarding smoking and vaping
- the need for the contractor to report any accidents or hazards
- arrangements for waste removal, if necessary
- toilet location and any other welfare facilities for their use
- the need to sign in on arrival and sign out before leaving
- specific activities requiring a permit to work, and how this will be issued and by whom, before the contractor commences work.

Monitoring

All work by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner

The degree of monitoring depends on the type of work involved, for example. Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

Contract Review

On completion of works, our Estates Manager ensures that we receive required certification, operating instructions, product guarantees and other necessary health and safety information. He also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

The Estates Manager also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- quality of the work
- compliance with health and safety rules and with the method statement
- effectiveness of communications
- decision whether to add or delete the organisation from the preferred contractor list-delete if not applicable
- any improvements required to the policy and procedures for control of contractors

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least annually. Where the review indicates that the contractors standards are below those required, we would normally remove them from our approved list of contractors.

POLICY ON HEALTH AND SAFETY OF STAFF WITH DISABILITIES

Where we employ staff with disabilities, or where existing members of staff become disabled, we ensure, where reasonably practicable, that the workplace is adapted for their needs, including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff fire alarm.

We also develop a personal emergency evacuation plan (PEEP) to cover any emergency that may occur which may result in evacuation and that may affect the individual concerned.

If members of the public or parents/carers with disabilities attend site, they will be escorted by an individual responsible for their evacuation.

Relevant risk assessments (and the PEEP) will be reviewed at frequencies which take account of any change in the person's health condition.

DSE COMPUTER WORKSTATION POLICY

Suitable furniture is provided for office-based staff, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk, where necessary. Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds and/or curtains are also provided to assist in the control of these hazards.

Payment for eyesight tests is available for staff who habitually use computers as a significant part of their normal working day, and authorisation for this should be requested from the Estates Manager. Members of staff are encouraged to promptly report any problems, including health concerns, to the Estates Manager, who is responsible for arranging an assessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

EDUCATIONAL VISITS POLICY

A detailed Educational Visits Policy deals with all health and safety issues related to trips, visits and off-site activities for students. The policy is disseminated to all members of staff each year. A copy of the policy can also be accessed via Firefly.

ELECTRICAL SAFETY POLICY

All work on electrical equipment and installations is carried out by our qualified electricians or qualified contractors. We undertake risk assessments of their work activities and adopt safe systems of work based on best practice. Our electricians are updated and provided with further information when there are changes to electrical installation standards. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied, as set out within the Electricity at Work Regulations 1989, and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the school's policy that live working is prohibited, although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided, the use of a permit to work system will be employed.

Our own installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented, as necessary, for safety. This will be conducted on a rolling programme of 20% of all distribution boards each year. This ensures that all 100% of distribution boards are tested within the 5 year period.

Our arrangements for the electrical safety of portable electrical equipment are covered in the section of this policy on Work Equipment.

FIRE SAFETY POLICY

A dedicated Fire Safety Policy can be found in the shared drive, or hard copy in the Site Office.

FIRST AID POLICY

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required. As a result the following arrangements have been implemented:

- We have at least 10 First aid at work level 3 qualified staff.
- We have placed first aid kits in each faculty area, with extra first aid provision in high risk areas. Additional first aid kits are available from the Site Office.
- PE staff have additional training in poolside first aid and casualty extraction with a poolside water extrication device.
- The PE Technician is responsible for undertaking a regular check of the first aid kits on the premises, and for replenishing them as necessary.
- We have enough first aider registered and controls are in place to ensure that cover is always available.
- First aid training is arranged by the HR Administrator and includes full first aid at work training for at least 10 members of staff, and emergency first aid at work training for all PE staff. In selecting training providers, account is taken of HSE guidance. Re-training is arranged to take place prior to the expiry of first aider's certificate.
- New starters are provided with information about the first aid arrangements, including the names of first aid personnel, as part of their induction. Notices are also displayed indicating how to contact a first aider in an emergency.

HAZARDOUS SUBSTANCES POLICY

We use limited quantities of hazardous and dangerous substances, including cleaning substances, paints, lubricants, glues, sealants. We also undertake activities which generate hazardous or dangerous substances (e.g. weld fume, wood dusts, etc).

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Trained COSHH assessors undertake risk assessments of the use of each substance and exposure to any hazardous by-products, and we then apply the recommended risk control measures.

We ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances, we check that the storage area is suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels, where appropriate. All containers, including aerosols, are stored in a cool dry place away from the sun, and any flammable liquids are stored separately in a specially designed fire resistant flammables store.

A bespoke external store is provided for the storage of gas cylinders, including proper ventilation and warning signs.

Substances are locked away (so far as is practicable) so that they are only accessible to authorised persons who have been trained in their safe use. Members of staff are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Members of staff are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of substances and their correct use is monitored through regular audits. Where substances are surplus to requirements, these are disposed of via licensed waste contractors and a waste disposal note retained.

Spillage and emergency procedures are determined as part of the risk assessment process. Records of risk assessments for hazardous and dangerous substances are held in the SEVRON online database accessed via the Estates Manager, and records of training are held by the HR Office (within personnel files).

LEGIONELLA POLICY

The school has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'. These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Estates Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing, which are held in the Site Office, together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by Glisten Water LTD to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Estates Manager reports this immediately to the Director of Business and Finance so that additional resources, water treatment contractors or plumbing specialists are employed, as necessary, to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and bylaws.

MANUAL HANDLING POLICY

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

Specific manual handling risk assessments are undertaken by an external trained manual handling assessor, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided, where possible, to minimise or simplify handling of heavier objects (e.g. trolleys and stair walkers) and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to the Site Team and the Estates Manager is responsible for monitoring to ensure that these items are used.

Members of staff involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

Records of manual handling assessments are retained for at least 5 years and master copies are retained by the HR Office in personnel files.

OUT OF HOURS AND LONE WORKING POLICY

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ In our school we have identified the following lone working situations:

- Those working alone in remote parts of a large site
- Persons working in the premises before or after normal hours

We have undertaken risk assessments of these lone working activities and put in place the following risk control measures:

- Communication via radio for all Site Team staff working on site
- Mandatory regular communication whilst working out of hours via a subscribed app (staysafe)
- Office staff working out of hours are to inform the Site Team of their whereabouts and the time they intend to finish
- The building has a security sweep prior to lock down

As a result of the risk assessments we have informed staff that the following tasks may not be undertaken as a lone worker:

- Work at height, including steps and ladders
- Heavy manual lifting tasks

PERSONAL SAFETY AND VIOLENCE POLICY

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it, we recognise that staff involved in teaching and public facing roles are at risk of violence perpetrated by students, parents/carers and members of the public.

We believe that reducing the risk depends on the design of workplaces, together with appropriate working procedures and staff training. For this reason, where we have the opportunity to redesign workplaces such as reception spaces, we ensure that we include improvements to reduce the risk of violence.

A certain amount of access control is applied to the school to restrict unauthorised access. Staff are to ensure they stop and challenge any individual who they do not recognise or who is not wearing an ID badge.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures and future premises designs, as applicable.

RISK ASSESSMENT POLICY

The school has in place a programme for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving.

The responsibility for risk assessments within each faculty is delegated from the Headteacher to Faculty Leaders. Faculty Leaders can then, in turn, ask individuals within their team to assist (e.g. manage all personal protective equipment).

The extent to which we undertake risk assessments internally depends on the competency required. Any individual undertaking risk assessments will receive in-house training on Risk Assessments. Our arrangements in relation to each type of risk assessment are detailed below:

Type of Risk Assessment	Competent Assessor who undertakes Change made by
General	Trained in-house assessor
COSHH (Chemical and Biological Hazards)	Health and Safety Advisor
Dangerous Substances and Explosive Atmospheres	Health and Safety Advisor

Progress on the programme of risk assessments, and the outcome of assessments, are subject to consultation with members of staff via Health and Safety Committee meetings, staff meetings, email and other consultation systems.

Where appropriate, the significant findings of risk assessments are communicated to staff involved in relevant activities and stored for reference.

Risk assessments are reviewed at least annually, or more often if there have been changes in the matters to which they relate. Records of risk assessments are retained for at least 5 years, and master copies are retained by the Estates Manager. Whilst there is no requirement to retain copies of risk assessments which have been superseded, it is useful to retain them for future reference (for example, in case they are needed to defend a legal action).

SAFETY AUDITS AND INSPECTIONS POLICY

Safety audits and inspections are a vital part of the continual improvement model adopted by the school through the health and safety management system.

A health and safety management audit, based on the HS (G) 65 system, is conducted on an annual basis. This can ensure that the school achieves an upward trend in audit scores, and gives a clear assessment of the compliance for health and safety management as well as providing a gap analysis.

A site health and safety inspection is conducted once per year. This provides a fresh look at the existing site and can provide an action plan for physical health and safety concerns. This informs the site development plan.

SLIPS, TRIPS AND FALLS POLICY

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified. Housekeeping standards and the condition of floors are reviewed informally on a monthly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff, and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. Where necessary, external step edges are highlighted with yellow paint, for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process, we undertake assessments of the slip risk from hard floored areas in line with HSE guidance, taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, cleaning staff are responsible for ensuring that it is cleaned up promptly, and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes, such as wet weather. However, floors which people are expected to use whilst wet will be dried so far as is reasonably practicable.

Cleaning staff and members of the Site Team also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Where safety footwear is a requirement for staff, this is provided free of charge by the school.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas of the school site.

WELFARE FACILITIES POLICY

We have evaluated the welfare facilities required for our school to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them. Access to showers is also provided for staff (within the Sports block changing rooms).

Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

Lockers are provided in the staff room for some staff due to the nature of their work. Accommodation for outdoor clothing is catered for with the provision of hooks.

We have disabled W.C's throughout the site. This includes poolside.

We have also considered the needs of new and expectant mothers, ensuring that orthopedic chairs are available to those who request them.

All of the welfare facilities are ventilated, well lit and designed so that they are easily cleaned. An appropriate cleaning regime is in place.

WINTER CONDITIONS POLICY (ICE)

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise the portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought.

For outdoor workers thermal clothing, warm jackets, gloves and hats and non-slip overshoes have been provided. Changes to work patterns such as switching to indoor tasks, additional rest breaks and hot drinks facilities are also included.

In the event of snowfall within the commuting routes of members of staff, managers will monitor weather conditions and release staff early, if necessary, to avoid them being trapped at work.

We have also put in place contingency plans to cover loss of heating, power or water. These are covered in the schools Critical Incident Plan.

Procedures will be implemented in accordance with our Slips, Trips and Falls Policy to control the additional slipping hazards presented by the weather. In particular, all external walkways and steps on our premises will be regular cleared of snow and gritted to reduce ice. We will follow the Government's 'snow code' in our approach to clearing snow and ice.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Members of staff will be encouraged to wear footwear with a good tread when walking outside (e.g. between the car park and the buildings). Should snowfall or ice deposits be such that we cannot effectively clear that route, we will adopt a traffic management scheme. We will cordon off some routes and concentrate our efforts on clearing the high traffic areas.

See also the Leave of Absence and Annual Leave Policy section 3.19 (Severe weather conditions – attendance at work)

WORK EQUIPMENT POLICY

When selecting work equipment for purchase, we consider its suitability for the tasks required. We also ensure, through training, that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment is subject to portable appliance testing by a trained tester. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out. All portable power tools are subject to a visual inspection by the user prior to and after use.

Defects are reported to the Site Team via site help desk. The Site Team ensures that a repair or replacement is undertaken promptly. Equipment that is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off and, where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained (e.g. in Design & Technology), use of the equipment is restricted to authorised persons (e.g. Faculty Technicians). Where necessary, these restrictions are supported by locking off the power supply.

Safe systems of work are also developed for the use and maintenance of hazardous equipment, and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it were necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

All work equipment is subject to a programme of inspection and, where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Only persons who have been suitably trained may carry out maintenance. In the case of passenger lifts, maintenance is carried out by specialist contractors.

Fixed machinery is inspected by an external specialist, as well as by users on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment.

Where we hire equipment on a long term basis, we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company.

Records of maintenance are kept by the Estates Manager.

WORKING AT HEIGHT

Working at height may not be undertaken by any member of staff unless they have the requisite training for the items of work equipment and processes they may undertake.

Regular training updates are provided for all working at height tasks, and records of training are held by the HR Office (within personnel files).

Staff are reminded that no working at height tasks are to be performed by lone workers.