



## HEALTH & SAFETY POLICY

---

### INDEX TO POLICIES

	<b>Pages</b>
1. Asbestos	2
2. Catering	3
3. Construction Projects	4
4. Consultation with Employees	5
5. Contractors	6-9
6. Departmental Safety Procedures	10-11
7. Display Screen Equipment	12-13
8. Driving	14-15
9. Electricity at Work Regulations	16-17
10. First Aid and Accident Records and Notification	18
11. Flammable Liquids	19
12. Gas Safety	20
13. Hazardous Materials Register	21
14. Information, Instruction and Training	22-23
15. Inspections, Maintenance and Regular Safety Activities	24
16. Legionella Prevention	25
17. Lifting Operations and Lifting Equipment Regulations 1998	26-28
18. Manual Handling and Lifting	29
19. Noise Control	30
20. Personal Protective Equipment	31-32
21. Pesticides	33-34
22. Premises	35
23. Pressure Vessels and Associated Equipment	36
24. Student Supervision	37-40
25. Risk Assessment	41-43
26. Security and Lone Working	44
27. Signs	45
28. Sports, Games, Physical Education, Dance and Activities	46
29. Statutory Notices	47
30. Stress Management	48-49
31. Substances Hazardous to Health	50-52
32. Swimming Pool	53-54
33. Vehicles on our Property	55
34. Vibration Control	56
35. Visitors	57
36. Work at Height Regulations	58-63
37. Work Equipment	64
38. Work Experience	65-66

## 1. ASBESTOS

All employees who may come into contact with asbestos during their work must have asbestos awareness training.

The asbestos will only pose a risk to health if fibres are released into the air and can be inhaled. This can happen when the material is worked on (especially when broken, sawn, drilled or sanded) or when it is in a poor state of repair.

Legislation effectively prohibits any of our employees from working with asbestos, but if in doubt consult the Head of Site Operations (HSO) who may then take advice from elsewhere.

Asbestos management plans for the School are held by the HSO.

All those, including contractors, who might work on or disturb the known ACMs on site, are formally informed that the materials contain asbestos and that they must not disturb them or carry out work without consulting the HSO.

All ACMs remaining on site need to be inspected regularly to check that they have not deteriorated or been damaged. The frequency of the inspections will depend upon the condition/location of the material. Any changes in the condition of the ACMs will necessitate a review of the risks involved.

Periodic reviews should be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

The HSO is responsible for the asbestos management plan and its future development. In addition to other things this employee must induct all other appropriate employees and contractors and consider whether a permit to work identifying the hazards may be appropriate in certain circumstances.

## 2. CATERING

The food safety hazard analysis and catering risk assessment is carried out and held by Brookwood's Catering Manager.

The catering contract defines the requirement for submission to the School of food safety audits and health and safety audits.

Obvious defects should be reported as soon as they become apparent.

### **3. CONSTRUCTION PROJECTS**

Construction Regulations amongst other things impose duties concerning the safe design and management of construction projects.

Projects involving a construction phase likely to last longer than thirty days and/or involving more than five hundred person days of construction work are subject to written notification to the local office of the Health and Safety Executive. Notification should be made on the appropriate HSE form by the Planning Co-ordinator.

#### **Projects**

Projects are normally divided into five stages: concept and feasibility, design and planning, tender and selection, construction, and commissioning and handover and there are duties and requirements at each of these stages.

#### **Safety Co-ordination**

A planning co-ordinator must be appointed for projects. The architect may act as planning co-ordinator or others may be recommended, but in any event, the person appointed must be competent and willing to act.

#### **Health and Safety File**

A health and safety file must be prepared for each project. The file is basically the record of health and safety information for the end user and a copy must be kept by the employer for reference purposes.

The health and safety file should contain record or 'as built' drawings and plans, design criteria, details of the construction methods and materials used, details of the equipment and maintenance facilities within the structure, maintenance procedures and requirements for the structure, manuals of operating and maintenance procedures together with schedules for plant and equipment installed as part of the structure, details of the location and nature of utilities and services, including emergency and fire fighting systems.

#### 4. CONSULTATION WITH EMPLOYEES

Relevant regulations are:

- Health and Safety (Consultation with Employees) Regulations (HSCER)
- The Safety Representatives and Safety Committees Regulations (SRSCR).

Consultation with employees should take place on matters relating to their health and safety at work, including:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working
- The School's arrangements for obtaining competent help to satisfy health and safety laws
- The information that the employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

Employees or their representatives should be given enough information to allow them to take a full and effective part in the consultation process and the School should ensure that any elected representatives receive the training they need to carry out their roles.

Employees will be given, via the Staff Handbook, details of the primary Health & Safety representative for each of the School's main areas of operation as set out in Part B of the Health & Safety Policy.

Agendas should be readily available for input from all categories of employee, both teaching and non-teaching, and minutes should be made available to all.

It will be explained that any employee who wishes to have an input will be given ample time and opportunity to do so – initially via individual member(s) of the Health & Safety Committee and, in special circumstances, to the Health & Safety Committee as a whole.

## 5. CONTRACTORS

### GENERAL

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment and in building operations and they must be aware of the health and safety standards they have to achieve.

#### The Law and the Contract

The Health and Safety at Work etc. Act 1974 places duties on the employer and the contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

#### Selecting a Contractor

A potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and/or method statements. These need to be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken and its location. The documents should adequately cover the risks in the work to be carried out and detail the precautions necessary to eliminate or satisfactorily control the risks.

To select a 'competent' contractor other indicators should be evaluated, such as inclusion in 'approved lists', past performance, work undertaken elsewhere, membership of trade bodies, accreditation by trade bodies, general health and safety awareness, and commitment to recognised codes of practice.

Contractors should be able to demonstrate that their employees are competent in health and safety matters. This applies to senior managers as well as those who will supervise on site.

Contractors invited to submit tenders shall be made fully aware of the standards of health and safety management expected of them, the following are examples of the items regarded as important:

- Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- Employees and Students' requirements in terms of access and egress and playground facilities etc;
- The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments);
- When contractors are to use our equipment the equipment must be safe and properly maintained at handover, thereafter the contractor should be given the responsibility for the equipment and its safe use. However it is not our policy to lend contractors any of our portable equipment.
- Evacuation and emergency procedures which should be discussed and posted and employees and sub-contractors etc should be made fully aware of these.

During the work there should be no doubt as to who is managing health and safety. A senior manager should be nominated to liaise with the contractor or his nominee on a day to day basis and to monitor performance.

On contract completion matters relevant to ongoing health and safety should be properly verified and any relevant documentation should be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

### **Essential Information for Contractors**

Contractors should be given information concerning:

- These Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary
- Items identified as necessary for health and safety
- All relevant hazards known to the occupier of the premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.

Arrangements for matters such as site demarcation, site access, the use of plant and equipment and the control of exposure to hazardous substances should always be clarified.

It is to be a condition of all contracts that the contractor should appoint a senior member of his staff to maintain liaison with local management.

Contracts should require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors.

### **Planning the Work**

Successful use of contractors requires effective management and planning. Health and safety matters are best considered at the planning stage.

The premises occupier and the contractor should consider together:

- Premises/operations which could affect the contractor's work, all known hazards must be brought to the contractor's attention
- How the contractor's work may affect employees and users of the premises. Written method statements to control risks may be necessary
- Which party has overall responsibility for the control of work on site and control of sub-contractors, those with overall control usually have responsibility for health and safety and this must be clear
- Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of newly installed plant, or when several contractors are working concurrently.
- Arranging regular site meetings between the contractor's appointee and the premises representative to ensure that good communications are maintained.

### **Information**

The contractor should ensure that his own employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractors' area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency, e.g. when the fire alarm sounds.

No contractor or visitor should be allowed unaccompanied access to the School unless they have received the necessary ID and CRB clearances. Contractors and visitors must be signed in at reception on arrival and Visitor Badges must be worn. Students or staff should report any concerns about persons on site who are not wearing Visitor Badges to a teacher, Front of House reception or a member of the Support Services team.

## **PRACTICAL GUIDANCE ON SAFE WORKING PRACTICES BASED ON HEALTH AND SAFETY EXECUTIVE ADVICE**

The Education Services Advisory Committee of the Health and Safety Commission (HSC) has produced a comprehensive set of guidelines "Building Contracts Undertaken on Educational premises - Strategies for the Health and Safety of Staff and Students" on matters which need to be taken into account when building works are being carried out on school premises.

Students need to be made aware of any risks presented by contract works and additional supervision at break-time and lunch-time may be required.

The guidelines stress the need for health and safety to be given a high priority when building works etc. are being planned. Proper account must be taken of the needs and requirements of the school for example:

- Access/exit to premises from the street
- Access/exit to and within the buildings
- Playing facilities
- Service arrangements, e.g. food and stores deliveries
- Access routes for Emergency Services.

The HSC expect certain matters to be discussed before work commences. Examples are:

- Access/exit requirements from the street and to and within the buildings
- Proposals for the use of scaffolding and ladders
- Proposals for separating the work areas from open access areas
- Proposals for the positioning and fencing of skips and storage areas
- Any dangerous, noxious or offensive substances or processes to be used and the contractor's proposals for protecting staff and Students
- Proposals for the contractor's essential services (sanitation, telephone, power, parking etc)
- Whether visitors to the building works need to report to the school office as well as to the site office.
- The HSC say that during the course of the work, if the school feels that if the contractor is disregarding safety procedures, or that staff or Students will be put at risk by the contractor's actions, the school's representative should, if there is an imminent risk to staff and Students, remove them from the area and then immediately consult directly with the responsible contractor with a view to eliminating the risk.

On no account should specific advice be given by the school on matters which appear to be giving rise to risk.

### **Summary of the detailed recommendations of the HSC in respect of different types of work:**

#### **Work Sites**

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and Students etc. and if possible should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high.
- The contractor should take precautions to eliminate so far as is reasonably practicable the dangers to staff and Students arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.
- Fire exits must be kept clear at all times.

#### **Access Equipment**

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of



equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.

- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and Students. Similarly mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and Students
- Ladders and ropes should be secured out of reach of children and unauthorised people.

### **Overhead Working**

- When work is undertaken at heights above or adjacent to occupied rooms or access areas the occupants/passers by must be given all necessary protection or such rooms/areas should be taken out of use for the duration of the work.

### **Excavations**

- All excavations in open access areas must be covered while they are not in immediate use. All excavations more than one metre deep must be fenced and appropriate warning signs erected.

### **Substances**

- The contractor should provide the school with relevant information on any hazardous substance to be used on site which might present a risk to the health and safety of staff and Students. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and Students, restrictions in working hours by the contractor etc.
- If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters asbestos it should be left undisturbed and the school contacted immediately.

### **Stripping Paint**

- All paint work which is to be stripped should be treated as containing lead unless it is proved to be or is known to be lead-free

## 6. DEPARTMENTAL SAFETY PROCEDURES

Departments engaging in practical work (such as facilities management, estate management, catering, educational visits coordination, work experience coordination, art, technology, music, drama, sports, science and occupational health) are required to produce written departmental procedures which should describe the precise arrangements for safety within those departments. Where appropriate, references can be made to the overall policy. It will not be necessary for advice to be repeated.

The contents of departmental procedures should include information in plain English on the following:

- General objectives of the procedures and duties of employees; followed by a brief commitment statement to the effect that employees will promote health and safety; followed by an outline of statutory requirements
- Status of the procedure for example 'it is a requirement that the procedure is complied with by all employees, that a copy is kept in the department and that any amendments issued must be added to the departmental copy'
- Any departmental procedures should aim to
  - Develop safety policy requirements where the contents are designed to ensure that every employee in the department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all students and all other persons who are affected by our work activities.
  - Ensure that the health and safety objectives of the department adhere to the law and achieve excellent standards of health and safety practice in its discipline in accordance with its training and any additional information which is supplied by the employer. In particular, it should comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of safety documentation and working practices.
- Specific requirements such as:
  - Health and safety induction training
  - Job specific health and safety training
    - Compliance with recommendations of HSE, for example risk assessments to be prepared for work equipment, security matters, electrical items, emergencies, personal protective equipment – explain precisely how risk assessments are to be prepared and used.
- Rules for employees and others
  - Restrictions, which might be imposed by the employer or the head of department, and recommendations of professional bodies
  - Other safety advice and good practices with recommendations that these are followed
  - Routines for monitoring equipment safety and the like.
- Duties of the head of department and all delegations (which must be well-defined), with an outline of the departmental management organisation plus a statement that the head of department will check that colleagues follow the code and that delegated functions are carried out.
- Appendices such as

-List of safety texts for reference and further information

- List of staff to whom functions have been delegated
- Checklists for routine monitoring
- Notes and schedules for the examination and testing of equipment together with a log of results
- Lists of equipment for which training is needed before use
- Training requirements and records
- First aid arrangements
- Accident reporting procedures.

Members of departments should sign that they accept the procedures, the delegations and departmental risk assessments.

## 7. DISPLAY SCREEN EQUIPMENT

### Introduction

The aim of this policy is to record how the School intends to comply with the Health & Safety (Display Screen Equipment) Regulations 1993.

### Definitions

**DSE:** Display Screen Equipment; other terms used include VDU (visual display unit) or monitor and all refer to a display screen which forms part of the workstation.

**User:** those employees, part-time or full-time, who are using Display Screen Equipment for continuous or near continuous spells of DSE work for an hour or more at a time.

**Workstation:** the computer hardware and furniture, the office environment, and the interface between computer and user.

### Requirement

The regulations apply to all display screen equipment used by employees who are defined as users, including those working from home.

The use of display screen equipment (DSE) by students is not covered by the Regulations but it is good practice for all workstations to comply with the minimum requirements.

The School is required to perform and record an assessment of each user's workstation and to take the appropriate remedial action. Assessments should be regularly reviewed and users' re-assessed when relocating to a new workstation.

Users can request their employer to provide and pay for an eye and eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician. In practice, the user may prefer to arrange their own test with a preferred registered optician and provide proof of payment to the School for reimbursement. It is the users' responsibility to arrange repeat tests.

Where separate spectacles are recommended for use with DSE, the cost of a basic pair of glasses must also be met by the employer.

All users must be provided with health and safety training in the use of their equipment but in practical terms, there is likely to be considerable overlap between the training on the uses of the equipment, the software etc. and the health and safety training. Information on possible ill health effects such as upper limb pain, eyesight defects, fatigue and stress etc. should also be given.

Note: there is no ionising radiation problem associated with display screens.

### Implementation

Using the adopted School checklist and in the presence of the user, individual DSE assessments will be carried out by an external DSE assessor for new staff and those who have changed workstations. Assessments are organised by the Front of House Coordinators (the Floral Street team are also responsible for Jebson House and Wolf House users). For their initial assessment, all users are given a copy of the HSE Working with VDUs guide.

The assessor will advise the user on possible improvements to their workstation, for example, not using the area under the desk for storage. The assessor will ask these questions at the end of each assessment:

- Has the checklist covered all the problems they may have with their workstation?
- Have they experienced any discomfort or other symptoms which they attribute to their workstation?
- Have they been advised of their entitlement to eye and eyesight testing?
- Do they take regular breaks working away from their workstation?

The assessor will identify the appropriate remedial steps to be taken and action accordingly, and annotate and date the checklist. The assessor will follow-up with the user to ensure that the remedial action has resolved the problem. Users are responsible for ensuring they comply with the regulations and use the workstation as advised by their assessor.

Following the initial assessment, a self-assessment review will take place on an annual basis using the checklist, and any issues reported by the user followed up accordingly.

If a user relocates to a new workstation, a new assessment will be required.

The completed/annotated checklist will be signed by the user and filed on the user's personnel file and the date of assessment noted on staff records.

### **Purchasing Workstation Equipment**

When purchasing users' workstation equipment, the School should ensure this is compliant with DSE e.g. height adjustable monitors, adjustable chairs.

## 8. DRIVING

This policy sets out the arrangements for compliance with legislation relating to driver safety and outlines the responsibilities for ensuring the health, safety and welfare of drivers and passengers.

### Responsibilities

It is the responsibility of all managers to ensure that risk assessments are carried out for all driving activities and that suitable control measures are implemented to eliminate or reduce the risks as low as reasonably practicable.

It is the responsibility of all staff that drives as part of their job and their line managers to ensure that these guidelines and policies are followed.

### Risk Assessment

All managers responsible for those who drive as part of their role should assess the risks associated with driving and should consider measures to:

- Eliminate or reduce road travel (using alternative means of transport, telephone meetings, etc.);
- Prevent driver tiredness (planning journeys in advance to include appropriate rest breaks, raising staff awareness of what to do if they are tired, etc.)
- Promote safer driving (vehicle checks, incident reporting, etc.)
- Identify safer routes (avoiding peak periods and high risk areas)

Drivers should undertake personal risk assessment specific to the particular journey prior to starting out, and during the journey if any unexpected events occur (changes in weather conditions, etc.). Appropriate action should be taken as necessary. These assessments can be informal and do not need to be recorded.

### Vehicle Suitability

All School vehicles will be supplied to a standard that is safe, reliable and fit for use. Drivers of all School vehicles must ensure that they undertake regular (at least weekly) vehicle checks. Services and MOTs must be arranged as required to ensure that the vehicle remains roadworthy at all times.

Drivers who use their own vehicle at work should ensure that it is maintained in a safe, roadworthy and reliable condition at all times and arrange services, MOTs as required.

### Driver Suitability

All drivers must hold a valid driving licence for the category of vehicle they are required to drive. Drivers who passed their test after 1 January 1997 are only permitted to drive a certain category of vehicle. Managers should check the licences of staff who are required to drive as part of their duties on appointment and annually thereafter.

Individual drivers who are aware of not being fit or competent to drive must notify their manager immediately. This includes the loss of a driving licence, worsening of a notifiable medical condition or short-term concerns such as being under the influence of drugs/alcohol, tiredness or illness.

### Driver Training

All drivers should be made aware during their induction of their responsibilities when driving at work. Driver training needs should be considered by the line manager and training arranged as appropriate.

### Safe Driving

Drivers should drive in a safe manner at all times taking reasonable care of themselves, passengers, other road users and pedestrians. This includes:

- Driving only when fit to do so;
- Planning the journey;
- Deciding whether the journey is required and whether overnight accommodation may be required;
- Building in sufficient time for the journey including rest breaks;
- Using a seatbelt and ensuring that all other passengers do so;
- Driving in accordance with the Highway Code, speed limits and other regulations;
- Not doing anything that may be distracting such as eating, drinking or using a mobile phone (except with a hands-free kit but even then only when absolutely necessary);
- Parking safely in a well-lit area and ensuring the vehicle is locked when unattended.

### Driving a Single Student

This should be avoided where possible but there will be some circumstances in which it is unavoidable such as a single student using one of the minibus runs to Richmond or when a member of staff escorts a student to a medical appointment.

Please follow the following guidelines when this is necessary.

- Ensure the student is comfortable with being transported on their own;
- Sit the student in the rear of the vehicle;
- If the journey is not a routine planned event and happens at short notice, please follow the above guidance and advise your line manager on return to school of the circumstances by email so that there is a written record of the situation;
- If in any doubt about the suitability of transporting a student singly then please seek advice from the Assistant Principal or Principal about alternative arrangements such as taking a second student, seeking parental permission and so on.

## 9. ELECTRICITY AT WORK REGULATIONS

The employer recognises the importance of these Regulations and undertakes to comply with them fully. The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

**Note** Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and British Standard 7671: 2001 "Requirements for Electrical Installations" (The IEE Wiring Regulations).

### Additional Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.



- Routine inspections and tests of all wiring and fixed electrical installations shall be carried out and records of the test results obtained and kept for future reference.
- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
- Where there is a possibility during the teaching process of any persons, including Students, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note GS23.
- Residual Current Devices shall be provided and must be tested in accordance with the manufacturer's instructions.

### **Inspection and Testing of Portable Electrical Equipment**

All portable electrical equipment should be maintained for safety and tested annually.

Visual inspection can detect most defects and can be carried out by any trained employee. It should be undertaken as follows: after disconnection from the mains, the person carrying out the visual inspection should look for signs of damage such as cuts and wear to the cable covering; any non-standard joints in the cable; the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible; damage to the plug itself such as cracked casing or bent pins; any burn marks or staining indicating overheating has taken place and damage to the outer cover of the equipment. The inspection could also include removal of the plug cover to check that a proper fuse is being used, that the wires are attached to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage – however with moulded plugs only the fuse can be checked.

Testing using an appropriate test instrument can also be carried out by any trained employee.

It is the School's policy to test students' personal electrical appliances like hair driers and IPODs which are used in boarding houses. All Students must make available their appliances for inspection and testing as required. Their electrical equipment must meet appropriate UK/EC standards and be suitable for UK distribution systems (equipment purchased outside the EC may need to be banned) and the equipment should be included in periodic general house inspections.

Systems for maintaining safety should incorporate the identification of each appliance, the recording of the result of the inspection (and/or test), the labelling of the appliance with information indicating that it has been inspected (and/or tested), the provision of written instructions to employees and others instructing them never to use defective equipment and procedures for ensuring repair of damaged or faulty equipment.

Inspection and testing should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician or replaced.

## **10. FIRST AID AND ACCIDENT RECORDS AND NOTIFICATION**

The School has a First Policy which can be found on the U Drive in the current Policy folder. The list of First Aiders can also be found there and signs indicating First Aid qualified staff are displayed at relevant places around the School.

## 11. FLAMMABLE LIQUIDS

The amount of flammable liquids kept in the open in any classroom or working area should be kept as small as is reasonably practicable. Containers, when not in actual use, should be kept in purpose designed metal bins or cupboards. In each area the total quantity stored should not exceed 50 litres. All containers (whether full or empty) and cupboards containing flammable liquids shall be kept closed when not in use.

Purpose designed bulk stores shall be designed using Health and Safety Executive and Fire Authority standards.

Containment facilities shall be signed 'Flammable Liquids'.

## **12. GAS SAFETY**

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG) in both, bulk containers and cylinders and the installation, servicing, maintenance and repair of gas appliances and fittings.

### **Qualification and Supervision**

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the Health and Safety Executive. This means CORGI registered persons and the employer must ensure that in-house staff or contractors working on gas fittings are appropriately CORGI registered.

### **Standards**

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately CORGI registered persons.

### **Existing Gas Fittings**

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

### **Emergency Controls and Procedures**

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

### **Maintenance**

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

### **Landlords**

Where the employer acts as `landlord` the employer must ensure that gas appliances and flues are maintained in a safe condition, that annual safety checks are carried out and that records are kept and issued to tenants.

### **Gas cylinders**

Gas cylinders must be stored safely away from buildings in a secure enclosure with proper warning signs.

### **13. HAZARDOUS MATERIALS REGISTER**

The HSO will maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

The contents of the register should be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeable affect the hazardous materials and create risks to the 'workers' themselves or others. Where significant risk is identified written risk assessments should be prepared.

## **14. INFORMATION, INSTRUCTION AND TRAINING**

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text.

Appropriate induction training shall be provided for all new employees including temporary employees. See check list following.

Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws. Some forms of training are very strongly advised such as for those who are instructing or supervising high risk sports.

Where the need for further specific training and instruction is identified it must be provided.

Comprehensive training records shall be maintained.

Safety information especially concerning the results of risk assessment shall be provided to employees and others as appropriate.

## Health and Safety Induction Training – checklist

Name [.....] [Department.....]

	<b>Y</b>	<b>N</b>
	Please	tick
1 Demonstrate how to activate the fire alarm at the place nearest to the inductees work location.	<input type="checkbox"/>	<input type="checkbox"/>
2 Explain the fire procedure.	<input type="checkbox"/>	<input type="checkbox"/>
3 Walk the emergency exit nearest to the work location.	<input type="checkbox"/>	<input type="checkbox"/>
4 Identify the emergency exit routes signs.	<input type="checkbox"/>	<input type="checkbox"/>
5 Explain how to contact a First Aider.	<input type="checkbox"/>	<input type="checkbox"/>
6 All accidents and near misses which happen at work should be reported. Identify where the accident book is located.	<input type="checkbox"/>	<input type="checkbox"/>
7 Explain how to access the health and safety policy.	<input type="checkbox"/>	<input type="checkbox"/>
8 Detail any job specific health and safety training that is required.	<input type="checkbox"/>	<input type="checkbox"/>

### NB

The checklist can be made “self taught”. The wording should be amended accordingly.

Signed..... Date.....

## 15. INSPECTIONS, MAINTENANCE AND REGULAR SAFETY ACTIVITIES

Competent persons must inspect, examine and maintain the following plant and equipment as necessary at appropriate intervals.

- Gas fired boilers and appliances.
- Radioactive sealed sources
- Electrical installations
- Portable electrical appliances
- Fire alarm systems (including automatic fire detectors and electromagnetic door releases etc.) and emergency lights (including batteries and battery charging systems)
- Fire extinguishers and other emergency fire fighting equipment
- Fire alarm call points - weekly tests
- Fume cupboards and any other local exhaust ventilation (LEV) equipment
- Lifts, lifting gear, lifting equipment and hoists
- Trees
- Swimming pool plant
- Swimming pool water quality
- Compressed gas containers (which are owned by the school) and/or safety devices attached
- Fixed and portable pressure systems including bulk gas storage facilities
- Emergency stop buttons
- Gymnasium equipment (including fitness machines) and play equipment
- Access equipment including scaffold towers and ladders/step ladders
- Guards, safeguards and safety devices fitted to work equipment (including machines)
- Water systems (legionella control)
- Premises, fabric of building, fixtures & fittings (defect reporting procedures also required)

### Other regular actions required:

- Health & Safety Policy shall be reviewed annually.
- Risk assessments shall be reviewed annually.
- Departmental codes shall be reviewed annually.
- Disaster Plan shall be reviewed annually.
- Fire Safety Risk assessment shall be reviewed annually.

The employer will arrange for additional inspections and risk assessments to be carried out as and when required.



## **16. LEGIONELLA PREVENTION**

A competent person must regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems' ISBN 0 7176 1772 6. The written risk assessment(s) and control measures are the responsibility of the Technical Services Manager.

No evaporating cooling towers or condensers will be considered for installation in the future.

## 17. LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

### Introduction

Proof load test certificates must be available for lifting equipment. Lifting equipment and lifts (goods and passenger types) shall be thoroughly examined by a competent person and records of these inspections are kept.

Item of Equipment	Test & Thorough Examination Prior to Use	Certificate of Test & Examination	Periodic Thorough Examination
Chains, ropes and Lifting tackle	YES Except for fibre Rope and fibre	YES Specifying safe working load	Usually at least every 6 months
Hoists and lifts	NO	NO	Usually at least every 6 months
Cranes and other Lifting machines	YES	YES Specifying safe working load	Usually at least every 14 months

Regular maintenance should be carried out on hoists, lifts, cranes and other lifting machines. Lift motor rooms must always be kept locked and the keys should be kept in the care of a responsible person.

**DURING NORMAL ACTIVITIES THERE IS ONLY VERY LIMITED APPLICATION OF THESE REGULATIONS.**

### Definitions

- "Lifting equipment" means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to a crane.
- "Load" includes a person.
- "Accessory for lifting" means equipment for attaching loads for lifting.
- Examples of the types of lifting equipment and lifting operations covered include:
  - A passenger lift
  - A rope and pulley used to raise a bucket of cement
  - A dumb waiter
  - A vehicle hoist
  - Ropes used for climbing or work positioning e.g. during arboriculture a front-end loader on a tractor used for raising and lowering loads such as bales of hay or drain covers.

## Key Requirements

- The primary requirements imposed by the Regulations are on the employer but apply also to a self employed person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of working equipment.
- Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength. Lifting equipment must be maintained for safety.
- Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. Employers must ensure that there are adequate emergency warning devices in passenger lifts and that procedures exist to facilitate rescue by competent persons.
- Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.
- Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.
- The employer must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.
- The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.
- Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.
- Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined by a competent person. In the case of lifting equipment for lifting persons (e.g. a passenger lift) or an accessory for lifting this must be at least every six months; in the case of other lifting equipment (e.g. a dumb waiter) at least every 12 months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred. The competent persons are normally engineers employed by the insurance company.
- If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependant on its condition in use and deterioration (examples are effects such as the elements, the environment, frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.
- The employer must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.

- The employer should know that reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.
- Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).

## 18. MANUAL HANDLING AND LIFTING

Over a quarter of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations 1992 are designed to reduce this total. The legislation primarily affects employees, not Students, but Students should never be required to undertake manual handling operations likely to cause injury.

The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. (Manual handling operations are not banned). Assessments of the risks in those manual handling operations which cannot be avoided should be carried out.

A large number of manual handling operations go on each day at school and in the offices. The intention is to target operations which cannot be eliminated and which are liable to present a risk of injury and it is this category which will be given further specific assessment.

Specific assessments will consider the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

The task	<ul style="list-style-type: none"><li>• How will the load be manipulated?</li><li>• What posture will be adopted?</li><li>• Is stooping or stretching involved?</li><li>• What distance is the load to be handled?</li><li>• How many similar tasks are to be carried out?</li><li>• How many people are involved?</li></ul>
The load	<ul style="list-style-type: none"><li>• Weight</li><li>• Bulk or size</li><li>• Stability, centre of gravity</li><li>• Is it sharp or difficult to grasp?</li></ul>
The environment	<ul style="list-style-type: none"><li>• Amount of space around the operation</li><li>• Type of floor or work surface</li><li>• Lighting etc.</li></ul>
Individual capability	<ul style="list-style-type: none"><li>• Adequacy of training</li><li>• Strength of person</li><li>• Male or female and age</li><li>• Existing health problems of the employee If female, whether 'new' or expectant mother (see section on risk assessment).</li></ul>

The assessment will indicate the best way to reduce the risk of injury. A typical list of measures to be considered is:

- Eliminate
- Automate
- Mechanise with handling aids
- Share the load
- Reduce the weight of individual items

Train the employees concerned.

## 19. NOISE CONTROL

The Control of Noise at Work Regulations identifies the following exposure limit values and action values.

- The lower exposure action values are –

A daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).

- The upper exposure action values are –

A daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).

- The exposure limit values are –

A daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted).

Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.

In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values. A person's daily noise exposure depends on both noise level and length of exposure.

If the workplace is intrinsically noisy, i.e. it is significantly noisier than one would expect from the sounds of everyday life, it is possible that the noise levels will exceed 80 dB. This is comparable to the noise level of a busy street, a typical vacuum cleaner or a crowded restaurant – you will be able to hold a conversation, but the noise will be intrusive. Working in an environment of 80 dB for eight hours will result in exposure at the lower exposure action value.

To get a rough estimate of whether a risk assessment is required - see table below.

<i>Test</i>	<i>Probable noise level</i>	<i>A risk assessment will be needed if the noise is like this for more than:</i>
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2m away	85 dB	2 hours
You have to shout to talk to someone 1m away	90 dB	45 minutes

## 20. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

This employer will:

- Provide PPE to employees (free of charge) and to Students whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means
- Select PPE suitable for the risks, the employee, the Students and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used (by training and instruction as necessary).

Heads of departments and managers are required to assess where and how PPE should be used and maintained.

PPE for use at work should only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier should always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

The employer should ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE should be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE. (If tight fitting respiratory protective equipment is used as a COSHH control measure then fit testing is required.)
- The way in which the PPE is to be maintained and stored

Training records should be kept.

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

### Eye Protection

EN 166 (and the rather aged British Standard 2092) provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the Standard number then the eye protection is for basic use.

Three kinds of eye protection are suitable for chemical hazards found in schools -

- Safety spectacles (EN 166.F or BS 2092 basic grade) - these do not offer complete protection against splashes from the sides or below.
- Goggles (EN 166.3 or BS 2092 'C') - these provide virtually complete protection against splash injury to the eyes.
- Face shields (EN 166.3 or BS 2092 'C') - these protect the whole face.

In schools spectacles to EN 166.F or BS 2092 are suitable for most of the operations in which Students are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up

after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, Students, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of 'A' level experiments.

Art, craft and other activities such as pesticide spraying and use of a strimmer can also give rise to risks to the eyes and therefore the need for adequate protection.

The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

### **Protective Clothing**

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, Students and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen and grounds work.

Safety footwear should be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination and substances.

Grounds men / Gardeners shall be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

For some operations with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing must be made available.



## 21. PESTICIDES

There are legal controls on the use of pesticides to safeguard people and the environment.

### **Pesticides are:**

- Products used to control or destroy unwanted creatures, plants and other organisms
- Timber treatment products
- Chemicals used for the control of growths on masonry.

### **Purchase of Pesticides and Limitations on Use**

Only pesticides which are currently approved (and have approval numbers) may be advertised, sold or supplied in United Kingdom. Each product is assigned conditions of use and is assigned to a field of use. The latter limits how and where the particular pesticide may be used, e.g. in agriculture, in forestry or as a wood preservative.

The product approval number, fields of use and conditions of use are given on the label. Conditions of use include requirements as to operator protection and must always be observed. Only approved pesticides should be used.

### **Storage of Pesticides**

Pesticides are to be stored and transported safely.

The pesticide store must be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store should meet the following criteria and should be:

- Suitably sited
- Of adequate capacity and construction
- Designed to hold spillage
- Adequately lit if necessary and ventilated
- Resistant against fire and if possible frost
- Designed so that containers can be safely stacked and moved in and out
- Kept locked except when in use.

### **Storage of Personal Protection and Protective Clothing**

This should be stored in a locker separately from other clothing.

### **Use of Pesticides**

Everyone who uses a pesticide must be competent to do so and employees must be provided with sufficient instruction and guidance to ensure that products are used safely, efficiently and humanely.

Safe and competent use of pesticides involves a risk assessment of possible problems.

Amongst other things which should be considered are:

- Correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- How to avoid spray drift
- The need to warn neighbours and others who may possibly be affected
- Application records should be maintained.

## **Certificates of Competence**

Employees born later than 31 December 1964 and who apply pesticides approved for agricultural use must hold a Certificate of Competence unless working under the direct and personal supervision of a Certificate holder. Certificates are issued by the National Proficiency Test Council.

## **Disposal of Pesticides**

Users shall avoid building up stocks of leftover pesticides and surplus dilute spray being left. However, some disposal of unwanted pesticides, perhaps in the form of container washing, will often be necessary. These can be disposed of by using a spray in accordance with its approved field of use.

Concentrated unused pesticides should only be disposed of via a competent contractor (the dumping of unwanted pesticides or containers is an offence) and the requirements of the current Environmental Protection Act including the "duty of care" must be complied with.

## 22. PREMISES

Workplace Health, Safety and Welfare Regulations concern basic workplace conditions and include the following requirements:

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Cleanliness - floors and indoor traffic routes should be cleaned at least once per week.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed.
- The employer recognises that it has duties to ensure safe access and egress to the windows, to ensure that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating – will be safe and comfortable (requirements for users of display screens are covered separately).
- Conditions of floors and traffic routes - these will be kept in a safe condition and have anti-slip qualities in high risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- Low level glazing - all areas in which there is low level glazing (including Georgian wired) have been inspected; risk assessments have been carried out to identify all non-safety glass which by its location creates risk to employees or others; and a programme of protection/upgrading has been introduced for all non safety low level glazing located in areas where there is a significant risk of injury occurring.
- All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building Regulations.
- Provision of guarding or other protection - this is required at any place where any one might fall 2 metres or more e.g. from a window.
- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences to be provided for people at work, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and 2 hand wash basins. This regulation does not apply to the Students as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing and facilities for rest and eating meals shall be provided.
- Smoking shall be prohibited.

The Workplace and Associated Equipment, Devices and Systems should be maintained in an efficient working order and in good repair.

A workspace inspection shall be arranged on an annual basis and a written defect notification procedure organised.

## 23. PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

This section applies to compressed air and steam systems, including steam equipment found in kitchens, air receivers used in maintenance and bulk LPG installations.

- Safe operating limits of pressure equipment and plant must be established.
- Suitable written schemes must be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.
- Where the pressure x volume of the pressure system is greater than 250 bar litres or the vessels contain steam, these written schemes will be certified by a competent person and the examinations will be carried out by a competent person at the intervals set down within the scheme. (Usually the competent persons will be the engineers employed by the employer's insurer.)
- Records shall be kept of examinations and tests.
- Adequate operating and emergency instructions shall be provided.
- Proper maintenance must be carried out and recorded.
- All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers and the compressed gas cylinders themselves if these are our property shall be regularly inspected and maintained. Outside contractors will normally be engaged for this work.
- Any pressure cookers and small autoclaves shall be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

## **24. STUDENT SUPERVISION**

The Royal Ballet School fully recognises its responsibility to safeguard and promote the health and safety of the children and young people in its care; and specifically its responsibility *in loco parentis* to provide appropriate supervision for all students.

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students throughout the School day. All members of staff, volunteers and governors have a duty of care to the students, equivalent to the standard of care that prudent parents would give their children.

### **Negligence**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the students. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

### **White Lodge**

#### **Boarding**

Students boarding at White Lodge are supervised by the House Staff Team during boarding hours. As a matter of routine there are two or three staff on duty in each boarding house at any one time.

#### **The School Day**

Students are woken by a member of House staff at 7.00am. Breakfast takes place between 07.30 and 08.00. House staff on duty, attend breakfast and monitor students in the House. A register / roll call is taken at this time.

The school day begins at 8.20am with registration by academic staff. The students are supervised by academic staff during academic lessons and artistic staff during artistic classes. Members of the House staff team are on duty at break times and lunchtimes. A register is taken in all classes and at all mealtimes; the formal afternoon register is taken at 1.55pm.

A member of House Staff is usually on duty in the Boarding houses during the day to supervise the comings and goings and the general behaviour of students.

From 4.00pm the students are supervised by House staff during free time and artistic staff during artistic classes. From 6.30pm the Students are supervised by House staff.

#### **Leaving the School site**

Students are not allowed off site during School hours unless there is a parental request to do so, they are on a school trip or visit or they are attending a medical appointment. In all of these cases they will be directly supervised.

As a matter of routine students should not go into the School car park unless they are leaving for an exeat, week-end or holiday. They should not open the front door of the school to visitors or their family unless under the supervision of staff.

On occasion, usually at the week-end, students will be allowed to be away from School without being under the immediate supervision of School staff, for example when shopping in Sheen or walking in the park. In these circumstances students must be told to stay in groups of three or more, and must at all times know how to

contact the School or its staff by having relevant numbers in their phones. During their induction into the School students are required to give their mobile telephone numbers to House Staff so that they are always contactable.

Students travelling to and from home remain the responsibility of their parents until the students reach the School site or are collected by a member of the School staff in the minibus.

### **Errands**

Students should not be sent off site on a personal errand on behalf of a member of staff. This includes students collecting items from cars parked in the School car park.

### **Illness**

When students are taken ill during the school day they are supervised by House Staff in the boarding house or by the School nurse in the Medical Centre. If students are too ill to remain at School, House staff will contact their parents or guardians and request that they return home until they are well.

### **Emergency**

No class of students should be left unsupervised for any reason. In the case of an emergency the member of staff should send a pair of students to fetch another member of staff.

### **Lesson Time**

Students should be supervised at all times. Students should not be left in classrooms without supervision. Where students are required to practice and work independently in the studios clear instructions are given and a risk assessment completed.

### **Visitors**

All staff are required to sign in and out of school and to wear an identification badge.

Visitors must always be signed in and out and they must also wear an identification badge. Badges are coded according to the level of supervision required. Staff should be vigilant at all times and ensure that visitors are badged and accompanied where necessary.

Parents are not allowed open access to the school. If picking up their children they should remain in reception. They are only allowed to enter the dormitory areas at the end of terms and half terms when they are supervised by House staff.

### **Unexplained Absence**

The school will seek to contact parents when children are absent from school without notification.

### **Supervision during breaks**

#### **Principles**

The level of supervision provided will ensure the health and safety and welfare of the students. Part of the induction of new staff will include explanation of supervisory responsibilities. Staff on duty should arrive promptly. Staff should support each other in maintaining adequate levels of supervision.

#### **Morning breaks**

A member of House Staff is on duty in House during break time.

#### **Midday Supervision**

House Staff on duty will take the register at lunchtimes. There is also a House Staff member on duty in the House during the lunch break.

### **Supervision after School**

House Staff should be satisfied that day students have left the school site. If for any reason day students have not been met at the end of the day they should wait with reception staff in the reception area rather than stand outside school.

Parents should be given notice of any changes to arrangements such as cancellations of artistic classes. Every effort should be made to contact the parents during the day if there are changes to their routine. If for any reason a parent cannot be contacted the student must remain at school until the agreed time of collection.

### **Supervision of Special Activities**

e.g Art, Science, Healthy Performer Programme

In all lessons where an element of risk is involved an appropriate risk assessment should have been completed. It is the responsibility of staff to complete a risk assessment for the area in which they work.

Teachers should consider the organisation of the students involved in practical activities. Consideration should be given to the number of students who can be reasonably controlled and supervised when organising practical activities.

Teachers should take all necessary precautions including for example:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances
- completing science experiments.

Please follow the procedures listed below:

- Students should be supervised carefully when using sharp equipment such as scissors and knives.
- All knives and sharp tools should be accounted for at the end of the activity and stored in a safe place.
- Students should not have direct access to knives and sharp tools.
- Teachers should make sure that students know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns and other hot substances. Appropriate protection should be worn.
- Students should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.
- In all lessons where an element of risk is involved an appropriate risk assessment should have been completed.

### **Supervision of the Swimming Pool**

Named staff are trained to supervise students in the Swimming Pool and anyone untrained cannot do so. A guidance sheet showing the trained staff is displayed in reception.

Staff are trained bi-annually on the PEP (Pool Emergency Procedures) Safety Training Awards. PE staff are trained to teach swimming to beginners.

The pool is locked unless it is being used. It can be used by trained Physiotherapists and the School nurse for student rehabilitation and it can be used by other trained staff for student recreation. Trained staff are aware of the legal limits for supervision and they work within these boundaries.

## **UPPER SCHOOL**

### **Wolf House and Jebesen House**

Students living in Wolf House and Jebesen House are supervised by House Staff during boarding hours.

A weekly student timetable is provided and House staff are aware of student's commitments during the week. House staff should be informed of any changes to the timetable so that they can ensure an appropriate level of supervision. As a matter of routine students should not return to the boarding houses before 17.00 on weekdays.

All students are required to be in House by 19.45 Mondays to Friday and 22.00 on Saturdays (Jebesen House 22.30)

At times when the students are travelling to and from school, or are away from School enjoying their free time they are required to carry the contact details of the School and Wolf /Jebesen House with them in case of an emergency. House staff also keep a record of student mobile phone numbers so that they can be contacted at all times.

The House handbooks makes it clear to students and to parents that at these times the School is unable to provide close supervision.

### **The School Day**

Students usually arrive at School between 8.00 am and 8.30 am when they sign an attendance sheet. Their attendance is also recorded at the start of each artistic and academic class. Absences are notified and followed up by the Front of House.

House staff inform the School of a student's absence by contacting the Front of House by 08.30 so that artistic or academic staff can be informed.

Students may be away from Wolf House or Jebesen House at weekends provided that their parents or guardian have given written permission. 1st and 2nd Year students may never spend the night in the flat of a 3rd Year student, or at a location where there is no adult supervision.

### **Upper School (other accommodation)**

Students who are resident in the Long Acre flats are monitored by a resident House staff member.

The daily registration of students takes place as they sign in at Upper School and absence is chased up by the Front of House. Roll calls are taken each evening at 22.00 when students are required to be in their accommodation.

### **Illness**

Students who feel ill and are unable to attend school must inform House Staff as soon as possible. In Wolf and Jebesen House they may remain in House under the supervision of House Staff who will monitor them during the day. In the Long Acre flats they must inform the resident House staff or House staff at Jebesen House.

When a student is too unwell to remain in School their parents or guardian will be contacted and they will return home.

### **Visitors**

All visitors to the Upper School are expected to sign in and out at Front of House and to be supervised by a member(s) of staff throughout the duration of their visit. All staff should be vigilant with regard to ensuring that visitors are wearing badges and they should challenge those that are not.

In the boarding houses parents and visitors must be signed in and remain in the communal areas. They may not enter the bedroom areas unless it is the end of half term or term and they are picking up luggage.



## 25. RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 require a broad risk assessment of work and activities. All reasonably foreseeable risks should be assessed as should other risks which are identified by specific health and safety regulations in particular the risk of fire. The requirements of the safety policy documentation, together with documented regular inspection and assessment regimes, form the basis of a broad risk assessment.

Assessment should take into account risks faced by all employees, particular employees, students and other persons who may be affected by work activities: for instance, the employer is required to take account of risks to employees who are new or expectant mothers; and Students and employees with known and significant health and temperament problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety.

The School's approach to the management of risks is to:

- Consider all tasks, activities and situations
- Identify the hazards that are, or may be involved
- Identify those who may be exposed to the hazards, including those particularly at risk
- Analyse the severity and likelihood of exposure and loss from hazards
- Determine whether existing measures adequately control the hazard
- Assess the risks and decide on the risk levels
- Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control
- Implement the risk control measures
- Ensure control measures are communicated fully to staff in order that the risks are appreciated and how the measures will be integrated into their tasks
- Monitor the measures for suitability and effectiveness
- Review and introduce any corrective actions

The Management Regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other risks include bomb threats, inadvertent mixing of chemicals used for swimming pools and gas leaks. All procedures should be regularly practised.

Risk assessments and procedures must be kept up-to-date and therefore should be reviewed regularly.

Heads of departments, line managers and supervisors are responsible for assessment and for producing written risk assessments. These responsible persons should review risk assessments and carry out an inspection of their own areas of responsibility at least annually. Written risk assessments should be forwarded to the appropriate senior manager on the following list: Chief Operating Officer, Academic and Pastoral Principal, the Artistic Director.

### **NEW AND EXPECTANT MOTHERS AT WORK**

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee must have notified management in writing that she is pregnant (but there is no statutory obligation for her to do so). 'Risks' include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself.

If there is significant risk to the health and safety of an identified new or expectant mother the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure.

In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –
- Suitable alternative work if any is available will be offered, or if that is not feasible then –
- The employee will be suspended from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice should be sought.

The risks will be kept under review as they may change, for example, as pregnancy progresses.

Any new or expectant mother, in order that her own safety or health, or that of her child may be protected, is asked to inform a suitable manager if or when she becomes a new or expectant mother.

A standard Risk Assessment should be completed by the Line Manager but should also specifically consider any risks to the health and safety of a new or expectant mother, or that of her baby, e.g. physical agents, biological agents, chemical agents, working conditions. Further information can be found on the Health & Safety Executive website.

#### **YOUNG PERSONS AT WORK**

The Regulations require formal written risk assessments for young people (i.e. those under 18 years of age) but do not otherwise demand more than that which is already needed by health and safety legislation.

Where the employer employs young people (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed a copy of the Health and Safety Executive publication "Young People at Work" should be obtained and consulted.

Before young people start work a written risk assessment must be carried out.

In carrying out the risk assessment, the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
- The fitting-out and layout of the workplace and the workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of the health and safety training provided, or to be provided, to the young persons
- Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

Parents and those with parental responsibility for school-age children (ie under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves should be similarly informed.

#### **FIRE PRECAUTIONS**

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment. The risk assessment must be fully documented.

Structural precautions shall be as far as practicable in accordance with HM Government guidance.

Suitable fire alarms, automatic fire detectors and fire fighting equipment shall be provided to the extent that these are appropriate.

Non-automatic fire fighting equipment shall be easily accessible, simple to use and its location indicated with signs. Relevant employees shall be trained to use the equipment.

Emergency routes and exits shall lead as safely and directly as possible to a designated assembly point and shall be adequate in number and dimensions to enable satisfactory evacuations. Emergency routes and exits shall be indicated by signs and shall be provided with emergency lights. Emergency routes and exits shall be kept clear of obstructions and readily combustible materials.

Advice on the display of materials on fire exit routes should be given on the risk assessment.

Fire exit doors shall be hung conventionally and where necessary shall open in the direction of escape. Fire doors shall be properly maintained, signed and shall not to be propped open. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors shall be fitted, wherever practicable, with appropriate emergency exit door furniture.

Fire evacuation instructions shall be clearly displayed in key areas. Employees and Students shall receive fire procedures training including training for emergency evacuation, for calling the emergency services, use of fire extinguishers and similar.

Fire training records shall be maintained.

There shall be a practice evacuation at least once a term These shall be recorded in the fire logbook.

Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and fire fighting equipment shall be inspected, tested and maintained. Records of testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of fire fighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes shall be kept along with the fire safety risk assessment by the HSO.

## 26. SECURITY AND LONE WORKING

The School takes its security and associated risk assessment arrangements seriously. It recognises that the nature and varied locations of its properties, especially those in central London, require extra degrees of security provision and risk assessment. As a result appropriate procedures are assessed and applied in each location, particularly the use and deployment of CCTV, registration and access control, 24 hour surveillance and the employment of contract security personnel. Detailed procedures and processes for making risk assessments and the management of the risks for each property are set out in the relevant student and staff Handbooks for each location.

Personal security should be the subject of written and ongoing risk assessment. The employer should liaise with the police as and when necessary.

Lone working should be the subject of written risk assessments. Both the physical conditions of work and the likelihood of personal violence should be assessed. Control measures should address the need for work safety before safety devices and additional staffing is introduced.

As far as is reasonably practical premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this end the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

Anything untoward seen or suspected on or near our premises should be reported and a written record should be kept of all incidents of trespass or violence.

## 27. SIGNS

Following risk assessment, if there is any significant risk remaining after the introduction of control measures then appropriate safety signs may be needed to warn or instruct on the residual risks and/or the measures that are required for protection.

### The Signs to be Used

The signs must contain a pictogram appropriate to the message they are conveying (they cannot be text alone) and must be in the following colours -

- Prohibition signs are round with a black pictogram on a white background, red edging and a diagonal line.
- Warning signs are triangular with a black pictogram on a yellow background.
- Mandatory signs are round with a white pictogram on a blue background.
- Emergency escape and first aid signs are rectangular or square with a green pictogram and white letters on a green background.
- Fire fighting equipment signs are rectangular or square with a white pictogram on a red background.

Information on all of these signs can be found in any up-to-date safety signs catalogue.

Road traffic signs including speed restriction signs are required on internal roadways.

### Where to Use the Signs

Signs should be used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs should be positioned where they are clearly visible.

Visible pipes and containers, containing or transporting hazardous materials, must be labelled near valves and joints and at reasonable intervals.

Fire-fighting equipment must be identified with an appropriate sign and a location sign should be posted where such equipment is kept.

## 28. SPORTS, GAMES, PHYSICAL EDUCATION, DANCE and ACTIVITIES

The same general principles of care apply during PE and dance as to other school activities. It is very important that the Teacher should consider factors, such as:

- safety of apparatus being used
- condition of the floor
- suitability of student's clothing
- whether the exercises and activities are within the capability of the student
- whether the activity is being taught properly, in particular gymnastics
- whether the pool temperature is correct and the pool daily maintenance regime has been completed

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Students should not be allowed to wear watches or jewellery.
- Studs in ears should be taped over.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Students should not be allowed in the studio before the start of a PE lesson without direct supervision.
- Students should not be handling PE equipment without direct supervision.
- Students should be trained to work quietly and to leave the studio in an orderly way.

Students not taking part in games or PE remain the responsibility of the teacher taking the lesson. Students not taking part in swimming should accompany the class to the pool, if appropriate.

In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

## 29. STATUTORY NOTICES

"Health and Safety Law" posters ISBN 0 7176 24935 are displayed.

Current Certificates of Employers Liability Insurance are displayed.

## 30. STRESS MANAGEMENT

### Introduction

Stress may give rise to ill health conditions that can occur when there is an unresolved mismatch between perceived pressures and the ability to cope. Management recognises that pressures at work can trigger illness.

To alleviate perceived pressures as far as is practicable employees should be involved in problem solving processes.

Line Managers should be vigilant as to possible stressors or signs of stress by individuals, for example, working long hours or unusual behaviour.

Strategies will be developed on the following topics:

- Induction training, career development and training, workload, resources, and relations with disruptive Students
- The annual appraisal discussion will if appropriate include a discussion on specific pressures of the job role. Line Managers should consider modification of the role to better manage or mitigate stress
- Management style and methods of communication.

### Individual employees

A risk assessment should be carried out on request from an individual employee, when an employee has been absent on a stress related illness and where an individual job with a high level of stress has been identified.

### Potential Stress Factors

- Demands - such as workload and fear of exposure to physical hazards.
- Control - the degree of control an employee has in the work that they do.
- Relationships - in particular harassment or bullying.
- Change - in the way organisational change is managed and communicated.
- Role - whether an employee understands their role, in particular if an employee has conflicting roles.
- Training - whether training has been provided to enable employees to undertake the core functions of their job.
- Support - provided by peers and line managers.
- Individual Factors - whether allowance has been made for individual differences.

### Taking Action

If stress is identified or suspected, then the issue should be brought to the attention of, and discussed with, the line manager or a senior member of staff.

### The School's Employee Assistance Programme (EAP)

Employee Assistance Programmes are primarily designed to provide a support and advice resource for all employees of an organisation. These services are confidential, objective and free of charge to the employee and aim to be available on demand.

Personal or work related problems may prevent employees from performing to their full potential in the work place, reduce productivity or lead to absence. An effective EAP can significantly reduce the impact of such problems upon the organisation, the individual and other employees.



The School commissioned PPC Worldwide to provide EAP services in October 2012. All of the School's permanent employees are entitled to use its services via a freephone 24-hour support line.

EAP services can help with all manner of problems including:

- Relationship breakdown, marital and divorce
- Stress, anxiety and depression
- Family and parenting problems
- Alcohol and other drug dependencies
- Budget and debt problems
- Bereavement and other losses
- Change in the workplace
- Legal advice.

Literature and details on how to use the service are available on the All Users shared drive on the computer network or from Administration [Human Resources].

## 31. SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2004 apply to activities where hazardous substances are used and to activities which produce hazardous substances.

Hazardous substances are often used in science, art, pottery, technology, cleaning work, office work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including Students) are exposed. Model written assessments are available for some areas of work, e.g. CLEAPSS Risk Assessments (for technology) and CLEAPSS Hazards (for chemistry), and these can be used if they are customised for the particular circumstances found in the school. However it is likely that for many hazardous substances models will not be available and therefore full risk assessments will have to be prepared. After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

### **Hazardous Substances will often comprise:**

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents
- Dust of any kind when in significant quantities in air
- Substances similar to those above.

### **Assessment of Risk to Health**

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. A form, which can be used for written assessments, appears at the end of this section.

Managers and heads of departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories can be useful) and assessed. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment. Workplace exposure limits must be identified and taken into account, as an indicator of risk.

Assessment MUST consider:

- Whether it is practicable to use a non hazardous or a less hazardous substance
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved
- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

Collections of hazard data, even CLEAPSS model assessments if not clearly 'personalised', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

## **Control of Exposure**

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV), for woodworking machines and for brazing processes and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided to supplement any control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

## **Maintenance of Control Measures**

Control measures including PPE must be well maintained.

Engineered controls must be thoroughly examined and tested. In the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

## **Monitoring of Employees' Exposure**

Monitoring of exposure shall be carried out when it is necessary to ensure that exposure is being adequately controlled. Records of the monitoring carried out shall be kept for at least 40 years in the case of the personal exposures of identifiable employees/others and for 5 years in any other case.

## **Health Surveillance**

Health surveillance needs to be carried out when there is the likelihood of an identifiable disease or adverse ill health effect occurring and there are valid techniques for detecting signs of the disease or the effect.

Employees should have reasonable access to their health records which shall be kept for at least 40 years from the date of the last entry.

## **Information, Instruction and Training**

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

## **Conclusions**

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form follows on the next page. Heads of departments and managers may wish to make use of this or prepare their own.

## COSHH ASSESSMENT FORM

Area:

Procedure:

Substances and Hazards (including any WEL):

Control Measures Necessary:

Checks on Controls:

Disposal Procedures:

Emergency Action:

Conclusions:

Name of Person Carrying out Assessment:

Date:

## 32. SWIMMING POOL – White Lodge

### Student supervision

- Whenever students and employees and others are using the pool area there must be at least one competent life saver present.
- Pool safety rules (for example, students must not eat anything in the pool area, misbehave either in the water or on the pool-side, dive off the side or ends of the pool and they must not run round the pool edge) must be spelled out clearly and then enforced. A copy of the rules is to be found within the Pool Safety Operating Procedure and is to be posted at the pool entrance.
- There needs to be a clear and simple communication system between teachers and Students in the water, usually by way of a whistle. The Students must also know who to report to if something is wrong.
- Students should always be counted before they enter the water and on leaving the water to ensure the pool is clear at the end of the session and at other times when appropriate.
- There should be adequate life saving and first aid equipment and a telephone at the pool-side.
- When Students are in the pool, the lifesaver at the pool-side must be able to see the whole class at all times, the lifesaver should be able to carry out rescue procedures from the pool-side and should not get into the water if that would leave no lifesaver on the pool-side.
- Students must be advised of changes in depth and their attention drawn to the markings on the pool-side.
- No animals should be allowed in the pool area.

### Hygiene

The safe operating limits of the pool pH and free chlorine in particular must be established and regular testing must be carried out and records kept.

When in use, the swimming pool and adjacent areas shall be cleaned as necessary and at least once a week.

### Operating Procedures

The Normal Operating Plan (NOP) should comprise:

- Details of the pool(s) - dimensions and depths, features and equipment and a plan of the building. The plan of the building may include positions of pool alarms, fire alarms, emergency exit routes and any other relevant information.
- Potential risk - an appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified.
- Dealing with users - arrangements for communicating safety messages, poolside rules for users and for lifesavers, controlling access.
- Lifesaver's duties and responsibilities and special supervision requirements for equipment, etc; lifesaver training; and numbers of lifesavers for particular activities.
- Systems of work including lines of supervision, call-out procedures, work rotation and maximum poolside working times.
- Operational systems - controlling access to a pool or pools intended to be out of use including the safe use of pool covers.
- Detailed work instructions including pool cleaning procedures, safe setting up and checking of equipment, diving procedures and setting up the pool for galas.
- First-aid supplies and training, including equipment required, its location, arrangements for checking it, first aiders, first-aid training and disposal of sharps.
- Details of alarm systems and any emergency equipment, maintenance arrangements - all alarm systems and emergency equipment provided, including operation, location, action to be taken on hearing the alarm, testing arrangements and maintenance.

The Emergency Action Plan (EAP) should comprise action to be taken in the event of a foreseeable emergency, for example:

- Discovery of a casualty in the water;
- Serious injury to a bather;
- Emission of toxic gases;
- Structural failure;
- Lighting failure;
- Outbreak of fire (or sounding of the alarm to evacuate the building);
- Disorderly behaviour (including violence to staff);
- Overcrowding;
- Lack of water clarity;
- Bomb threat.

The procedure should make it clear, if it becomes necessary, how to clear the water or evacuate the building. To ensure the effectiveness of emergency procedures the school should ensure:

- All staff are adequately trained in such procedures;
- Notices are displayed to advise the users of the arrangements;
- Exit doors, signs, fire-fighting equipment and break-glass call points where provided, should be checked regularly to ensure they are kept free from obstruction;
- All fire exit doors are operable without the aid of a key at all times the premises are occupied.

The normal and emergency operating procedures are to be kept on display in the swimming pool area.

### 33. VEHICLES ON OUR PROPERTY

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Wherever practicable pedestrians must be provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Speed restriction signs should be posted, be clearly visible and every effort should be made to ensure that they are observed.

Parking areas need to be clearly signed.

When manoeuvring and reversing drivers must keep in mind the fact that students are the main users of the premises. Students can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required.

Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever practicable and must obtain adult lookouts if these manoeuvres are necessary.

At White Lodge students are not permitted to use the front car park area other than for supervised arrivals and departures

## 34. VIBRATION CONTROL

The Control of Vibration at Work Regulations set exposure limit values and action values:

- For hand-arm vibration, the daily exposure limit value is  $5\text{m/s}^2 \text{ A}(8)$  (ELV) and the daily exposure action value is  $2.5\text{m/s}^2 \text{ A}(8)$  (EAV)
- For whole-body vibration, the daily exposure limit value is  $1.15\text{m/s}^2 \text{ A}(8)$  and the daily exposure action value is  $0.5\text{m/s}^2 \text{ A}(8)$ .

### Employers:

- Must ensure that employees are not exposed to vibration above an exposure limit value
- If an exposure limit value is exceeded, employers must (i) reduce exposure to vibration to below the limit value, (ii) identify the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.

These requirements are subject to **transitory provisions**. They do not apply until 6 July 2010 where work equipment is used which (a) was first provided to employees prior to 6 July 2007 by any employer and (b) does not permit compliance with ELV. However if such equipment is used the employer must take into account the latest technical advances and organisational measures viz. - where it is not reasonably practicable to eliminate risk at source and an ELV is likely to be reached or exceeded, the employer must reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.

It is interesting to note that the regulations apply to a self-employed person as they apply to an employer and an employee as if that self-employed person were both an employer and an employee.

### Health surveillance

Where risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to vibration or employees are likely to be exposed to vibration at or above an exposure action value, the employer must ensure that these employees are placed under suitable health surveillance.

The health surveillance should be appropriate and intended to prevent or diagnose any health effect linked with exposure to vibration where the exposure of the employee to vibration is such that (a) a link can be established between that exposure and an identifiable disease or adverse health effect (b) it is probable that the disease or effect may occur under the particular conditions of work and (c) there are valid techniques for detecting the disease or effect.

The employer must also ensure that a health record is made and maintained and that the record or a copy is kept available in a suitable form.

### Information and training

Where (a) risk assessment indicates that there is a risk to the health of employees who are, or who are liable to be, exposed to vibration or (b) employees are likely to be exposed to vibration at or above the an exposure action value, the employer must provide employees with suitable and sufficient information, instruction and training on:

- The organisational and technical measures taken,
- The exposure limit value and action values,
- The significant findings of the risk assessment, including any measurements taken, with an explanation of those findings,
- Why and how to detect and report signs of injury,
- Entitlement to appropriate health surveillance and its purposes.



### 35. VISITORS

The management of visitors should be subject to a rigorous risk assessment and the risks managed accordingly.

Each of the School premises has different visitor arrangements.

All visitors will need to be given safety information including fire evacuation arrangements.

#### Floral Street

People (staff/regular contractors/visitors) that possess a current DBS certificate, are allocated a GREEN visitor pass on arrival at reception, to be able to enter the school premises. FoH staff can check the currency of a DBS check via the School's own database. Visitors with a GREEN pass are able to move around the School unescorted.

Visitors who do NOT have a current DBS certificate, will be allocated with a RED visitor pass. This will enable them to enter school premises, but MUST be escorted by a GREEN pass holder at ALL times, a GREEN pass holder may escort up to, but not exceeding, 3 visitors at any one time, but MUST have their visitors in view at ALL times.

The GREEN pass holder will be held accountable for their trustees at all times whilst on site.

#### White Lodge

All visitors are directed to the Front of House desk or Brookwoods (for kitchen deliveries or visits).

People (staff/regular contractors/visitors) that possess a current DBS certificate, are allocated a GREEN visitor pass on arrival at reception, to be able to enter the school premises. The FoH staff can check the currency of the status of the DBS via the School's own database. Visitors with a GREEN pass are able to move around the school unescorted.

Visitors who do NOT have a current DBS certificate, will be allocated with a RED visitor pass. This will enable them to enter school premises, but MUST be escorted by a GREEN pass holder at ALL times, a GREEN pass holder may escort up to, but not exceeding, 3 visitors at any one time, but MUST have their visitors in view at ALL times.

The GREEN pass holder will be held accountable for their trustees at all times whilst on site.

There are specific times of the day when no persons are allowed in dormitory areas.

#### Wolf House

All visitors are met at the front door and accompanied in the building as necessary.

#### Jebsen House / 118 Long Acre

All visitors are met at the front door and accompanied in the building as necessary.

### **36. HEALTH & SAFETY OF STUDENTS ON EDUCATIONAL VISITS**

The Trips & Visits Policy can be found on the U drive.

All staff involved in organising or assisting on school visits should familiarise themselves with the policy and its associated procedures.

## 37. WORK AT HEIGHT REGULATIONS

### Introduction

Working at height is governed by The Work at Height Regulations 2005 (as amended) and the School's policy is based upon the guide to the regulations issued by the Health and Safety Executive (HSE).

These Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. There are no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control (for example Estates may contract others to work at height, such as window cleaners). The Regulations do not apply to the provision of instruction or leadership in caving or climbing by way of sport, recreation, team building, or similar activities.

### Requirements

The Regulations require the duty holder(s) (i.e. all who give instructions to others) to ensure the following matters. The bullet points should be used as a safety check list:

- All work at height is properly planned and organised and the risks assessed
- Work at height is avoided wherever possible
- Appropriate work equipment or other measures are selected and used to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, appropriate work equipment or other measures are used to minimise the distance and consequences of a fall should one occur
- Those involved in work at height are competent
- Equipment for work at height is properly inspected and maintained and records of these are available
- The risks from fragile surfaces are properly controlled

The Regulations include a number of schedules giving detailed requirements for existing places of work and means of access for work at height; for collective fall prevention (e.g. guardrails and working platforms); for collective fall arrest (e.g. nets, airbags etc.); for personal fall protection (e.g. work restraints, fall arrest and rope access) and for ladders.

Operational information is summarised in the following sections

- Window cleaning
- Roof safety systems
- Ladders and mobile elevating work platforms (MEWP)
- General access scaffolding
- Tower scaffolding

### Action required

Duty holders shall ensure that all work at height is planned, organised and carried out by competent persons and that the hierarchy for managing risk for work at height is being followed. Duty holders must ensure that the most appropriate work equipment shall be used and that collective measures to prevent falls (such as guardrails and working platforms) are in place before any measures which may only mitigate the distance and consequences of a fall (such as nets), or which may only provide personal protection from a fall. Risk assessments must be committed to writing.

All fragile roofs must have appropriate hazard warning signs.

### **Window cleaning**

The HSE has produced a number of guidance documents concerning window cleaning: Safety in window cleaning using portable ladders MISC 613; Safety in window cleaning using suspended and powered access equipment MISC 611; and Safety in window cleaning using rope access techniques MISC 612.

- These publications should be used to evaluate the safety of window cleaning operations (which are normally carried out by contractors).
- The employer must ensure that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

### **Roof safety systems**

Latchway cable systems can be installed either for work restraint or for fall arrest as an alternative to provision of edge protection. Eyebolts can be installed either for work positioning in conjunction with latchway cables, or for window cleaning. Cradle systems either on runways or from beam locations can be installed to provide safe access for window cleaning.

- All systems must be examined at intervals not exceeding 12 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be sub standard.
- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more than 5 years.
- Training must be provided for all employees who need access to the roof etc. Individuals must not be allowed to use these safety systems unless they have received appropriate training. Contractors should provide a method statement with risk assessment and proof of training before commencing work.
- The employer should have the following items of FPE:
  - 2 x Transfasteners
  - 2 x Full Body Harnesses
  - 2 x Lanyards
  - Plus additional equipment as supplied for specific installations
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.
- Only the transfasteners should be issued to contractors. Contractors are responsible for provision of the own full body harness and lanyards.

### **Ladders and mobile elevating work platforms (MEWP)**

Ladders and stepladders are regarded primarily as a means of access. They should only be used as workplaces for short periods of time and then only if the use of more suitable equipment is not justified because of low risk and when the residual risk is adequately controlled. It is generally safer to use a tower scaffold or a MEWP.

## **Ladders (including step ladders)**

- The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:
  - The work can be reached without stretching
  - The ladder can be secured to prevent slipping
  - A good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable).
- Timber and aluminium ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 or BS 1129 Class 1 – heavy duty. Class 3 ladders are intended for domestic use only and are not recommended for use at work.
- Ladders must be in good condition. The School is responsible for implementing a programme of regularly examining ladders under its control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:
  - The stiles are not damaged, buckled or warped
  - No rungs are cracked or missing
  - Safety feet or other safety devices are not missing.
- Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).
- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.
- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured in some way, preferably at the top to prevent sideways movement. The foot of the ladder should be supported on a firm level surface. If a ladder cannot be secured by a physical fixture and is less than 6 mtrs long then a second person must foot the ladder during use.
- Ladders 6 to 9 mtrs long should always be tied to the building to suitable anchorage points. Ladder ties for this purpose are normally installed 2 mtrs above ground level or adjacent to each window opening.
- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

## **MEWPs**

- The use of MEWPs must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.
- MEWPs must be maintained in accordance with the manufacturer's instructions and thoroughly examined at six monthly intervals by a competent person. Where MEWPs are the property of the employer, the thorough examination should be carried out by the employer's insurers and the insurance company must be informed in writing that this is required. Records of regular maintenance and thorough examination must be retained.

## **General access scaffolding**

This is used primarily on work under the control of 'main' contractors but some may be used via direct contracts. In the case of direct contracts the scaffold contract company must provide written detailed evidence of their competence.

Scaffolding must be inspected by a competent person:

- Before it is put into use
- At seven day intervals until it is dismantled
- After bad or excessively dry weather or high winds or another event likely to have effected its strength or stability
- After any substantial additions or other alterations.

A written report of inspection in 'statutory' format must be prepared by the competent person. The report should normally be written out at the time of the inspection but must be provided within twenty-four hours.

A copy of the report must be kept on site with a named person. A further copy must be retained for a period of three months from the completion of the work in the office of the person on whose behalf the inspection was carried out.

Any employee placing a contract for scaffolding work must ensure that inspections will be carried out and that appropriate inspection reports are available for viewing by external inspectors.

A holder of the CITB Advanced Scaffold Inspection Certificate or equivalent will be accepted as being competent to carry out general access scaffolding inspections.

Any scaffolding which fails an inspection must be verbally reported to the person responsible for placing the original contracts as soon possible by the person carrying out the inspection. The necessary remedial action must be carried out by the scaffolding company and a re-inspection carried out by the competent person before the scaffolding can be put into use, or further use.

Where scaffolding is erected in an area generally accessible to any persons the following should apply:

- The minimum amount of equipment and materials should be stored on the scaffold
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape)
- All ladders at ground level should be removed when scaffolding is left unattended.

#### **Tower Scaffolding (whether prefabricated or not) including those on hire**

- Formal instruction and training must be provided by competent persons for all those who erect tower scaffolds. Training may be provided by the company supplying the tower scaffolding or some other reputable external organisation. Towers should rest on firm level ground with the wheels or feet properly supported. Safe access to and from the work platform must be provided.
- Working platforms should not be higher than 3 times the minimum base dimension
- Platforms above 2 mtrs require guard rails and toe boards.
- Tower scaffolds should usually be climbed using internal vertical ladders or inclined steps/stairs
- Tower scaffolds must be inspected by a competent person and a record of the inspection must be made and kept for three months after dismantling the scaffold.

Inspections are required:

- Before first use
- After substantial alterations
- After any event likely to have affected it stability
- If the tower remains erected in the same place for more than seven days.

Any faults should be put right before further use.

- Consideration should be given to whether the area around the base of the tower needs to be a designated hardhat area.
- Only the minimum amount of equipment and materials may be stored or used on the working platform.
- Barriers must be erected at ground level to prevent people walking into the tower.
- If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

### 38. WORK EQUIPMENT

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory shall be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

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

'Work equipment' includes items such as, woodworking machinery, lawn mowers, overhead projectors, white boards, ladders, laboratory apparatus, electrical tools and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users

The equipment must have:

- Protection on dangerous parts
- Protection against specified hazards occurring such as falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation

Plus there must be good lighting, maintenance operations and warning markings. Managers and Heads of Department in control of work equipment must assess the risks posed by the use of work equipment under their control.

New equipment must comply with an appropriate British or CEN Standards.



### 39. WORK EXPERIENCE

*A copy of 'Managing Health and Safety on Work Experience - A Guide for Organisers' HSE should be available for careful reference by the work experience organiser.*

*Once a potential placement provider is located, the school is responsible for approving suitability in all cases except where the placement provider is currently approved by the local Education Business Partnership or an independent agency.*

*To approve the suitability of the placement provider study and follow the advice given in the Health and Safety Executive publication.*

*Students should be prepared for their work experience and debriefed after work experience. Again see advice in the publication.*

#### **Introduction**

The aim of this policy is to set out how the School will manage Work Experience placements as a Placement Provider, i.e. external students/learners spending time at the School.

#### **Requirement**

The law states that we must ensure, as far as is reasonably practicable, that students/learners are not placed in a work environment which poses a significant risk to their health and safety.

#### **Considerations**

When a request for a work experience placement is received by a member of staff, they are required to discuss with their Line Manager and together consider:

1. Is the request appropriate?
2. What impact will it have on the School, in particular in terms of time invested by the supervising member of staff ("Supervisor")?
3. Will there be a benefit to the School?

If the decision is made to approve the request, the Supervisor must adhere to the Health & Safety responsibilities set out below.

#### **Health & Safety Responsibilities**

Students participating in work experience are regarded as the School's employees for the purpose of health and safety. The School should take account of any extra precautions required for young persons, e.g. they may lack experience or maturity.

- The placement provider must comply with the Health and Safety at Work Act and its relevant statutory provisions.
- The provision of information, instruction, training and supervision is particularly important for new or temporary employees.
- The School must assess the risks to which employees are exposed to at work and introduce and maintain appropriate measures to eliminate or control the risks.
- Risks to young workers must be assessed before they start work, and the parents/carers of any students informed of the key findings of the risk assessment and control measures.
- The risk assessment must take into account specific factors such as immaturity, inexperience and lack of awareness, and medical conditions, physical and learning disabilities of the student.

- The School should carry out induction training, including information on:
  - work activities and any associated significant risks;
  - health and safety instruction and training;
  - names of supervisors and any other people taking overall responsibility for health and safety during the placement.
- The School must comply with requirements under the Working Time Regulations (young workers have special rights e.g. 12 hours' rest between each working day).

In addition, the Supervisor must provide written details of Work Experience placements to the HR Administrator and confirm the placement in writing to the student / learner.

### **Resources available**

Five Steps to Risk Assessment brochure & checklist (<http://www.hse.gov.uk/pubns/indg163.pdf>)

---