



# **Health and Safety Policy**

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# Introduction

This Health and Safety Policy is divided into three sections as follows:

**1. Health and Safety Policy Statement**

This section sets out the general aims and objectives of the Health and Safety Policy, and is signed by the Chairman of Governors and Headmaster.

**2. Organisation for Health and Safety**

This section provides information on the health and safety management system and organisational arrangements in place for implementing the aims and objectives of the Health and Safety Policy, including specific roles and responsibilities.

**3. Arrangements for Health and Safety**

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 are put into practice. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from the 'Arrangements' section.

## Amendment Record

Any amendments made to this Health and Safety Policy will be recorded in the table below and communicated to staff accordingly. Staff will be consulted on any significant changes to this Health and Safety Policy via the Health and Safety Committee.

<b>Revision No.</b>	<b>Date</b>	<b>Section No.</b>	<b>Section Title</b>	<b>Details of Amendment(s) Made</b>	<b>Amendment(s) Made By</b>

# Health and Safety Policy Statement

The Board of Copthorne Preparatory School recognises that it has a legal duty under the Health and Safety at Work etc. Act 1974 and subordinate regulations to ensure the health, safety and welfare of employees, pupils and any others who may be affected by the school's activities.

It is Copthorne Preparatory School's aim to achieve a safe, healthy and supportive working and learning environment for all employees, pupils and others affected by the school's activities. Copthorne Preparatory School regards achieving this aim to be a mutual objective for management and employees at all levels and considers it to be a management responsibility equal to that of any other function.

We undertake to discharge our statutory duties by:

- Complying with all relevant acts, regulations, and Approved Codes of Practice (ACoPs);
- Providing an organisational structure for health and safety with clearly defined roles and responsibilities;
- Maintaining our premises and providing a safe environment;
- Providing adequate welfare facilities;
- Providing and maintaining safe and suitable work equipment;
- Identifying hazards relating to school premises and activities, assessing risks related to them, and implementing appropriate preventative measures which shall eliminate or reduce risks to the lowest extent as is reasonably practicable;
- Ensuring that risk assessments are regularly reviewed;
- Encouraging staff, pupils and others to report all accidents, incidents, near misses, occupational diseases and hazards;
- Ensuring that all accidents, incidents, near misses and incidences of occupational disease are recorded and investigated, and that any remedial actions required to minimise the risk of recurrence are implemented;
- Ensuring that adequate emergency procedures are in place;
- Communicating and consulting with employees on matters affecting their health and safety;
- Recruiting and appointing personnel who have the ability, skills and competence commensurate with their role and level of responsibility;
- Ensuring tasks given to employees and pupils are within their skills, knowledge and ability to perform;
- Providing adequate training (and where appropriate, refresher training) to ensure that all employees are competent to perform their roles and responsibilities;
- Providing employees with appropriate information, instruction and supervision;
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- Regularly monitor health and safety performance through active and reactive monitoring, and revise policies, procedures and risk assessments where appropriate, to ensure a cycle of continuous improvement;
- Ensuring that contractors are adequately vetted to ensure that they pay due regard to health, safety and welfare matters;
- Providing sufficient resources, competent technical advice and funds as needed to meet these objectives; and
- Bringing this policy statement to the attention of all employees.

Copthorne Preparatory School employees will actively contribute to this policy by accepting their responsibilities for the provision and maintenance of safe, healthy working practices, equipment, premises, systems of work and the working environment. All persons are reminded that it is a

## Health and Safety Policy (HS) Policies & Procedures

criminal offence to misuse or interfere with anything which is provided in the interests of health, safety and welfare.

Cophorne Preparatory School stresses its commitment to Health and Safety, to the extent that where wilful disregard for safe working practices by any employee seriously puts at risk the health and safety of themselves or any other person, then this shall be considered a gross misconduct and may lead to disciplinary action.

The Health & Safety Policy will be monitored and reviewed annually or as necessary, to comply with new legislation, regulations, codes of practice, or best practice procedures. All alterations, or changes to The Health & Safety Policy, will be brought to the attention of all Cophorne Preparatory School employees.

## 2. Organisation for Health and Safety

### 2.0 Health and Safety Management System

The system in place for the management of health and safety at the school will follow the guidance laid down in the Health and Safety Executive (HSE) publication HSG65 “Managing for Health and Safety” available at: <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

The four key elements of the HSG65 management system which the school aspires to are:

- 1. Plan**
  - a. Determining the policy
  - b. Planning for implementation
  
- 2. Do**
  - a. Profiling health and safety risks
  - b. Organising for health and safety
    - i. Competence
    - ii. Control
    - iii. Co-operation
    - iv. Communication
  - c. Implementing the plan
  
- 3. Check**
  - a. Measuring performance
  - b. Investigating accidents, incidents and near misses
  
- 4. Act**
  - a. Reviewing performance
  - b. Learning lessons

The way in which the school aims to achieve these four elements is described below, and in section 3 of this policy (i.e. the “Arrangements” section).

Those sections in italics are quotes from HSG65 “Managing for Health and Safety” (HSE, 2013).

### 2.1 Plan

#### 2.1.1 Determining the Policy

*“An important part of achieving effective health and safety outcomes is having a strategy and making clear plans”.*

*“Your policy sets a clear direction for the organisation to follow and should be shared throughout the workforce, so that everyone understands how health and safety will be managed”.*

The Health and Safety Policy Statement (section 1) and Organisation for Health and Safety (section 2) will be reviewed annually (as a minimum), and signed off by the relevant persons. The associated procedures (i.e. the arrangements detailed within section 3) will be reviewed every three years (as a



minimum). All sections will also be reviewed following any significant changes that may affect their content.

Hard copies of this Health and Safety Policy will be made available in the Bursars office.

Electronic copies of the Policy will be made available on the school's intranet.

It is the responsibility of the Bursar to ensure that the above hard and electronic copies are maintained in line with any amendments made to this Policy.

### 2.1.2 Planning for Implementation

*“Planning is essential for the implementation of health and safety policies. Adequate control of risk can only be achieved through co-ordinated action by all members of the organisation”.*

*“In addition to setting your policy, planning should include steps to ensure legal compliance and procedures for dealing with emergency situations. It should involve people throughout the organisation. An effective system for health and safety management requires organisations to plan to:*

- *Control risks;*
- *React to changing demands;*
- *Sustain positive health and safety attitudes and behaviours.”*

The school has adopted various procedures which complement the aims and objectives of this Health and Safety Policy. These associated procedures can be found in section 3 “Arrangements” (page 21 onwards). They include procedures to ensure legal compliance (e.g. risk assessment), as well as procedures for dealing with emergency situations (e.g. fire).

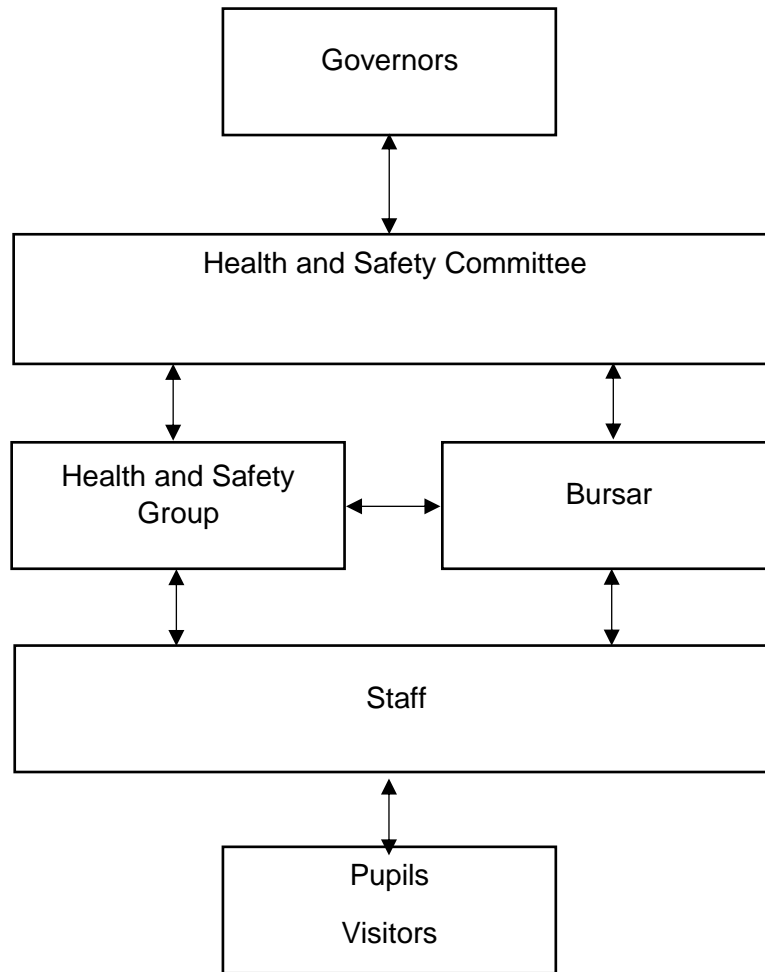
## **2.2 Do**

### 2.2.1 Profiling the Schools' Health and Safety Risks

*“Effective leaders and line managers know the risks their organisations face, rank them in order of importance and take action to control them”.*

The varied nature of the school premises and the curriculum delivered result in a variety of specific health and safety issues. The distribution of responsibilities and the management structure for health and safety has been designed to try and overcome this. The organisation chart is shown in Figure 1.

Fig. 1: Organisation for Health and Safety



Health and safety must be owned by all school employees and everyone must be committed to ensuring continuous improvement in the provision of a safe, healthy and supportive environment. Staff must not ignore hazards which they identify but must actively seek rectification or temporarily make safe those situations until a suitable solution can be determined.

Section 3 (page 21 onwards) of this policy lists the arrangements for health and safety (e.g. Risk Assessment etc.), most of which are underpinned by legislation. The specific duties and responsibilities of staff in relation to these arrangements are also laid down in each of the procedures listed within section 3.

### 2.2.2 Organising for Health and Safety

*“Organising for health and safety is the collective label given to activities in four key areas that together promote positive health and safety outcomes.”*

2.2.2(i) Control – *“Control is the foundation of a positive health and safety culture. It begins with managers taking full responsibility for controlling factors that could lead to ill health, injury or loss. The emphasis is on a collective effort to develop and maintain systems of control before the event – not on blaming individuals for failures afterwards” (HSE, 1997).*

Heads of Department and Managers should identify key objectives for health and safety within their area where relevant (e.g. completion/review of risk assessments, accident reporting, maintenance of equipment/machinery etc.) and must review progress made against them. Heads of Department and Managers must provide clear direction and take responsibility for their area, together with leading by example in order to ensure a positive safety culture for staff, pupils, visitors and contractors.

Staff must ensure that they display best practice at all times and set a good example to pupils and visitors. Should any employee be found to be negligent and/or in any serious breaches of their health and safety duties, disciplinary action will be taken against them.

2.2.2(ii) Co-operation – *“Participation by employees supports risk control by encouraging their ‘ownership’ of health and safety policies. It establishes an understanding that the organisation as a whole, and people working in it, benefit from good health and safety performance. Pooling knowledge and experience through participation, commitment and involvement means that health and safety really becomes ‘everybody’s business” (HSE, 1997).*

The school will endeavour to encourage co-operation by all staff, contractors and pupils to help ensure the development of a positive health and safety culture throughout the school.

Formal consultation regarding this Health and Safety Policy and associated procedures will be via the Health and Safety Committee. Where local changes are required, staff that are directly affected will be consulted via focus groups together with the appropriate Heads of Department and Managers. Issues can also be discussed at Health and Safety Group meetings and academic/support department team meetings.

2.2.2(iii) Communication – *“To achieve success in health and safety management, there needs to be effective communication up, down and across the organisation” (HSE, 1997).*

Effective communication is key to ensuring that this Health and Safety Policy (and its associated procedures) is implemented throughout the school. The school will endeavour to provide staff, contractors, pupils and visitors with information about the hazards, risks, and preventative measures that are relevant to them.

Line Managers are tasked with passing on relevant information to their staff and acting on any feedback that may arise from such communication.

Health and safety matters will be communicated by the following methods:

- Health and Safety Committee meetings
- Health and Safety Group meetings
- Academic/Support department team meetings
- School intranet site
- Mandatory staff health and safety training sessions
- Inset day staff briefings
- Email

All Line Managers should ensure that health and safety is a rolling agenda item for team meetings so that staff can raise and discuss any health and safety concerns that they may have.

2.2.2(iv) Competence – *“If all employees are to make a maximum contribution to health and safety, there must be proper arrangements in place to ensure that they are competent” (HSE, 1997).*

Competence is more than simply training. Experience of applying skills and knowledge are important ingredients. Line Managers need to be aware of relevant legislation and how to manage health and safety effectively. All employees need to be able to work in a safe manner and all pupils need to be taught to do so by competent people. Details of health and safety training requirements for staff and pupils are given below.

### 2.2.3 Staff H&S Training

All staff must complete the online ‘Health and Safety in Education’ training course (provided by EduCare) prior to the end of their probationary period. It is the responsibility of Line Managers to ensure that all staff within their area complete this online course as per the required timeframe.

The school provides all staff with health and safety update training annually as part of staff inset days.

The responsibility for identifying and requesting health and safety training for specific tasks at a local level (e.g. risk assessment, COSHH risk assessment, manual handling, person handling, abrasive wheels, PASMA Towers for Users etc.) lies with Line Managers. Any specific health and safety training needs should be identified as part of the health and safety induction, and prior to staff using new equipment/machinery/hazardous chemicals, or undertaking new activities etc. Advice on suitable training courses and providers can be obtained from the Bursar.

### 2.2.4 Staff Health and Safety Induction

It is the responsibility of Line Managers to ensure that any new employees are suitably inducted on health and safety matters. Key health and safety matters (e.g. evacuation procedures, accident reporting, first aid, and location of welfare facilities) should be covered on the first day of employment, with the Induction Checklist being fully completed within one month of commencement of employment.

### 2.2.5 Pupil Health and Safety Induction

It is the responsibility of teachers to verbally brief all pupils on key health and safety matters on the first day of each new academic year. This should include:

- Evacuation procedures;
- Location of welfare facilities; and
- The need to report accidents, incidents and/or near misses; and who they should report these to.

It will also be necessary for teachers to provide a further, more specific health and safety induction to pupils learning in certain higher risk areas (e.g. home economics kitchen, science labs, art/DT workshops etc.) to ensure that they are informed of the following (as a minimum):

- Emergency arrangements for the area (e.g. fire, accidents and first aid);
- Any significant risks that may affect them (for example, machinery and equipment, manual handling, hazardous substances, slips, trips and falls etc.);

- Control measures for the above (for example, safe systems of work, completion of dynamic risk assessments, supervision, protective and preventative measures, training and instruction, signs and notices etc.);
- Any restrictions or prohibitions that apply to the pupils (for example, equipment, processes, areas, systems);
- Any personal protective equipment or clothing that they must wear, why this is so, and when and how they should wear it; and
- General “do’s” and “don’ts”.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a hand tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them (i.e. the key points from the relevant risk/COSHH assessment). The teacher must be confident that the pupils have understood the risks before they are permitted to commence the activity. It is the responsibility of the teacher to ensure that all pupil inductions are recorded and kept on file.

#### 2.2.6 Health and Safety Responsibilities

##### (i) Board of Governors

The Board of Governors will adopt the guidance provided in INDG417 (rev1) “Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes” (HSE, 2013) to ensure that:

- There is strong and active leadership from the top, with visible, active commitment from the Board;
- There are effective ‘downward’ communication systems and management structures in place;
- There is an integration of good health and safety management with business decisions;
- The workforce is engaged in the promotion and achievement of safe and healthy conditions;
- There is effective ‘upward’ communication in place;
- The school has access to competent health and safety advice;
- The school has a Health and Safety Policy in which management responsibility for health and safety is clearly defined;
- The appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks); and
- Sufficient resources are allocated within the school budget to allow for the effective implementation of the Health and Safety Policy and all related procedures. This shall include the provision of adequate funds for equipment, facilities, training, support and monitoring the effectiveness of the policy.

Dr Richard Haworth, Governor, is the Health and Safety Officer for the school.

In addition to those responsibilities set out for all employees, all Governors are also responsible for ensuring that:

- They set a good personal example for health and safety;
- They reprimand any member of Cophorne Preparatory School failing to discharge satisfactorily their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within Cophorne Preparatory School.

##### (ii) Headmaster

The Headmaster has overall responsibility for health and safety within the school and will ensure that the school is fully compliant with relevant legislation and that the Health and Safety Policy is implemented and disseminated. The Headmaster, through the management structure, will ensure that safe working and learning conditions are implemented and maintained across all aspects of school provision.

In addition to those responsibilities set out for all employees, the Headmaster is also responsible for ensuring that:

- They set a good personal example for health and safety;
- They reprimand any member of Copthorne Preparatory School failing to discharge satisfactorily their responsibilities for health and safety; and
- A positive attitude towards safe systems of work and accident prevention is promoted within Copthorne Preparatory School.

(iii) Bursar

In addition to those responsibilities set out for all employees, the Bursar is responsible for:

- Liaising with an external, professional consultant regarding health and safety matters as required to ensure that, so far as is reasonably practicable, Copthorne Preparatory School discharges its duty under the Health and Safety at Work etc. Act 1974;
- Coordinating day to day health and safety arrangements within the school and maintaining health and safety documentation;
- Ensuring that arrangements are in place to bring health and safety documentation to the attention of all staff;
- Coordinating in-house safety representatives and identifying specific safety responsibilities of employees as required;
- Advising on training needs of employees to undertake their health and safety responsibilities, as required;
- Undertaking and also coordinating relevant staff to undertake risk and COSHH assessments to identify measures to reduce risks associated with school activities. Liaising with external professionals for support with this as required.
- Undertaking sufficient training as is required to undertake these duties.
- Ensuring that they set a good personal example for health and safety
- Reprimanding any member of Copthorne Preparatory School failing to discharge satisfactorily their responsibilities for health and safety; and
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within Copthorne Preparatory School.

(iv) Heads of Department/Managers

Heads of Department/Managers need to act as Health & Safety Managers for their area of responsibility and the staff that they manage, and actively lead the implementation of this Health and Safety Policy.

In addition to those responsibilities set out for all employees, Heads of Department/Managers are responsible for:

- Ensuring that all of their staff are aware of and fully understand their responsibilities as outlined in this Health and Safety Policy;
- Ensuring that new staff are provided with a suitable health and safety induction;
- Ensuring that all pupils within their area receive suitable health and safety inductions;

- Ensuring that any accidents, incidents, near misses and/or incidences of confirmed occupational disease are reported to the Matron;
- Encouraging staff to report all accidents, incidents, near misses, occupational disease and/or hazards;
- Ensuring that risk assessments are carried out and recorded for all relevant areas, activities, events and outings/educational visits within their area of responsibility; and that these are reviewed annually, following any significant changes, and/or following any accidents, incidents or near misses;
- Ensuring that a COSHH register is in place listing any hazardous substances used/stored within their area, and that COSHH assessments have been completed and recorded;
- Ensuring that any hazardous substances are correctly used, stored, and labelled;
- Ensuring that staff (and where relevant, pupils) are briefed on the key content of risk and COSHH assessments;
- Bringing to the attention of the Bursar any high risk activity which cannot be adequately controlled by use of existing departmental resources;
- Ensuring that safe systems of work exist in line with recognised procedures;
- Ensuring that staff and pupils are provided with adequate information, instruction, supervision, and training in safe working procedures. In particular ensuring that there are adequate levels of supervision in place for pupils – especially for practical activities and educational visits;
- Ensuring that all plant, machinery and equipment is in good and safe working order, maintained as appropriate, adequately guarded and that all reasonable steps are taken to prevent unauthorised or improper use;
- Ensuring that appropriate personal protective equipment and clothing is available and used (where necessary), and that staff and pupils are instructed in its use;
- Setting health and safety objectives and standards for their area;
- Ensuring that health and safety is a rolling agenda item for team meetings;
- Ensuring that any health and safety issues that they are unable to remedy are reported to the Bursar for action;
- Ensuring that their staff attend/complete mandatory health and safety training in line with school requirements;
- Identifying any specialist health and safety training that may be required for themselves and/or their staff to ensure that they are competent to perform their work in a safe manner;
- Ensuring that staff co-operate with fire drills;
- Ensuring that they set a good personal example for health and safety;
- Reprimanding any member of Cophorne Preparatory School failing to discharge satisfactorily their responsibilities for health and safety; and
- Ensuring that a positive attitude towards safe systems of work and accident prevention is promoted within Cophorne Preparatory School.

(v) Caretaker

In addition to those responsibilities set out for all employees and Heads of Department/Managers, the Caretaker is responsible for:

- Ensuring that all school buildings and grounds are maintained in a safe condition;
- Ensuring that all electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements;
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM);

- Maintaining a reactive maintenance system (via the online maintenance task reporting system) for defects within the school buildings or on school grounds and prioritise any hazardous defects for early action; and
- Acting as the responsible person with day-to-day responsibility for fire, asbestos, and legionella.

(vi) Catering Manager and Cleaning Supervisor

In addition to those responsibilities set out for all employees and Heads of Department/Managers, the Catering Manager and Cleaning Supervisor are responsible for:

- Ensuring that, so far as is reasonably practicable, CoptHORNE Preparatory School discharges its duties under the Food Hygiene (England) Regulations 2006;
- Identifying training needs of cleaning and catering employees to undertake their health and safety and food safety responsibilities, as required; and
- Undertaking sufficient training as is required to perform these duties.

(vii) Matron

In addition to those responsibilities set out for all employees, the matron is responsible for:

- Maintaining arrangements for adequate first aid provision and first aid training (see policy on First Aid, accident, incident or sickness), including keeping records of all training and ensuring these are up to date and appropriate;
- Ensuring that employees are informed, in writing, of the arrangements concerning First Aid, including the location of the equipment, facilities and first aid personnel;
- Reporting accidents, incidents, and incidences of confirmed occupational disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013;
- Reporting any serious accidents, incidents, or near misses to a member of the Senior Leadership Team (SLT) as soon as possible;
- Informing parents of any serious accident to children, completing the documentation and reporting internally to relevant parties; and
- Regularly updating the relevant policies.

(viii) Health and Safety Committee

For information on the membership and function of the Health and Safety Committee, please refer to the Terms of Reference detailed in section 3.20 of this Policy.

(ix) Health and Safety Group

For information on the membership and function of the Health and Safety Group, please refer to the Terms of Reference detailed in section 3.21 of this Policy.

(x) All Employees

All staff have legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions;



- To co-operate with the school to ensure that it meets its objective of providing a safe, healthy and supportive environment;
- Not to interfere with or misuse any equipment or facilities provided in the interests of health and safety (e.g. use fire extinguishers to prop open fire doors or remove the batteries from the closure fittings on doors);
- Any employee must inform the Bursar of –
  - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and/or
  - Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the school's protection against arrangements for health and safety (e.g. unsafe conditions/working practices/tools/equipment etc.).

Employees are also responsible for:

- Setting a good personal example for health and safety;
- Maintaining a good standard of housekeeping within their area (e.g. floors, doorways, working areas, etc. are kept clear and free from obstructions);
- Reading and complying with this Health and Safety Policy and associated policies/procedures;
- Completing risk assessments and COSHH assessments, as directed by their Line Manager;
- Complying with all relevant risk assessments, COSHH assessments, and safe systems of work;
- Using plant, equipment and/or substances only when authorised to do so and in accordance with instructions and training;
- Only lifting loads that are within their personal capability;
- Attending/completing mandatory health and safety training in line with school requirements, together with any other health and safety training as directed by their Line Manager;
- Identifying to their Line Manager any health and safety training that they feel they require;
- Co-operating with fire drills;
- Reporting any accidents, incidents, near misses, and/or confirmed cases of occupational disease to the Matron and their Line Manager, seeking medical treatment/first aid where appropriate, and ensuring that an entry is made in the Accident Record Book;
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed;
- Ensuring that any hazardous substances are correctly used and stored;
- Reporting immediately via the online maintenance task system (or via telephone to the Caretaker for urgent issues), any defects in the premises which they observe;
- Reporting immediately to their Line Manager any suspected defects in plant, equipment, machinery; and
- Informing their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

(xi) Teaching Staff

The health and safety of pupils is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to health and safety, and that they demonstrate best practice at all times.

In addition to the responsibilities of all employees (as detailed above), teaching staff are also responsible for:

- Ensuring that their pupils are adequately supervised;
- Ensuring that all pupils receive a suitable health and safety induction (as outlined in section 2.25 of this Policy);
- Encouraging their pupils to report all accidents, incidents, near misses, illness and/or hazards to a member of staff;
- Ensuring that safe teaching practices are developed and implemented in line with relevant safety documents (e.g. HSE, CLEAPSS, DfES guides etc.);
- Ensuring that pupils are informed of health and safety regulations, rules and procedures and that pupils and other staff in their area of work apply these effectively;
- Briefing pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions; and
- Ensuring that pupils are wearing appropriate personal protective equipment (PPE), where relevant, and that they are instructed in its use.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that pupils have understood the risks before they are permitted to commence the activity.

(xii) Contractors

All contractors must:

- Report to reception and sign in upon arrival to the school site, and sign out prior to leaving;
- Take reasonable care of their own health and safety and of those who could be affected by their acts or omissions (e.g. staff, pupils, visitors, other contractors etc.);
- Comply with the school's Safeguarding Code of Conduct;
- Submit their health and safety policy, insurance documents and risk assessments/method statements to the school for approval. If they do not have a health and safety policy in place (i.e. if they have <5 employees), then they must agree to abide by the school's Health and Safety Policy;
- Use safety equipment and personal protective equipment/clothing as required by the school and as specified in the risk assessment for the activity that they are undertaking;
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate;
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the school where relevant);
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the school where relevant);
- Ensure that their employees only use equipment for which they have been suitably trained;
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits; and
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the school.

(xiii) Pupils

It is the responsibility of each individual pupil to take reasonable care of their own health and safety and not to act in a manner that places others in danger.

In particular, all pupils must:

- Comply with fire and emergency evacuation procedures;

- Assist staff in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and
- Report immediately to a member of staff, any accidents, incidents, near misses or illness.

Pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action.

The school will provide an induction covering health and safety aspects (and area specific health and safety inductions where appropriate) to ensure that pupils are aware of their health and safety responsibilities.

(xiv) Visitors

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

In particular, visitors must:

- Report to reception upon arrival and sign in;
- Read and sign the Safeguarding Code of Conduct (as per the school's Code of Practice for Visitors);
- Wear their visitor badge at all times;
- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;
- Bring to the attention of staff any health and safety issues (e.g. accidents, incidents, near misses, hazards etc.);
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor badge prior to leaving the site.

(xv) Health and Safety Consultant

Cophorne Preparatory School is using the expertise of a professional health and safety consultancy firm to ensure that it remains compliant. The appointed consultancy firm performs regular audits and provides written reports and ad-hoc assistance when required.

2.2.7 Implementing the Plan

Planning is the key to ensuring that the schools' health and safety efforts really work. Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture.

- (i) **Risk Control** – The aim is to eliminate risks where possible, or to reduce the risk to as low as is reasonably practicable where elimination is not possible. Risk assessments must be used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks should be eliminated through the selection and design of facilities, machinery/equipment and working/learning processes. If it is not possible to eliminate the risk

completely, the risk must be minimised through the use of physical controls (e.g. machine guarding) or, as a last resort, through safe systems of work and personal protective equipment.

- (ii) **Department Planning** – Heads of Department and Managers must ensure that health and safety forms an integral part of everyday management. For example, for any new areas, activities, equipment/machinery etc., risk assessments should be carried out during the planning process so that any potential hazards can be identified and remedied early on in the process.

Heads of Department and Managers must ensure that their risk and COSHH assessments are up to date and cover all areas/activities within their area of responsibility.

It is recommended that Heads of Department and Managers set specific health and safety objectives and standards for their area where relevant e.g. completion/review of risk/COSHH assessments etc.

- (iii) **Reporting Defects** – Any defects to school buildings, fabric of buildings and external areas on school premises must be reported via the online maintenance task system. For any defects that require urgent attention (i.e. whereby delay could result in serious danger) staff should telephone the Caretaker.

Staff must report any suspected defects to plant, equipment, machinery to their Line Manager immediately.

- (iv) **Reporting Hazards** – It is the responsibility of all employees to report any item/situation that they believe to be hazardous to either their Line Manager or the Bursar immediately.

- (v) **Risk Assessment of pupils with medical/behavioural conditions, disabilities, and/or additional needs etc.** – Pupils with medical/behavioural conditions, disabilities, and/or additional needs etc. that may affect their safety (or the safety of those affected by their actions) whilst learning will need to be risk assessed, with the view to making reasonable adjustments (please refer to the Reasonable Adjustments Policy for further information). It is the responsibility of staff to report the need for such an assessment to the Matron as soon as they are made aware of any potential issues. This pupil individual risk assessment process will be fair and will look at what reasonable adjustments can be made in line with the requirements of the Equality Act 2010.

- (vi) **Risk Assessment of staff with medical/behavioural conditions, disabilities, and/or additional needs etc.** – Staff with medical/behavioural conditions, disabilities, and/or additional needs etc. that may affect their safety (or the safety of those affected by their actions) whilst working will need to be risk assessed, with the view to making reasonable adjustments. It is the responsibility of staff to report the need for such an assessment to the Bursar as soon as they are made aware of any potential issues. This individual risk assessment process will be fair and will look at what reasonable adjustments can be made in line with the requirements of the Equality Act 2010.

- (vii) **Implementation** – Where necessary, specific arrangements will be compiled to assist persons in implementing this Health and Safety Policy. A list of these arrangements is provided in section 3 of this Policy. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from the 'Arrangements' section.

## 2.3 Check

Health and Safety performance needs to be measured to find out if the school is being successful. We need to know:

- Where we are;
- Where we want to be;
- What is the difference – and why.

The two key components of health and safety monitoring systems are **active monitoring** and **reactive monitoring**.

(i) **Active Monitoring** (before things go wrong) – involves regular inspection and checking to ensure that standards are being implemented and management controls are working. The school will carry out active monitoring through:

- **Workplace Inspections** – Heads of Department and Managers are responsible for carrying out regular inspections of their areas to ensure that this Health and Safety Policy is being implemented. An annual report must be filled in and handed to the Bursar with recommendations when applicable.
- **Internal Annual Audit** – the Governor responsible for compliance completes an annual audit with the Bursar.

All reports are forwarded to the Governing Body via their Estate Committee.

(ii) **Reactive Monitoring** (after things go wrong) – involves investigating injuries, cases of work-related illness, property damage and near misses in order to identify in each case whether performance was substandard, and if so, why. The school will carry out reactive monitoring through:

- **Investigating Accidents, Incidents and Near Misses** – all accidents, incidents, and near misses will be reviewed by the Matron to identify the immediate, underlying, and root causes with a view to ensuring that effective remedial actions are taken to prevent recurrence. Where the accident/incident/near miss caused, or had the potential to cause, serious injury; the investigation is conducted by the Matron together with other relevant staff (e.g. Head of Department, teacher etc.). Findings of the investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings where relevant.
- Accidents, incidents and near misses will be discussed during Health and Safety Committee meetings.

## 2.4 Act

*“It is important that organisations review their health and safety performance”.*

*“It allows you to establish whether the essential health and safety principles – effective leadership and management, competence, worker consultation and involvement – have been embedded in the organisation. It tells you whether your system is effective in managing risk and protecting people”.*

### 2.4.1 Reviewing Health and Safety Performance

*“Carrying out reviews will confirm whether your health and safety arrangements still make sense.”*

*“The most important aspect of reviewing is that it closes the loop. The outcomes of your review become what you plan to do next with health and safety”.*

Monitoring provides the information to let you review activities and decide how to improve performance. Audits complement monitoring activities by looking to see if the schools’ policy, organisation and arrangements are actually achieving the right results.

External auditing will be carried out by:

- Local authority Environmental Health Officers (for food hygiene visits to catering departments);
- Fire Officer inspections;
- Insurance Company inspections; and
- Enforcing authority inspections (i.e. the Health and Safety Executive).

In addition, the school has appointed external health and safety consultants who carry out an annual site visit and audit.

All reports are forwarded to the Governing Body via their Estate Committee.

#### 2.4.2 Learning Lessons

Learning lessons involves acting on:

- **Findings of accident investigations and near miss reports**

Findings of reviews/investigations into accidents, incidents and near misses will be communicated to relevant staff, and discussed at Health and Safety Committee meetings where relevant.

- **Organisational vulnerabilities identified during monitoring, audit and review processes**

Where any potential vulnerabilities/shortcomings are identified (e.g. as a result of internal or external inspections/audits), an action plan with SMART targets will be put into place with a designated member of SLT charged with monitoring completion.

## **3. Arrangements**

### **3.0 Introduction**

This section details the specific procedures to be adopted by staff, pupils, visitors and contractors in order to ensure that the aims and objectives outlined in section 1 of this Health and Safety Policy are put into practice. These arrangements are supplemented by a number of co-existing school policies which relate to health and safety management of particular school activities, facilities, staff, pupils and visitors. N.B. where other related policies exist, these are clearly signposted from this ‘Arrangements’ section.

### **3.1 Accident, Incident, Near Miss, and Occupational Disease Reporting and Investigation**

Our primary aim is to prevent all accidents, incidents and/or occupational disease from occurring. We want to protect all employees, pupils, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

#### **Accidents**

An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials; or damage to the environment.

N.B. All accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

#### **Incidents**

An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g. an incident of verbal abuse or threatening behaviour against an employee.

#### **Near Misses**

A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a pupil or member of staff.

#### **Reporting and Recording**

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. pupils, visitors, contractors etc.) to the Matron or First Aider as soon as possible and where necessary, their Line Manager; who will ensure that an entry is made in the Accident Book. This will include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This information may then be required for investigation purposes and, where necessary, for notification to the appropriate Enforcing Authority. Accident Books are held in the Kitchen, Nursery, Pre-Prep and Matron's Room.

If the accident is serious (i.e. if the injured person has been taken to hospital, or an employee is likely to require time off work), the Bursar must also be informed as soon as possible. Staff and pupils are instructed on this Policy as part of the induction process.

#### **First Aid/Medical Assistance**

Staff are responsible for seeking medical treatment/first aid from the Matron or First Aider where appropriate. The school has a separate First Aid policy which sets out responsibilities and procedures for first aid and medical assistance. This must be read in conjunction with this Health & Safety Policy.

## Investigations

All reported accidents, incidents, near misses and occupational disease are reviewed by the Matron, to determine the immediate, underlying and root causes, with a view to ensuring that effective remedial actions are taken to prevent recurrence.

Where the accident/incident/near miss caused, or had the potential to cause, serious injury; the investigation is conducted by the Matron together with other relevant staff (e.g. Head of Department, Manager, teacher etc.) and recorded on the Accident/Incident/Near Miss Investigation form (appendix 1). The investigation will include taking photographs (where relevant), obtaining signed witness statements, and collating copies of all relevant documentation (e.g. training records, risk assessments, maintenance records etc.). Findings of the investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings.

## Occupational Disease

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis. For a summary of reportable occupational diseases, please visit: <http://www.hse.gov.uk/riddor/occupational-diseases.htm>

Staff must report any suspected work-related ill health to both the Matron and their Line Manager, who will ensure that an entry is made in the Accident Book. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

## The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Matron is responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form available at: <http://www.hse.gov.uk/riddor/report.ht> A copy of the RIDDOR report made should be printed out and attached to the Accident Book form.

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at: <http://www.hse.gov.uk/riddor/reportable-incident.htm> and advice specific to schools is available at: <http://www.hse.gov.uk/pubns/edis1.pdf> Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person;
- Specified or Major injuries to workers (e.g. fractures, amputations etc. Please refer to above links for full guidance);
- Over 7-day incapacitation of a worker; and
- An injury to a member of the public (or any other person not at work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N.B. this includes pupils.

RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details); and
- Dangerous occurrences as outlined in the regulations (please refer to above links for details).

The Bursar is responsible for reporting all such incidents, and any other incidents of a similarly serious nature, to the insurers.



### **Record Keeping**

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e. those under the age of 18) being retained for a period equal to their date of birth + 22 years.

### **Monitoring**

All new accidents, incidents, near misses and incidences of occupational disease are reviewed termly by the Governor in charge of health and safety in conjunction with the Matron, and are reported to the Governors at the termly Estate Committee meetings.

Findings of investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings where relevant.

## **3.2 Asbestos**

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases such as asbestosis or mesothelioma. These diseases do not affect people immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

We recognise our responsibilities under the Control of Asbestos Regulations 2012 and will implement measures to protect all employees, pupils, visitors, contractors and others that could potentially be exposed to asbestos; so far as is reasonable practicable.

The person who holds day-to-day responsibility for the management of asbestos is the Caretaker. Staff must not conduct any work that could disturb the fabric of the building (e.g. drilling etc.) without prior consultation with the Caretaker.

### **Asbestos Surveys**

In line with guidance provided by the Health and Safety Executive, all school buildings built from the year 2000 onwards are presumed not to contain asbestos.

All school buildings built before the year 2000 have been surveyed (i.e. management survey as a minimum) by a competent external contractor to determine the location and condition of any asbestos or asbestos containing materials (ACM's).

Prior to any significant refurbishment and/or demolition work, the Bursar is responsible for arranging for a refurbishment/demolition survey to be completed by a competent external contractor.

Materials are presumed to contain asbestos, unless there is strong evidence that they do not.

### **Asbestos Management Plan**

We have risk assessed the remaining ACM's and produced an Asbestos Management Plan that outlines the specific arrangements in place to ensure that the risks from ACM's (and materials presumed to contain asbestos) are managed. As part of the Asbestos Management Plan, the school maintains an Asbestos Register that provides details on the location and condition of any ACM's that remain in situ. The register is updated at least annually by a competent external contractor. The Asbestos Register is held in the Bursar's office.

The risk assessments and Asbestos Management Plan are reviewed at least annually and updated when there are any changes in the matters to which they relate (i.e. following completion of any refurbishment/demolition surveys etc.).

Work on ACM's is only carried out by licensed contractors whose credentials have been checked with the Health & Safety Executive's database available at: <http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516>

School employees will not carry out any licensed, notifiable non-licensed, and/or non-licensed work on ACM's.

### **Training**

We will ensure that any employees whose work could potentially disturb asbestos (e.g. estates, caretakers etc.) receive Asbestos Awareness training, and that this training is refreshed every three years (as a minimum).

### **Information**

We will ensure that any employee whose work could potentially disturb asbestos (e.g. estates, caretakers etc.) receive a familiarisation session on the ACM's in our buildings.

We will ensure that external contractors are notified of the presence of asbestos, and made aware of the Asbestos Register for the areas that they will be working in (please refer to the Control of Contractors section 3.7 for further details).

## **3.3 Building Maintenance and Alterations**

All building maintenance and/or alterations are organised via either the Caretaker or Bursar. Staff must not attempt to carry out any building maintenance and/or alterations without prior consultation with the Caretaker or Bursar.

The school has an annual plan which identifies areas for upgrade, refurbishment or repair, whether it involve buildings, grounds or work equipment. A termly survey of the whole site is undertaken by the maintenance department, who carry out a visual inspection to identify any maintenance or repair requirements. Major capital expenditure projects are part of the annual plan, maintained by the Bursar.

When planning maintenance work or minor alterations, we will schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities either on a permanent or temporary basis, we will ensure that physical barriers are utilised, including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we will put in place temporary arrangements and provide additional instruction as required to ensure that building users can still occupy the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, the school will check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations (CDM) 2015 and the Bursar takes the lead in ensuring that we are compliant.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work, and the work of contractors is managed as described within our arrangements for 'Control of Contractors'. Permits to work are also used to formally authorise activities with the potential for higher risk, such as hot works.

For all construction work carried out in-house, regardless of scale, we ensure that:

- The work is managed and supervised by a competent manager/ supervisor;
- Workers are briefed in the reasons for the work and the expectations, including any safety requirements;
- The work does not begin until there is an adequate construction phase plan in place;
- Suitable welfare facilities for workers are in place;
- Workers are competent for the tasks that are delegated to them;
- Sufficient time and resources are allowed;
- Any design or specification work undertaken by an organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations.

The construction work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation.

### **3.4 Children and Young Persons**

The school recognises that it has an increased duty of care to children (i.e. those persons aged 15 and under) and young persons (i.e. those persons aged 16 or 17); whether they are pupils, visitors or are attending the school as part of a work experience placement. This is due to the increased level of risk posed by children and young persons as a result of their:

- Lack of experience;
- Lack of knowledge;
- Lack of risk perception;
- Physical immaturity;
- Emotional immaturity; and
- Likelihood of engaging in horseplay.

The school will ensure that the additional risks posed by children and/or young persons are considered in the relevant area, activity, event and educational visit risk assessments (as per the school's Risk Assessment Policy) to ensure that risks are eliminated where possible, or where they cannot be eliminated completely; reduced so far as is reasonably practicable through the use of control measures.

Typical control measures that may be introduced include:

- Ensuring that there are adequate supervision ratios in place, particularly for practical activities and educational visits;
- Training and instruction, e.g. providing health and safety inductions, briefing pupils on the key elements of risk and COSHH assessments, practical demonstrations etc.;
- Developing and implementing a code of conduct to minimise the risk of dangerous horseplay, particularly for practical activities and educational visits;

- Introducing prohibitions, e.g. areas, activities etc.;
- Physical controls to prevent unauthorised use/access, such as: locking labs, kitchens, workshops and hazardous chemical stores when not in use; or lockable isolators on machinery in workshops etc.; and
- Use of the disciplinary procedure for any pupils engaging in dangerous horseplay.

Arrangements for preventing injury or ill health to pupils will be implemented and communicated to pupils and also to parents where applicable.

Risk assessments and significant findings will be recorded and communicated to relevant staff e.g. the Headmaster as Outings co-ordinator, Director of Sport, Departmental Heads etc. Risk assessments will be reviewed in line with the requirements of the school's Risk Assessment Policy, which must be read in conjunction with this Health and Safety Policy.

The school has a number of separate policies regarding the health, safety and welfare of pupils:

- Child Protection Policy.
- Pupil 'contact'.
- Self-Harm.
- Safer Recruitment and Selection.
- Whistle-blowers.
- Missing Pupil.

These policies must be read in conjunction with this Health & Safety Policy.

The school also has a separate Work Placement Health and Safety Policy in place, which must be read in conjunction with this Health and Safety Policy.

### **3.5 Competence and Training**

Please refer to section 2.2.3 (Staff Health and Safety Training) and 2.2.4 (Staff Health and Safety Induction) of this Health and Safety Policy.

### **3.6 Consultation with Employees**

The school recognises its duties under the Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on the following matters:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- Arrangements for getting competent people to assist in complying with health and safety laws;
- The information we must give our employees on the risks and dangers arising from their work, measures to eliminate or reduce these risks, and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

Consultation will take place via:

- The Health and Safety Committee (please see section 3.20 of this Health and Safety Policy for details); and

- The Health and Safety Group (please see section 3.21 of this Health and Safety Policy for details).

### **3.7 Control of Contractors**

The school recognises its duty to help ensure that no-one is harmed during work undertaken by contractors (e.g. electricians, plumbers, building contractors, cleaning/maintenance contractors etc.), and that its buildings and grounds are safe to use and maintain.

When planning maintenance work or minor/major alterations, we will schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area.

The school recognises that the majority of work undertaken by contractors will be deemed as 'construction work,' and will therefore fall under the Construction (Design and Management) Regulations 2015, whereby the school has duties as a client to:

- Appoint the right people at the right time, including checking competence of all appointees;
- Issue a client brief (where relevant) outlining the purpose, aims and expectations of the work;
- Allow sufficient time and resources for the design, planning and construction work to be undertaken properly;
- Provide information to the designer and contractor(s) as soon as is practicable;
- Communicate with the designer and contractor(s);
- Ensure that there are suitable management arrangements in place for the work including the provision of welfare facilities for use by contractors/staff;
- Ensure that the contractor (or where there is more than one contractor, the Principal Contractor) has drawn up a suitable Construction Phase Plan before the work starts;
- Keep the health and safety file;
- Protect members of the public, including employees, pupils, visitors etc.;
- Ensure that arrangements for the management of health and safety are maintained and reviewed throughout the project;
- Ensure workplaces are designed correctly;
- For projects involving more than one contractor and/or designer:
  - Appoint a Principal Designer (PD) and Principal Contractor (PC) as soon as is practicable, and in any case before the construction phase begins;
  - Take reasonable steps to ensure that the PD and PC comply with their duties;
  - Ensure the PD prepares a health and safety file;
  - Keep the health and safety file up to date and available for inspection at a later date, and passing it to a new owner if the interest in the structure is disposed of; and
- Notify the Health and Safety Executive (HSE) if the construction project is likely to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or exceed 500 individual worker days;

When working on school premises it is considered that contractors are joint occupiers for that period and therefore we have joint liabilities. In order to meet our legal obligations, we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

All contractors are organised via either the Caretaker or Bursar. Staff must not attempt to engage any contractors without prior consultation with the Caretaker or Bursar.

Using the Contractor Assessment Form (appendix 2), the following factors will be considered as part of our procedures for vetting contractors:

- The contractor's Health and Safety Policy, risk assessments, method statements etc., as applicable;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for viewing of evidence where relevant);
- Evidence showing that appropriate Employers' and Public Liability Insurance is in place;
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment;
- Details of articles, hazardous substances, plant and equipment intended to be bought to site, including any arrangements for them;
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work where there is a serious risk of injury, and;
- Confirmation of DBS (Disclosure and Barring Service) checks where relevant.

N.B. If the contract is short and the work will not create hazards of any significance, then not all of these checks may be made.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Bursar immediately.

### **Contractor Induction**

On arrival at our site, contractor's representatives are questioned and briefed by the Caretaker using the Contractor Induction Checklist (appendix 3) and issued with essential information, such as:

- Information about risks which could not be eliminated at the design stage;
- Any restrictions on the time or location in which the work is done;
- Access, parking and road traffic rules;
- Information about other people who could be present in the premises or could be at risk in the vicinity of the works;
- Restrictions applying to the storage of goods, materials, skips, site huts and containers;
- Rules regarding the storage of waste awaiting collection and removal of waste from site;
- Smoking restrictions;
- Rules about work on the electrical installation or use of electrical equipment;
- Requirements for work on the gas system;
- General rules about the need to maintain escape routes and access to firefighting equipment;
- Any particular hazards within the premises (e.g. presence of asbestos, confined spaces, fragile roofs etc.) within work areas likely to be used by the contractors;
- Restrictions on the introduction of certain high hazard equipment or processes, unless they are controlled under a permit to work;
- Restrictions on the use of our welfare facilities e.g. toilets, washing facilities, kitchens;
- Requirements for supervision and quality assurance for sub-contractors;
- The availability of our first aid facilities and personnel, or the requirement to provide their own;
- DBS check arrangements and/or supervision requirements;
- Requirements to report all accidents, incidents, and/or near misses to the Caretaker; and
- Contact details of our representative responsible for coordinating the work, who can be contacted for further information.

### **Permits to Work**

As mentioned above, for particularly hazardous work, a Permit to Work may be required. For example:

- Access to roofs;
- Work with asbestos containing materials (ACM's);
- Digging/excavations;
- Work on live electrical equipment;
- Hot work (e.g. welding, soldering, cutting, brazing, grinding, blow lamps, bitumen boilers etc.) – please see appendix 4;
- Confined space work;
- Work at height (i.e. above 2m);
- Work on or near water; and
- Work on pressure systems.

A Permit to Work form for Hot Work is available at appendix 4. All other Permit to Work templates are held by the Bursar for use as and when required.

The Caretaker identifies work which will require a permit and acts as the Authorised Permit Issuer, completing the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

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

### **Monitoring**

All work by contractors is monitored periodically to:

- Review progress and check the quality of the workmanship;
- Check that the workers on site are those expected, and who have signed in;
- Identify problems or unanticipated risks at an early stage;
- Check that work is restricted to the agreed areas and does not involve unauthorised work;
- Check that method statements and agreed control measures are being followed, and that contractors are complying with site rules and generally working in a safe manner.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

### **Contractor Review**

On completion of works, the Caretaker ensures that we receive the required certification, operating instructions, product guarantees and other necessary health and safety information. The Caretaker will also ensure that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

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

- Quality of the work;
- Compliance with rules and general attitude towards health and safety;
- Effectiveness of communications;
- Decision whether to add or delete the organisation from the preferred contractor list;
- Any improvements required to the policy and procedures for contractors.

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least every six months.

### **3.8 Control of Substances Hazardous to Health (COSHH)**

The school recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, pupils and others to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits.

The school ensures that:

- An inventory of all hazardous substances used/stored at the school is held on site and maintained, and includes copies of the relevant safety data sheets;
- All activities which involve, or may involve, exposure to substances hazardous to health are assessed (i.e. a COSHH assessment is completed as per the form available at appendix 5) and appropriate control measures are taken if elimination or substitution of the substance is not possible;
- Competent persons are appointed (where necessary) to carry out risk assessments of the exposure to substances hazardous to health and advise on their control;
- Fume cupboards and extract systems are properly maintained by planned preventive maintenance and monitoring in line with statutory requirements to ensure continued effectiveness;
- Systems of work are reviewed at suitable intervals and revised if necessary;
- Personal protective equipment (PPE) is provided and maintained as determined by COSHH assessment;
- COSHH assessments are reviewed periodically (i.e. annually), or if there are changes to the operation or any hazardous substances used, and/or following any accidents, incidents, or near misses;
- Qualified professionals, where necessary, carry out health surveillance and that employee health records of all exposures to substances hazardous to health are kept for a minimum of 40 years;
- All employees, and where necessary pupils, are provided with understandable information and appropriate training on the nature of the hazardous substances they work with;
- Employees are informed about any monitoring and health surveillance results;
- No new hazardous substances are introduced into the school without prior assessment and sign off.

#### **Substances Hazardous to Health**

Substances hazardous to health as defined by the COSHH regulations include:



- a) Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning labels and carry the pictograms detailed on the COSHH Assessment Form (appendix 5);
- b) Biological agents directly connected with work including micro-organisms;
- c) Dust of any kind when present as a substantial concentration in the air;
- d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40; and/or
- e) Any other substance not specified above which may create a comparable hazard to a person's health.

Hazardous substances can take a variety of forms, including solids (e.g. powders, granules etc.), liquids, dusts, gases, vapours, mists, and fumes etc.

### **Principles of Control**

Exposure to substances hazardous to health are either prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) is used where it is not reasonably practicable to adequately control exposure by other means. Where PPE is identified as necessary for use by staff and pupils, it is ensured that it is suitable for the purpose.

If a substance is hazardous by inhalation and has been assigned a "workplace exposure limit" (WEL), this is used to assess the level of control.

Employees have a duty to make full and proper use of all control measures identified as required in the COSHH assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required.

Adequate information and training must be provided on its use and maintenance.

### **Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for DT equipment etc. are provided, we ensure that they are properly maintained. This requires visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. are carried out at least every 14 months in line with statutory requirements. A record of the results of all examinations are kept for at least 5 years.

All PPE is kept clean, in good repair and stored correctly to prevent contamination.

### **Health Surveillance**

Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the COSHH assessment shows that health surveillance is appropriate for the protection of employees then this is carried out.

### **Information, Instruction and Training**

Information, instruction and training is given to employees and pupils who may be exposed, about the risks to health and precautions to be taken.

### **Responsible Persons**

The persons responsible for identifying hazardous substances, maintaining the inventory, obtaining Safety Data Sheets, and completing the COSHH assessments are:

- Maintenance and Grounds – Caretaker
- Cleaning – Cleaning Supervisor
- Catering – Catering Manager
- Science – Teacher Head of Science
- Art – Art Teacher
- Design Technology – DT Teacher

The school has a separate Cleaning Policy which sets out responsibilities and procedures for cleaning product COSHH assessments and safe usage. This must be read in conjunction with this Health & Safety Policy.

### **3.9 Crossing the Road – Road Safety To and From the Sports Field**

The school has a separate Crossing the Road Policy in place. This must be read in conjunction with this Health & Safety Policy.

### **3.10 Disabled and Temporarily Disabled Persons**

Please refer to sections 2.2.7(v) (Risk Assessment of pupils with medical/behavioural conditions, disabilities, and/or additional needs etc.) and 2.2.7(vi) (Risk Assessment of staff with medical/behavioural conditions, disabilities, and/or additional needs etc.) of this Health and Safety Policy.

The school has a number of separate policies regarding the health, safety and welfare of disabled persons including:

- Disability Escape Policy; and
- Reasonable Adjustment Policy.

These policies must be read in conjunction with this Health & Safety Policy.

### **3.11 Display Screen Equipment (DSE)**

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

This policy is aimed at those employees classed as DSE Users, i.e. those employees that

- a) Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) Use DSE in this way more or less daily; and

- c) Have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

The school recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment. To achieve this objective the School:

- Identifies those employees who are users as defined by the regulations;
- Ensures that all users complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment and following any changes (e.g. a change of desk or office move);
- Reviews all completed Workstation Checklists and implements necessary measures to remedy any risks found as a result of the assessment (this is the responsibility of the Bursar);
- Endeavours to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- Reviews software to ensure that it is suitable for the task and is not unnecessarily complicated;
- Arranges for the provision of free eye tests for DSE Users (up to a maximum of £25 per eye test) when requested, at regular intervals (every two years) thereafter and/or where a visual problem is experienced. Requests should be made in writing to the Bursar;
- Arranges for the supply of corrective appliances (glasses or contact lenses up to a maximum of £45) upon request where these are required specifically for working with display screen equipment, and have been prescribed by an optician. Requests should be made in writing to the Bursar;
- Investigates any discomfort or ill-health believed to be associated with the use of DSE and takes appropriate remedial action;
- Makes special arrangements for individuals with health conditions that could be adversely affected by working with DSE.

Employees that are DSE Users must:

- Complete the DSE Workstation Checklist available at: <http://www.hse.gov.uk/pubns/ck1.pdf> as soon as possible upon employment, and following any changes (e.g. a change of desk or office move);
- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided;
- Inform their Line Manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially); and
- Report to their Line Manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

### **3.12 Driving for Work**

The school is committed to reducing the risks to its staff, pupils and others when driving/travelling in the school minibus or people carrier, and/or when driving/travelling in any other vehicle on behalf of the school (e.g. private cars). As such, the school has arrangements to ensure that:

- Only persons authorised by the Headmaster operate school vehicles;

- All school vehicles, unless they are not required to travel on public roads e.g. tractors, have valid insurance covers, tax, registration and MOT test certificates;
- All school vehicles are well maintained and regularly serviced in line with the required legal standard to ensure that they are safe for use. This is usually done in the summer holidays by the Caretaker in conjunction with the Bursar;
- The minibuses are correctly licensed (e.g. section 19 permit);
- All school vehicles have a suitably equipped first aid box on board; and
- The minibuses and people carrier are covered by breakdown and recovery support.

### **Driver Competence**

The school also has procedures in place to ensure that all drivers are legally permitted and competent to drive school vehicles and/or their own vehicle on school business, and carries out checks on licences, convictions, medical conditions etc. upon employment and annually thereafter via completion of a Driver's Assessment and Authorisation Form (please refer to the Minibus Policy for details). The school also provides additional driver training where deemed necessary via an external training provider (e.g. D1 licence or competence test for minibus drivers etc.).

Drivers are also given responsibility for carrying out certain pre-use checks on vehicles to ensure their safety, and for planning their journey (e.g. adequate rest stops, suitable number of drivers etc.). Drivers are responsible for ensuring that their vehicles are correctly loaded, that loads are secure and do not exceed their capacity, and that all passengers are wearing seatbelts.

All of these arrangements, as well as additional rules and responsibilities for use of school vehicles, are outlined in the school's Minibus Policy, which must be read in conjunction with this Health and Safety Policy.

### **3.13 Drugs and Alcohol**

No illegal drugs will be tolerated on the school site at any time. No alcohol will be tolerated on the school site for personal use during the school working day. Anyone who presents themselves to the school premises or at a school event during school hours under, or apparently under, the influence of illegal drugs or alcohol will be refused entry to the workplace. They will additionally be susceptible to be referred to the disciplinary procedure.

The school serves alcohol for school events but the purchase, storage and use is strictly monitored by the catering department and the Headmaster.

Residents may purchase and store alcohol for their own use but never for use during the working day or working evening e.g. if on boarding duty or supervisory duty.

For their own safety, that of their colleagues, pupils and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct Line Manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct Line Manager must be informed of that circumstance.

### **3.14 Educational Visits**

All outings and/or educational visits must be organised in accordance with the schools' Outings & Educational Visits Policy, which sets out responsibilities and risk management procedures to be followed. This must be read in conjunction with this Health & Safety Policy.

### **3.15 Electricity**

The school recognises its responsibilities under the Electricity at Work Regulations 1989 and will take all reasonable steps to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the school will:

- Ensure electrical installations and equipment are installed in accordance with IET Wiring Regulations;
- Maintain the fixed wiring installation in a safe condition via periodic inspections in line with the recommended intervals stated within the IET Wiring Regulations, and completion of remedial works identified as being required (these will be arranged by the Bursar);
- Ensure employees/ contractors who carry out electrical work are competent to do so and that contractors carrying out electrical works are NICEIC approved;
- Ensure that lightning protection is inspected annually by a competent person (these will be arranged by the Bursar);
- Inspect and test portable and transportable electrical equipment annually, or as often as required to ensure safety (i.e. PAT testing). This includes all portable electric equipment used in the course of school activities whether provided by Cophthorne Preparatory School, on hire, or leased or loaned from another school, or belonging to individuals (these will be arranged by the Bursar);
- Maintain test equipment and ensure that it is calibrated on an annual basis;
- Maintain detailed records and copies of all electrical test certificates;
- Ensure that no person in its employment is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger. Contractors will be used and the following factors will be considered when determining whether work with live conductors is justified:
  - When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes);
  - The need to comply with other statutory requirements; and
  - The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

Cophthorne Preparatory School recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Employees must:

- Visually check electrical equipment for damage before use (e.g. damaged leads, plugs, casings, sockets etc.);

- Report any defects found in electrical appliances to their Line Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and immediately withdrawn until it has been tested and declared fit for use by a qualified person;
- Report any suspected defects found in the electrical system (e.g. damaged plug socket etc.) to the Caretaker (N.B. for minor defects posing no immediate risk, this can be reported via the online maintenance task system);
- Not use defective electrical equipment;
- Not use any electrical equipment marked with a 'fail/ed' test sticker;
- Not carry out any repair to any electrical item unless qualified and authorised to do so;
- Switch off non-essential equipment from the mains when left unattended;
- Not use any electrical item that they bring onto school premises until it has been tested and recorded;
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage;
- Never run extension leads under carpets or through doorways;
- Not daisy-chain extension leads to make a longer one or increase the number of power sockets;
- Not use square adapter sockets – devices that plug into mains sockets to increase the number of outlets; and
- Ensure that electrical items are made available for PAT testing upon request.

### **3.16 Emergency Procedures**

It is the policy of Cophthorne Preparatory School that suitable and sufficient emergency procedures are in place in order to facilitate effective evacuation, or other appropriate action, and to ensure that employees', pupils', visitors' and contractors' health and safety is not unduly put at risk during the course of such action.

The school has a number of separate policies relating to emergency procedures as follows:

- Crisis Management and Business Continuity Plan;
- Disability Escape;
- Emergency Procedures;
- First Aid (Accident, Incident or Sickness); and
- Serious Accident or Incident.

These must be read in conjunction with this Health & Safety Policy.

### **3.17 Fire**

The school has a separate Fire Procedures Policy which sets out responsibilities and procedures for preventing fires, as well as emergency arrangements. This must be read in conjunction with this Health & Safety Policy.

### **3.18 First Aid**

The school has a number of separate policies relating to first aid as follows:

- Administration of Medicines;
- Allergy and Anaphylactic Shock;
- Asthma;

- Diabetes;
- Epilepsy;
- First Aid (Accident, Incident or Sickness); and
- Serious Accident or Incident.

These must be read in conjunction with this Health & Safety Policy.

### **3.19 Gas Safety**

The school will ensure that all work carried out on gas systems and appliances are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 and related Approved Code of Practice.

#### **Maintenance of Gas Equipment**

It is the responsibility of the Caretaker to ensure that all gas appliances (e.g. boilers, ovens, Bunsen burners etc.) are serviced annually, and in accordance with the manufacturer's recommendations.

The Caretaker will ensure that all work on gas appliances is carried out by an external Gas Safe Registered engineer, and will retain records of all servicing, maintenance and repairs.

#### **Summary of Key Actions**

The key actions we take to ensure the safety of gas fired appliances are:

- Identify all gas-fired appliances and create a maintenance schedule for each;
- Arrange for servicing by a Gas Safe registered engineer in line with the schedule and keep records;
- Prepare a gas leak emergency procedure; and
- Highlight all gas shut-off points and ensure that relevant staff are instructed in their use.

#### **Gas Emergencies**

In the event of a suspected gas leak staff should:

- Call the 24 hour gas emergency service on 0800 111 999;
- Evacuate the buildings and move the occupants to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency qualified engineer;
- If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

**STAFF MUST NOT TURN ELECTRICAL SWITCHES ON OR OFF**

If the general public in the neighbourhood are at risk staff should contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.





### **3.20 Health and Safety Committee – Terms of Reference**

#### **OBJECTIVE**

The principal functions of the Health and Safety Committee are the promotion of the health, safety and welfare of all persons when on school premises and of staff and pupils when engaged upon activities relevant to the school's purposes.

#### **TERMS OF REFERENCE**

1. To consider and advise on school policies for health, safety and welfare, either statutory or otherwise, and monitor and review their effectiveness.
2. To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
3. To promote health and safety training in the school at all levels and to ensure that appropriate emergency procedures are in place.
4. To receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar incidents.
5. To receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
6. To consider reports of formal audits of School work places and activities and such other reports as may be submitted.
7. To request formal inspections of work places as the Committee think appropriate and to receive reports of such inspections.
8. To consider and keep under review building work which may be needed to conform to good health, safety and welfare practice.
9. To keep under review communications and publicity relating to health, safety and welfare in the School and where necessary to recommend any improvements or changes.
10. To consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work etc. Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
11. Consider relevant health, safety and welfare matters raised by members of the Committee and the School community.
12. Note the appointment and consider the activities of Safety Representatives as required by the relevant legislation.

#### **MEMBERSHIP**

The membership of the Committee will be as follows:

- Headmaster
- Bursar

A substitute for any member will be allowed provided this is acceptable to other members.

The Governor representative (Dr Richard Haworth – Health & Safety Officer for the school) will be invited to attend.

Specialist officers may be invited to give professional advice, etc.

### **MEETINGS**

Meetings will take place at least once a term and at other times if necessary.

### **QUORUM**

A quorum shall be 50% of the Membership.

### **CONDUCT OF MEETINGS**

In accordance with School practice decisions will normally be arrived at through discussion and consensus rather than by voting.

## **3.21 Health and Safety Group – Terms of Reference**

A group of employee representatives meet termly to report and review and health and safety issues and concerns. The group is composed of teaching and non-teaching staff, outside of the SLT members, and chaired by the Head of Science. They produce termly minutes which are presented to the SLT and the governing body at the Estate Committee.

The Health and Safety Group is a consultative committee and the members are required to:

- Identify potential hazards and dangerous events in the workplace that may affect the employees they represent;
- Report matters to the management which affect the health, safety and welfare of the employees they represent; and
- Follow sufficient training as is required to undertake these duties.

### **MEMBERSHIP**

The membership of the Committee will be as follows:

- Head of Science
- Head of DT
- Caretaker
- Matron
- Head of Sport
- Catering Manager
- Head of Home Economics
- Pre-Prep Secretary
- Representative from nursery
- Head of Boarding
- Head of IT

## MEETINGS

- Meetings will take place once a term and at other times if necessary.

## QUORUM

- A quorum shall be 50% of the Membership.

## CONDUCT OF MEETINGS

- In accordance with School practice decisions will normally be arrived at through discussion and consensus rather than by voting.

## 3.22 Legionella

The school recognises its duties under the Health and Safety at Work etc. Act 1974 and Control of Substances Hazardous to Health Regulations 2002 (as amended) to prevent the risk of legionella bacteria to staff and others, so far as is reasonably practicable.

All reasonable steps will be taken to identify potential Legionellosis hazards and to prevent or minimise the risk of exposure. At-risk systems include the hot and cold water storage and distribution system. The school will:

- Ensure that a Legionellosis Risk Assessment is carried out by a competent and qualified external contractor;
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella;
- Implement and manage the scheme/plan; and
- Keep records for a minimum of 5 years (these are held in the Bursar's office).

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Caretaker. To achieve control of legionella bacteria, the school has implemented the following:

- Avoidance of Conditions Favouring Growth of Organisms
  - As far as practicable, water systems are operated at temperatures that do not favour the growth of legionella. The use of materials that may provide nutrients for microbial growth are avoided.
  - Corrosion, scale deposition and build-up of bio films and sediments are controlled and tanks are lidded.
- Monitoring and recording
  - Temperatures of water outlets (i.e. all taps and shower heads) are checked weekly by the cleaning staff and recorded to ensure temperature controls to prevent bacterial growth are maintained. The cleaning staff check temperatures and run water from all taps and shower heads for at least one minute. They check that:
    - The release of water spray is properly controlled by running devices and report maintenance issues to the Bursar;
    - Materials that encourage the growth of legionella and other bacteria (e.g. static water baths) are removed and/or cleaned; and
    - Hot and cold water systems are adequately controlled by storing hot water above 60°C and distributing it at above 50°C – and keeping cold water below 20°C if possible.

This is monitored on a monthly basis by the Caretaker to ensure compliance.

- Tanks are tested annually, and samples are taken by an external contractor. Action is taken if required.
- Disinfection
  - Shower heads are disinfected by the cleaning staff on a termly basis to remove any scale and bacteria.
  - Showers are flushed weekly by the cleaning staff.
  - Tanks are disinfected on an annual basis by an external contractor.
- Emergency procedures
  - Emergency procedures have been established so that if during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection these will be shut down and the situation reported immediately to the Bursar.
- Training
  - Legionella Awareness training has been provided to all staff who are responsible for the day to day management of the water systems.
  - Legionella 'Responsible Person' training has been provided to the Caretaker.

### **3.23 Lifting Equipment and Lifting Operations**

The school recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 for all lifting equipment used on site (i.e. the winch outside the kitchen and attachments for grounds maintenance vehicles) and ensures that:

- All lifting equipment (including lifting accessories) is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required;
- All lifting equipment has a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses;
- All lifting equipment is clearly marked with its 'safe working load' (SWL);
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion;
- All lifting equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions;
- All lifting equipment is subjected to a periodic Thorough Examination and Test in line with the requirements of LOLER 1998 and an inspection report held on file;
- Improvements identified through inspections/tests are undertaken as required;
- Pre-use inspections are carried out by operators of lifting equipment and the results recorded;
- Defective lifting equipment is taken out of service whilst awaiting repair or replacement;
- Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required; and
- Operators are formally authorised to use the equipment by the Caretaker.

The schedule of equipment and records of maintenance and inspection are held in the Bursar's office.

Records of training and authorisation for the use of lifting equipment are held in the Bursar's office.

### **3.24 Lone Working**

The school has a separate Lone Working Policy in place. This must be read in conjunction with this Health & Safety Policy.

### **3.25 Manual Handling**

Manual handling can be defined as the transporting or supporting of a load by hand or by bodily force, including lifting, lowering, carrying, pushing or pulling. This includes the use of manual handling aids such as trolleys, sack trucks etc. A load can include a person (e.g. nursery child) or animal, as well as inanimate objects, but not an implement, tool or equipment while in use for its intended purpose.

The school recognises its responsibilities under the Manual Handling Operations Regulations 1992, as amended in 2002 to:

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

#### **Risk Assessment**

Heads of Department/Managers will assess the risk to their staff members and pupils. This is done by firstly identifying and listing tasks with a potential to cause injury from manual handling.

If the activity cannot be eliminated, a risk assessment is carried out in line with the guidance provided by the Health and Safety Executive (HSE) available at: <http://www.hse.gov.uk/pubns/indg143.pdf> and control measures implemented to reduce the risk so far as is reasonably practicable.

Risk Assessments are reviewed annually, where there is a significant change to the activity, and/or following any accidents, incidents or near misses.

The school has a separate Risk Assessment Policy in place, which must be read in conjunction with this Health and Safety Policy.

#### **Training and Supervision**

The school ensures that adequate guidance, information and training is provided to persons carrying out manual handling activities.

#### **Injuries**

Any injuries or incidents relating to manual handling are recorded and investigated, with remedial action taken when necessary.

To reduce the risk of injury, the school implements the following control measures where possible:

- Mechanical assistance (e.g. manual handling aids such as trolleys, sack trucks etc.);
- Redesigning the task;
- Reducing risk factors arising from the load;
- Improvements in the work environment; and/or
- Employee selection.

No employee is required to lift any item that they do not feel confident of doing without risking personal injury.

### **Persons at Increased Risk**

New and expectant mothers, those with health conditions which place them at additional risk (e.g. pre-existing back conditions etc.), and persons below the age of 18 years (including pupils), are generally prohibited from carrying out hazardous manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their Line Manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

### **3.26 Medication**

The school has a number of separate policies relating to medication as follows:

- Administration of Medicines;
- Allergy and Anaphylactic Shock;
- Asthma;
- Diabetes;
- Epilepsy; and
- First Aid – Accident, Incident or Sickness.

These must be read in conjunction with this Health & Safety Policy.

### **3.27 New and Expectant Mothers**

Many women work while they are pregnant and may return to work while they are breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and/or while breastfeeding.

To implement effective measures for new and expectant mothers the school will ensure that:

- Employees are instructed at induction to inform their Line Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality will be maintained at all times;
- On receiving written notification from an employee that they are pregnant or breastfeeding, the Bursar will assess specific risks to the new/expectant mother and will do what is reasonably practicable to eliminate, reduce or control those risks. The risk assessment will be recorded and retained on file, and reviewed following any changes.
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or, if necessary, providing suitable alternative work or suspension with full pay;
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised;
- New and expectant mothers are informed of any risks to themselves and/or their child and the control measures taken to protect them;
- New and expectant mothers are not permitted to work with chemicals of a mutagenic/teratogenic classification;
- New and expectant mothers are not permitted to undertake hazardous manual handling activities;
- Any adverse incidents are immediately reported and investigated;

- Appropriate training etc. is provided where suitable alternative work is offered and accepted;
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition; and
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm.

### **3.28 Noise**

Work activities, especially those carried out by the maintenance and grounds maintenance teams, include some processes which produce high levels of noise. The school recognises its responsibilities under the Control of Noise at Work Regulations 2005 to:

- Take action to reduce the noise exposure;
- Provide employees with personal hearing protection;
- Ensure that the legal limits on noise exposure are not exceeded;
- Maintain and ensure the use of equipment provided to control noise risks; and
- Provide employees with information, instruction and training.

The school ensures that for activities, equipment, machinery etc. producing high levels of noise, a risk assessment is carried out and recorded. The risk assessment means more than just taking measurements of noise – measurements may not even be necessary. The risk assessment should:

- Identify where there may be a risk from noise and who is likely to be affected, including:
  - risks to health; and
  - risks to safety;
- Contain an estimate of employees' exposures to noise;
- Identify what needs to be done to comply with the law, e.g. whether noise-control measures and/or personal hearing protection are needed, or whether working practices are safe; and
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Where the risk assessment has revealed a potential risk due to noise, control measures have been implemented. The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable. For tasks which involve exposure above the first action level of 80dB(A), we provide personal hearing protection to staff. Ear defenders are provided to all staff in the maintenance and grounds maintenance teams and they are expected to wear them for all work with noise-generating machinery/equipment, regardless of whether the upper action value of 85dB(A) has been exceeded.

Employees who are issued with hearing protection are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing of hearing protection.

### **3.29 Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) means all equipment, including accessories, additions and clothing which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

The school recognises its duties under the Personal Protective Equipment at Work Regulations 1992 (as amended) and provides PPE when the risk presented by a work or learning activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and/or

safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the School will:

- Ensure that PPE requirements (including suitability) are identified when carrying out risk and COSHH assessments;
- Use the most effective means of controlling risks without the need for PPE whenever possible, and only provide PPE where it is necessary as a 'last resort';
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately;
- Ensure PPE is available to all staff (provided free of charge) and pupils who need to use it;
- Record who has been assigned PPE, if it is for their own personal use only (on the Personal Protective Equipment Record form provided at appendix 6);
- Provide adequate accommodation for correct storage of PPE;
- Provide adequate maintenance, cleaning and repair of PPE;
- Inform staff of the risks their work involves and why PPE is required;
- Instruct and train staff in the safe use and maintenance of PPE;
- Make arrangements for replacing worn or defective PPE; and
- Review risk/COSHH assessments and reassess the need for PPE and its suitability annually, when there are significant changes, and/or following any accidents, incidents or near misses.

It is a legal requirement that employees use the PPE provided by the school, and ensure it is stored in the correct area for use by all personnel. If staff are found not to be wearing PPE as required they will be subject to disciplinary action. Defects or loss of PPE should be reported to the Bursar and/or Caretaker immediately.

The school also recognises that PPE is required for pupils undertaking certain activities, as assessed through risk assessments (e.g. science experiments, sporting activities, use of DT machinery etc.). The school ensures that pupils wear such PPE and that they are briefed in the importance of wearing the PPE (e.g. safety glasses/goggles, harnesses / sports mouth guards etc.). School requirements regarding mouth guards are set out in a separate Mouth Guard Policy. This must be read in conjunction with this Health & Safety Policy.

### **3.30 Pressure Systems and Equipment**

The school recognises its duties under the Pressure Systems Safety Regulations 2000 and Pressure Equipment Regulations 1999 for all pressure systems/equipment on school site (e.g. boilers, autoclaves, pressure cookers, steam ovens etc.).

The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- Establish the safe operating limits of the equipment;
- Provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- Ensure that the equipment is properly maintained;



- Have a suitable written scheme drawn up or certified by an external competent person for the examination, at appropriate intervals, of the equipment; and
- Arrange to have examinations carried out by an external competent person at the intervals set down in the scheme and keep adequate records of the examinations (records are held in the Bursar's office).

### **3.31 Risk Assessment**

The school has a separate Risk Assessment Policy which sets out responsibilities and procedures for undertaking risk assessments. This must be read in conjunction with this Health & Safety Policy and all staff should be aware of the need to risk assess areas, activities, events, outings and educational visits.

### **3.32 Slips, Trips and Falls**

The school recognises that slips, trips, and falls are the highest cause of injuries within the education sector, and therefore we have reviewed all of our premises for slip, trip and fall hazards and have taken action to resolve the issues identified and recorded these in our risk assessments.

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

Housekeeping standards and the condition of flooring, steps, stairs etc. are regularly reviewed, and staff are encouraged to report any defects as soon as possible via the online maintenance task system. Where an immediate repair is not possible or practical, the area will be sealed or blocked off to prevent access whilst repairs are awaited.

We aim to ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with yellow or white paint where necessary for visibility.

Our cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

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

Staff working in certain areas, such as the kitchens, or cleaners who are likely to be mopping hard floors regularly, are encouraged to wear sensible non-slip footwear that minimizes the chance of them suffering an accident.

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

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

### **3.33 Smoking**

The school has a separate No Smoking Policy which should be read in conjunction with this Health and Safety Policy.

Smoking (including the use of e-cigarettes) is strictly prohibited across the school site. This policy applies to all employees, pupils, contractors, and visitors.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises, and in all work vehicles.

### **3.34 Stress**

The school has a separate Occupational Stress Policy in place. This must be read in conjunction with this Health & Safety Policy.

### **3.35 Swimming Pool**

The school has a separate Swimming Pool Operating Policy which must be read in conjunction with this Health & Safety Policy. It covers all areas related to the swimming pool, from staffing to specific risks, and to the management of the pool.

### **3.36 Vehicles on Site**

Car parking at the beginning and end of the school day is a problem at most schools. Children and parents arrive and depart in a relatively short period of time and this causes congestion and danger for both drivers and pedestrians.

All employees must adhere to the following rules regarding parking, and ensure that others (e.g. parents, contractors, visitors etc.) do the same in order to keep the pupils and other pedestrians safe:

- Cars entering the school site at peak times when pupils are arriving/leaving should proceed with extreme caution and not exceed 5 miles per hour within the school boundary;
- Cars should not stop or park on the restricted yellow marked areas; and
- Cars should not stop or park on the road outside school which is extremely narrow.

Additionally:

- No vehicles to move within the school grounds between 9.10am and 4.40pm, unless in case of emergency or for specific school events and matches under the instructions of designated school employees;
- Pre-Prep & Nursery parents access the school grounds between 12 & 12.30pm, and from 3.15pm onwards, and Mother & Toddler parents on Friday mornings.
- No parking outside or opposite the school gates;
- No parking or vehicle movements on the roadside outside the school boundary;
- Respect of our neighbours who live close to the school;
- No drop off on the asphalt after 8.45am; and

- Children do not always look when they cross the road so extreme caution and low speed are essential.

The Kiss & Drop zone in front of the school, by the new block, on the asphalt and in the pre prep car park go a long way in the battle to cut down on the congestion inside and outside the school and make it a safer environment for the pupils. If parents use the zone, they must drive to the front of the line and signal in and out so that other drivers are aware when a space may become available for them to use. They must not perform any reverse procedures or manoeuvre on the site, but must follow a one way path.

Prep School children can be dropped off at the front of the school by the main entrance or by the nursery gate.

All staff have allocated places which should only be used by that member of staff. Visitor parking at the front of the school should be used in preference to entering.

### **Workplace Road Conditions**

Workplace roads are level and provide a good surface for traction. Pedestrians and traffic must be separated and where there is a requirement to cross a road then suitable crossing facilities shall be put in place. Extra care should be taken at the beginning and end of each working day (pre prep and prep) to ensure vehicles entering the site do so safely and with regard to the school rules.

A maximum speed limit will be established on site and shall not exceed 10 mph.

### **3.37 Vibration**

The school recognises its duties under the Control of Vibration at Work Regulations 2005 to:

- Ensure that risks from vibration are controlled;
- Provide information, instruction and training to employees on the risk and the actions being taken to control risk; and
- Provide suitable health surveillance where required.

The vibration risk is assessed as part of the machinery risk assessments completed for all maintenance and grounds equipment to ensure that levels of Hand Arm Vibration (HAV) and/or Whole Body Vibration (WBV) are reduced so far as is reasonably practicable, and that in any case staff are not being exposed to levels of vibration over and above the Exposure Limit Value (ELV) as stipulated in the regulations. Control measures include; purchasing reduced vibration tools, limiting exposure time and encouraging job rotation between staff where practical, changing work patterns to introduce more breaks and eliminate prolonged working, more regular equipment maintenance, and providing additional PPE to keep workers warm and dry etc.

Risk assessments are reviewed at least every 12 months and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- the health effects of vibration, and how to recognise and report symptoms;
- sources of vibration and the actions we have taken to reduce risks;
- risk factors and ways to minimise the risk.

### **3.38 Violence at Work**

Violence at work is defined by the Health and Safety Executive (HSE) as ‘any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment’.

Whilst we do all that we can to avoid it, we recognise that staff are at risk of violence perpetrated by other members of staff, pupils, visitors and/or contractors. To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and ensuring that control measures are implemented to reduce the risk so far as is reasonably practicable.

Training is provided for all teaching staff as part of their vocational training, in order to better equip them for dealing with violence perpetrated by pupils, or other persons. Where a pupil has a known tendency towards behavioural challenges, a specific plan will be devised.

With regards to violence between the pupils of the school, all break times and all areas within the school are supervised by staff members. Staff are also instructed on avoiding physical confrontation or restraint of pupils, so far as is reasonable to ensure the safety of themselves and other pupils. The school has separate Behaviour Management, Restraint of Pupils and Anti-Bullying Policies in place. These must be read in conjunction with this Health & Safety Policy.

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

Management and occupational health support is offered to those who have suffered from verbal abuse, threatening behaviour, and/or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

### **3.39 Visitors**

The school has a separate Code of Practice for Visitors and a Security and Locking Up Policy in place. These must be read in conjunction with this Health & Safety Policy.

### **3.40 Waste Management**

The school has a separate Waste Management Policy in place. This must be read in conjunction with this Health & Safety Policy.

### **3.41 Welfare Facilities**

Cophthorne Preparatory School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 in order to promote an organisation wide culture of health, safety and welfare in the workplace.

#### **Maintenance of Workplace, Equipment, Devices and Systems**

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including being cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance.

#### **Ventilation**

Effective and suitable provision will be made to ensure that every enclosed work and teaching space is ventilated by a sufficient quantity of fresh or purified air. For health and safety purposes, any plant

used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant e.g. DT and IT departments etc.

### **Temperature in Indoor Places**

Although no values are accorded to temperatures in the regulations, the school ensures that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16°C within one hour of work commencing. To achieve a reasonable indoor temperature the school will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. Thermometers are available to monitor temperature. These are available from the Caretaker.

### **Lighting**

Every workplace inside the school should have suitable and sufficient lighting suitable to the tasks performed. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where occupants would be exposed to dangers in the event of the failure of artificial lighting. All employees should inform the Bursar if lighting is not adequate.

### **Cleanliness, Floors, Traffic Routes and Waste Materials**

All work areas, classrooms, furniture, furnishings and fittings are kept sufficiently clean. Surfaces of walls, floors and ceilings of all work and teaching spaces inside buildings will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials are not allowed to accumulate in any work and teaching spaces except in suitable receptacles.

The construction of all floors and traffic routes are suitable for the purpose for which it is used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless suitably hand railed) and slippery surfaces that constitute a risk to health and safety. All floors have an adequate means of drainage where necessary.

So far as is reasonably practicable all floors and traffic routes are kept free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases are fitted with suitable and sufficient handrails and where appropriate, guardrails, unless a handrail cannot be provided without obstructing the traffic route.

### **Windows, and Transparent or Translucent Doors, Gates and Walls**

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate are of safety material or are protected against breakage, and are appropriately marked or incorporate features so as to make it apparent.

### **Windows, Skylights and Ventilators**

No window, skylight or ventilator which is capable of being opened is likely to be opened, closed or adjusted in a manner which exposes any person performing such an operation to a risk to their health or safety and no window, skylight or ventilator is permitted to be in a position that, when open, exposes any person in the school to a risk to their health and safety (e.g. limiters fitted where necessary).

All windows and skylights in a workplace are designed or constructed so as to be able to be cleaned safely. Where this is not the case alternative arrangements have been devised so as to render the window cleaning operation safe and without risks to health.

### **Organisation, etc. of Traffic Routes**

The school is organised in such a manner so that pedestrians and vehicles can circulate in a safe manner. There is an exception at the beginning and end of each day and on Wednesday afternoons (match day), when matches are played. Extreme caution by all parties is required and pupils are reminded of the dangers. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes), be sufficient in number, be in suitable positions and of sufficient size. All traffic routes are suitably signed.

Please refer to section 3.36 (Vehicles on Site) section of this policy for further details.

### **Doors and Gates**

Doors and gates are suitably constructed (including being fitted with safety devices where appropriate) and:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use;
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and, where necessary for reasons of health and safety, can be operated manually unless it opens automatically in the event of a power failure e.g. roller shutter in the kitchen; and
- Any door or gate which is capable of opening by being pushed from either side will be constructed so that there is vision on both sides e.g. 5 barred gates on school playground.

### **Sanitary Conveniences**

Suitable and sufficient sanitary conveniences are provided at readily accessible places. The rooms containing the sanitary conveniences are adequately ventilated and lit and are kept in a clean and orderly condition. Separate facilities will be provided for pupils at a rate of at least one toilet for every 10 pupils under five years, and one for every 20 pupils over that age, to meet legal requirements.

### **Drinking Water**

An adequate supply of wholesome drinking water will be provided for all persons in the workplace. Additionally, suitable and sufficient drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

### **Staff Facilities for Rest and to Eat Meals**

Suitable and sufficient rest facilities, in the form of rest rooms or rest areas, will be provided at readily accessible places, including suitable facilities to eat meals. Rest rooms and/or areas will include arrangements and facilities for pregnant women or nursing mother to rest.

### **Filing and storage**

Incorrectly used filing cabinets can become unstable. If too many drawers are opened at one time they may topple over. All filing cabinets are to have the lowest drawer loaded first and only one drawer is to be opened at a time.

All racking shall be of adequate strength for the loads placed upon them and shall be rigidly secured to adjacent racks or the wall of the building. Steps or ladders are to be used to gain access to the higher levels of shelving. Heavy items shall not be placed on the higher shelves.

Prior to the installation of racking or filing cabinets, the floor strength is to be ascertained to ensure that the floor is capable of withstanding the load to be applied to it.

### **3.42 Work at Height**

The school recognises its duties under the Work at Height Regulations 2005 to:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; and/or
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The school ensures that:

- All work activities that involve work at height are identified and risk assessed;
- The need to undertake work at height is eliminated whenever it is reasonably practicable to do so;
- All work at height is properly planned and organised;
- Employees are competent to use the access equipment required, and are familiar with the need to carry out pre-use safety checks;
- Suitable training is provided as to the access equipment used, this includes general work at height training, specific guidance for ladders and stepladders, PASMA Towers for Users training in the use and inspection of mobile tower scaffolds, and IPAF Operator training in the use of Mobile Elevated Work Platforms (i.e. cherry pickers etc.);
- Regular inspections of all stepladders, ladders or other access equipment are undertaken and recorded on the Work at Height Equipment Inventory and Checklist (appendix 7);
- Any contractors on school property comply with this policy; and
- Ladders and stepladders are secured to prevent unauthorised use.

#### **Risk Assessment for Work at Height**

A risk assessment is conducted by either the Caretaker or Bursar and the findings recorded for all activities involving work at height and communicated to relevant staff. The assessment considers both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work, and control measures are determined. The detail of the assessment will depend on the level of risk involved. Assessments will be reviewed by the Caretaker or Bursar if no longer valid, or there is significant change in the matter to which it relates, and/or following any accidents, incidents or near misses.

#### **Equipment identification / inspection**

The school compiles a register of equipment. The equipment is inspected prior to use and by a competent person termly.

In the case of tower scaffolds a competent person inspects these prior to its first use and thereafter every 7 days that it remains in place.

In the case of Mobile Elevated Work Platforms (MEWP's – i.e. cherry pickers etc.), a competent person inspects these prior to each use.

### **Using Ladders (including stepladders)**

Ladders should:

- Be EN131 (commercial) standard;
- Not be used simply because they are readily available, the risk assessment determines if a ladder or stepladder is appropriate for the task;
- Only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. Otherwise an alternative is sought;
- Only be used by those persons who have been trained to use ladders safely;
- Be secured against unauthorised use; and
- Always be checked prior to use to ensure that they are in good condition and fit for purpose.

Where ladders are to be used to work from, it should be ensured that:

- A secure handhold and support are available at all times;
- The work can be completed without stretching; and
- The ladder can be secured to prevent slipping.

### **Prohibitions**

Staff must not under any circumstances use chairs, tables/desks or other furniture as an item of access equipment.

## **3.43 Work Equipment**

All work equipment at the school used in the course of school activities, whether provided by the school, on hire, on lease, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with current legislation and the manufacturers/suppliers instructions.

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. In practice the school recognises that this extends to equipment used by pupils whose health and safety is protected under the general duty of care to persons other than their employees, as set out in the Health and Safety at Work etc. Act 1974. The following definitions are relevant:

**Work equipment** - covers all machinery and tools, from a major item of construction plant to a screwdriver; and includes equipment such as ladders, scaffolding and sports/play equipment.

**Use** - includes its cleaning, repair, modification, maintenance and servicing.

Employers have a duty to ensure that equipment provided for their employees complies with the Regulations as follows;



### **Suitable for Intended Use**

Equipment selected must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used. Equipment must be maintained in a safe working order and in good repair.

All staff are required to undertake visual checks of work equipment and report defects to their Line Manager. Some equipment is on annual maintenance schedules and is reported through the School Estates Committee to governors.

### **Safe for Use**

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools should be subject to a visual check for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which is carried out by the school's maintenance staff in accordance with manufacturer's recommendations.

### **Used only by people who have received adequate information, instruction and training**

All relevant health and safety information and written instructions on the use of work equipment is kept either in the area of the equipment e.g. DT workshop, grounds maintenance sheds, or in the Bursar's office. Pupils must be briefed on the safe use of equipment.

The information and written instructions cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them. Any omissions are resourced through the Bursar's office e.g. by contacting the relevant manufacturer/supplier.

Information can be verbal or in writing, but whichever method is chosen, the school will ensure that the workforce properly understands the instructions. For example the Bursar meets regularly with the caretaking and cleaning staff and all staff members are encouraged to write (usually by email) to the Bursar highlighting the need for instructions. All supervisors are made aware of their responsibilities to adequately train and induct staff or request additional support or training e.g. external support. Training is recorded for all personnel on the central staffing database with alerts for re-training issues.

Adequate training in the use of work equipment must be given to the "operators" by existing staff if appropriate or by manufacturers/external trainers etc. The need for training should be identified by Line Managers as soon as possible, i.e. upon employment and prior to the use of any new equipment/machinery.

### **Accompanied by suitable safety measures e.g. markings and warnings**

All work equipment is marked with appropriate health and safety warning signs and notices such as:

- The maximum safe working load on lifting equipment
- Identification of gas cylinders by colour
- Hazard symbols on dangerous substances

Warnings are normally in the form of notices or signs. The latter should conform to the Health and Safety (Safety Signs and Signals) Regulations, 1996. Warning devices, e.g. reversing alarms on site mechanical plant, must be clear and easily understood.

### **Protection against Specific Hazards**

Work equipment must incorporate protection against certain specific hazards including:

- Material falling from equipment (e.g. a loose board falling from scaffolding);
- Material held in the equipment being unexpectedly thrown out (e.g. swarf ejected from a machine tool);
- Parts of the equipment breaking off and being thrown out (e.g. an abrasive wheel bursting);
- Parts of the equipment coming apart (e.g. collapse of false work or scaffolding);
- Overheating or fire (e.g. due to bearings running hot, or ignition by welding torch);
- Explosion of equipment (e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work); and/or
- Explosion of substance in the equipment (e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour; or welding work on a container with flammable residues).

The risk assessment made under the Management of Health and Safety at Work 1999 Regulations by users or relevant staff e.g. teaching staff, cleaning staff, caretaking or grounds staff etc.; should identify any of the above hazards and assess the associated risks. Emphasis must be placed on reducing the risks by minimising the chance of failure of work equipment and by mitigating the effect of any failures that occur. Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information will also have important roles to play.

### **Lighting for Work Equipment and Machinery**

Any place where work equipment is used is suitably and sufficiently lit. The need to provide additional or special lighting will depend on the circumstances and types of task to be performed.

### **Inspection Requirements**

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime should be set by the owner/supplier of the equipment based on manufacturers' information and other statutory obligations. Additional inspection requirements will be identified by the user of the equipment.

Factors that must be taken into account by the user include the work being carried out, any site specific risks that may affect the condition of the equipment, and the intensity of use of the equipment.

An inspection may include visual checks, functional tests and a strip down of the equipment. Advice should be sought from manufacturers' instructions and a competent person for guidance on what an inspection should include for each piece of equipment.

### **Types of Inspection**

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks are required by the user prior to each use to ensure it is in good condition, e.g. it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects etc. The person carrying out these checks must be competent i.e. should be trained and

confident in the use of the equipment they are checking. There is no need to record the results of the visual check by the operative.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals, as determined by a risk assessment.

Inspection of equipment that poses a significant risk, i.e. MEWP's, mobile scaffold towers, pressure systems/equipment, lifting equipment etc. will need to be considered by a person who is competent to determine a suitable inspection regime e.g. someone who has read and understood the instructions and methods for use. These inspections are in addition to the pre-use checks by the operator and must be carried out by a competent person.

For the majority of site equipment used it is recommended that a formal inspection will be undertaken weekly/monthly and the results recorded in an appropriate school inspection register.

### Legal Requirements for Thorough Examinations / Inspections

The table in figure 2 provides details on the statutory inspection requirements for specific types of work equipment.

Figure 2: Statutory Inspection Requirements for Work Equipment

Type of Plant/ Equipment	Inspection	Carried out by	Recorded on
Scaffolding, brought onto site by contractor	Prior to use, and weekly or after severe weather conditions	Competent Person (e.g. scaffolder)	Maintenance Register
Mobile Tower Scaffold	Prior to use, and daily or after severe weather conditions	Competent Person (e.g. PASMA trained employee)	Maintenance Register
Lifting Equipment (including accessories) used to lift objects.	Before first use.  Every 12 months and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	School Register
Autoclaves	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	School Register
Hot water boilers with water temperature <100°C	Every 24 months	Competent person (e.g. insurance engineer, manufacturer)	School Register
Hot water boilers with water temperature +>100°C	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	School Register
Steam boilers	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	School Register
Steam vessels	Every 26 months	Competent person (e.g. insurance engineer, manufacturer)	School Register

Note that any lifting equipment which normally undergoes 12 monthly inspections requires a six monthly inspection if the use is changed to lift people.

### **Hire of Work Equipment**

Where equipment is hired e.g. scissor lifts and photocopiers, there is a duty under PUWER 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required is carried out at the correct intervals by a competent person; and
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

### **3.44 Work Experience Placements**

The school may on occasion have persons from external organisations (e.g. other schools, Colleges, Universities etc.) coming into the school to undertake work experience placements. The school has a separate Work Placement Health and Safety Policy in place. This must be read in conjunction with this Health & Safety Policy.

REVIEWED: AUTUMN 2016/AUTUMN 2017

NEXT REVIEW: AUTUMN 2018



## **Section 4**

# **Appendices**

**Appendix 1**

**ACCIDENT/INCIDENT/NEAR MISS INVESTIGATION FORM**

<b>Ref No:</b>		<b>Date of accident/incident/near miss:</b>	
<b>Name of injured person(s):</b>		<b>Time of accident/incident/near miss:</b>	
<b>Occupation of injured person(s):</b>		<b>Location of the accident/incident/near miss:</b>	

<b>1. Investigation Team (please list persons involved in the investigation)</b>
<b>2. Where and when did the accident/incident/near miss happen?</b>
<b>3. Persons involved (excluding the injured/affected person)</b>
<b>4. What activities were being carried out at the time?</b>

<b>5. Was there anything unusual or different about the working/learning conditions?</b>
<b>6. Were there adequate safe working procedures in place and were they being followed?</b>
<b>7. What injuries or ill health effects, if any, were caused?</b>
<b>8. If there was an injury, how did it occur and what caused it?</b>
<b>9. Was the risk known? If so, why wasn't it controlled? If not, why not?</b>
<b>10. Did the organisation and arrangement of the work influence the adverse event?</b>

<b>11. Was maintenance and cleaning sufficient? If not, explain why not.</b>
<b>12. Were the people involved competent and suitable?</b>
<b>13. Did the workplace layout influence the adverse event?</b>
<b>14. Did the nature or shape of the materials influence the adverse event?</b>
<b>15. Did difficulties using the plant and equipment influence the adverse event?</b>
<b>16. Was the safety equipment sufficient?</b>
<b>17. Did other conditions influence the adverse event?</b>



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**18. What were the immediate, underlying and root causes?**

--

**19. Do similar risks exist elsewhere? If so, what and where?**

--

**20. Have similar adverse events happened before? Give details.**

--

**21. Which risk control measures should be implemented in the long and short term?**

Control Measure	Completion Date	Person Responsible

<b>22. Which risk assessments and safe working procedures need to be reviewed and updated?</b>		
<b>Control Measure</b>	<b>Completion Date</b>	<b>Person Responsible</b>
<b>Signature of Investigator:</b>		
<b>Print Name:</b>		
<b>Date of Investigation:</b>		
<b>The findings of this investigation need to be communicated to the following managers, union and employee safety representatives:</b>		

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**Appendix 2**

**Contractor Assessment Form**

<b>Company Details</b>	
Company name	
Holding company/Parent company (if applicable)	
Trading address	
Main contact telephone number	
Main contact name	
Main contact email address	
Company registration number	
Company VAT number (where applicable)	
Number of employees	
Number of years trading	
Details of the principal business activities	
<b>Health and Safety Information</b>	
Who is your competent person for health and safety?	
Contact number for the named person above	
Contact email address for the named person above	
What level of employers' liability insurance do you have?	£
Name of Insurer	
Policy number	
Date of expiry of the above policy	/ /

Health and Safety Policy (HS)  
Policies & Procedures

What level of public liability insurance do you have?	£
Name of Insurer	
Policy number	
Date of expiry of the above policy	/ /
Have there been any claims on any of the policies above within the last 3 years? If yes, please provide details.	

<b>Health and Safety Policy</b>	
Do you have a health and safety policy statement which has been reviewed within the last 2 years?	
Please provide a copy of the policy statement by emailing to <a href="mailto:bursar@copthorneprep.co.uk">bursar@copthorneprep.co.uk</a>	
Is your health and safety policy supported by detailed arrangements which set out how you achieve your policy objectives?	
Has your company achieved ISO18001 accreditation?	
Does your health and safety policy set out those people within the company who have responsibility for implementing the policy?	
How do you ensure any sub-contractors you use are competent?	
<b>Risk Assessments</b>	
Do you carry out site specific risk assessments?	
Please provide an example of a risk assessment for the type of work you undertake for our organisation. Email to <a href="mailto:bursar@copthorneprep.co.uk">bursar@copthorneprep.co.uk</a>	
How often are your risk assessments reviewed?	
How do you communicate the detail of your risk assessments to your operatives/workforce?	
<b>Staff Training</b>	
What health and safety training do your staff receive?	
How frequently do your staff receive refresher training?	
Please provide evidence of staff training by emailing <a href="mailto:bursar@copthorneprep.co.uk">bursar@copthorneprep.co.uk</a>	

<b>Accident/Enforcement History</b>	
Has the company had any RIDDOR accidents/incidents within the last 3 years? If yes, please provide details.	
What lessons have been learned from the accidents/incidents referred to above?	
Have your risk assessments been reviewed as a result of the above accidents/incidents?	
Has the company been served with any improvement/prohibition notices by the enforcing authorities for health and safety matters? If yes, please provide details.	
Has the company ever been prosecuted for a health and safety offence, and/or does it have any pending prosecutions? If yes, please provide details.	
<b>Declaration and Sign Off</b>	
I confirm that all information provided in this Contractor Assessment Form is true and that ..... (Name of company) will conduct its operations in a professional manner giving due regard to health and safety. All relevant statutory requirements will be complied with and every effort will be made to co-operate with Copthorne Preparatory School with the aim of providing a safe and healthy working environment for everyone.	

**Appendix 3**

**Contractor Induction Checklist**

Aspect Discussed	Please Tick
Provide confirmation of access routes, parking spaces, traffic routes and any other rules that must be followed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm the signing in/ signing out process for site and ensure that all staff and sub-contractors employed by the contractor are familiar with this procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the restrictions on storage arrangements for goods, materials, skips, site huts, storage containers etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm arrangements for waste storage, collection and removal whilst working on site	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a copy, or verbal confirmation, of site safety rules	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm the boundaries of their work area, and any restricted areas of the premises that they are not authorised to enter (confirm the process/ who to contact to gain access to restricted areas, if it is required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide details of any hazardous substances/ materials present on site, or in the area in which they will be working e.g. briefing on asbestos register etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain any particular hazards within the premises e.g. fragile roofs, overhead or underground services, confined spaces etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the smoking restrictions for the site	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the need to maintain escape routes and access to fire equipment at all times	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure they know of any fire alarm tests planned, the evacuation procedure, location of exits and assembly point(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the availability (or otherwise) of welfare facilities such as toilets, kitchens or first aid facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain requirements (and process) for accident, incident and near miss reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide confirmation of works requiring a permit to work: <ul style="list-style-type: none"> <li>- hot works</li> <li>- confined space work</li> <li>- work at height &gt;2m/ work on roofs</li> <li>- work with asbestos containing materials (ACM's)</li> <li>- work on or near water</li> <li>- work on live electrical equipment</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure that the Contractor (or Principal Contractor) has provided a copy of their Construction Phase Plan for the work	<input type="checkbox"/> Yes <input type="checkbox"/> No

Aspect Discussed			Please Tick		
<b>Supervision:</b>					
Regular monitoring/supervision checks on contractors should also be carried out throughout the time contractors are present on site to ensure they are working as they should be, in the right areas and safely.					
<b>Sign Off – Person Providing Induction</b>					
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Sign Off – Person Receiving Induction</b>					
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	



**Appendix 4**

**Permit to Work – Hot Works**

**Instructions for Use:**

This Hot Works permit should be completed by an Authorised Permit Issuer prior to any hot works operations taking place.

Hot work includes the use of welding, soldering, cutting, brazing, and grinding equipment; blow lamps (including electric hot air blowers); bitumen boilers; or other equipment that produces heat, flame, or sparks.

**Competent Person carrying out the work:** Once authorised, you must complete the Start Time and hang this permit in a highly visible position near (but >15m away from) the hot work location. When the work is completed, you must complete the Finish Time and return this permit to the Authorised Permit Issuer.

**In an emergency please contact \_\_\_\_\_ (name) on \_\_\_\_\_ (tel. no).**

**Fire Watch:** When the hot work operation is complete, stay at the location and observe for signs of smouldering/fire for **one hour**. After one hour, notify the Authorised Permit Issuer that the operation is complete.

**Authorised Permit Issuer:** Initially inspect the work area and complete the Workplace Precautions Checklist (Section B of this form). Keep a copy of the permit and issue the original to the Competent Person carrying out the work. Make a final inspection after both the hot work operation and Fire Watch have been completed.

Section A – Details of the Hot Works Operation to be Undertaken			
<b>Location of the hot works</b>			
<b>Description of the hot works to be undertaken</b>			
<b>Is a Fire Watch required? Please tick</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Company/contractor carrying out the work</b>			
<b>Competent Person supervising the works on behalf of the company/contractor named above</b>			
I confirm that the above information has been made known to the Competent Person in charge of the work and that all precautions as detailed in Section B have been implemented where appropriate. I consider that the location stated above is safe for the competent person(s) to commence hot work operations.			
<b>Print Name (Authorised Permit Issuer)</b>		<b>Sign Name</b>	

<b>Date</b>		<b>Time</b>	
<b>Permit Starts (date &amp; time)</b>		<b>Permit Expires (date &amp; time - no more than one shift)</b>	

<b>Section B - Workplace Precautions Checklist (tick to confirm)</b>		
<b>General</b>	<b>Yes</b>	<b>N/A</b>
Sprinklers are operative (where installed)	<input type="checkbox"/>	<input type="checkbox"/>
Equipment being used for hot works is in a good state of repair and adequately secured.	<input type="checkbox"/>	<input type="checkbox"/>
Competent person(s) have been briefed on the fire and emergency procedures for the site.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Within 15m of location of hot works</b>	<b>Yes</b>	<b>N/A</b>
Combustible materials (including flooring) and/or flammable liquids/gases have either been removed, covered with non-combustible curtains or sheets, or damped down.	<input type="checkbox"/>	<input type="checkbox"/>
Holes or openings in walls, floors, partitions and ceilings through which sparks could pass are protected with non-combustible materials.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Within 15m of location of hot works</b>	<b>Yes</b>	<b>N/A</b>
Where work is above floor level, non-combustible curtains or sheets have been suspended beneath the work to collect sparks.	<input type="checkbox"/>	<input type="checkbox"/>
Suitable fire-fighting appliances are available and personnel are trained in their use.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work on walls and/or ceilings</b>	<b>Yes</b>	<b>N/A</b>
Combustible construction has been protected by non-combustible curtains or sheets.	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles have been moved away from the opposite side, and are clear of any metal likely to conduct heat (N.B. where metal beams or columns are being worked on, and extended through walls, partitions or floors; precautions must be taken on the far side of the wall, partition or floor).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work on enclosed equipment (tanks, containers, ducts, dust collectors etc.)</b>	<b>Yes</b>	<b>N/A</b>
The equipment has been cleaned / cleared of all combustible materials.	<input type="checkbox"/>	<input type="checkbox"/>
The containers are free from flammable fumes/vapours/dusts etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Precautions</b>	<b>Yes</b>	<b>No</b>
Are any other precautions required? If yes, please describe below:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Watch</b>	<b>Yes</b>	<b>N/A</b>
Suitable employee appointed for Fire Watch duties for one hour after completion of hot work operations. The employee has been supplied with a suitable fire extinguisher (or small bore hose) and trained in the use of such equipment and in sounding the fire	<input type="checkbox"/>	<input type="checkbox"/>

alarm.			
<b>Print Name (Authorised Permit Issuer)</b>		<b>Sign Name</b>	
<b>Date</b>		<b>Time</b>	

**Section C – Acceptance and Receipt by Competent Person**

I confirm receipt of this hot works permit and understand the precautions described above. Neither I nor the person(s) under my control/supervision will work on any other activity or location other than those specified in Section A.

<b>Print Name (Competent Person)</b>		<b>Sign Name</b>	
<b>Date</b>		<b>Start Time</b>	

**Section D – Extension (to be completed by the Authorised Permit Issuer)**

I give permission for this permit to be extended as described below:

<b>Time Extension (start)</b>		<b>Time Extension (end – no more than one shift)</b>	
<b>Print Name (Authorised Permit Issuer)</b>		<b>Sign Name</b>	

**Section E – Completion of Hot Work Operations**

I confirm that the work described in Section A is complete. The area has been inspected and is free of fire risk and all tools/equipment have been withdrawn.

<b>Print Name (Competent Person)</b>		<b>Sign Name</b>	
<b>Date</b>		<b>Finish Time</b>	

**Section F – Clearance/Cancellation**

I confirm that whereby a fire watch was identified as a requirement (see section A), the work area and adjacent areas to which sparks and heat may have spread (including floors above and below and on opposite sides of walls) have been inspected for one hour after the work was completed and were found to be safe. I confirm that the location has been left in a safe condition, all tools/equipment (including gas cylinders) have been removed, and that the fire alarm system (including all smoke detectors etc.) has been fully reinstated. This permit is now cancelled and all additional works will require a new permit to be issued.

<b>Print Name (Authorised Permit Issuer)</b>		<b>Sign Name</b>	
--	--	------------------	--

Appendix 5

















**COSHH Assessment Form**

<b>Organisation:</b>		<b>Department:</b>													
<b>Address:</b>		<b>Person(s) at Risk:</b>	<table border="1"> <tr><td>Employees:</td><td></td></tr> <tr><td>Pupils:</td><td></td></tr> <tr><td>Contractors:</td><td></td></tr> <tr><td>Members of the Public:</td><td></td></tr> <tr><td>Vulnerable Persons:</td><td></td></tr> <tr><td>Other? (Please specify):</td><td></td></tr> </table>	Employees:		Pupils:		Contractors:		Members of the Public:		Vulnerable Persons:		Other? (Please specify):	
Employees:															
Pupils:															
Contractors:															
Members of the Public:															
Vulnerable Persons:															
Other? (Please specify):															

<b>Substance Name(s):</b>		<b>Manufacturer:</b>					
		Safety Data Sheet Attached?	<table border="1"> <tr><td>Yes</td><td></td></tr> <tr><td>No</td><td></td></tr> </table>	Yes		No	
Yes							
No							

Describe the use of the substance (including how long the exposure may last and/or the frequency of use):	
---	--

Describe the hazards caused by any conflicting substances that may be used simultaneously:	
--	--

<b>Hazard Classification:</b>  (please tick all that apply)	Explosive	 	Corrosive	 
	Oxidising	 	Harmful to the environment	 
	Flammable or Highly Flammable	 	Respiratory sensitiser, mutagen or carcinogen	
	Toxic or Very Toxic	 	Gasses under pressure	
	Harmful, Irritant, Could Cause Sensitisation (skin/ eyes)	 	Other? (Specify):	

<b>Safety Phrases:</b>	
------------------------	--

<b>Route of Exposure:</b> (please tick all that apply)	<input type="checkbox"/>	Inhalation	<input type="checkbox"/>	Skin
	<input type="checkbox"/>	Eyes	<input type="checkbox"/>	Ingestion
	<input type="checkbox"/>	Other? (Please specify):		








<b>Hazard Type or Form:</b> (please tick)	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Dust
	<input type="checkbox"/>	Vapour	<input type="checkbox"/>	Liquid
	<input type="checkbox"/>	Mist	<input type="checkbox"/>	Solid
	<input type="checkbox"/>	Fume	<input type="checkbox"/>	
	<input type="checkbox"/>	Other? (Please specify):		

<b>Elimination</b>	Could this hazardous substance be eliminated, i.e. could a non-hazardous substance be used instead?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
	If not, why not? (Please specify):		

<b>Substitution</b>	Could this substance be substituted with a less hazardous substance?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
	If not, why not? (Please specify):		

<b>Health surveillance required?</b>	<i>[e.g. skin checks, lung function checks etc.]</i>
--------------------------------------	--

<b>Control measures required?</b>	<i>[e.g. extraction, ventilation, supervision, secure storage]</i>
-----------------------------------	--

<b>Personal Protective Equipment required?</b> (please tick all that apply and specify type to be used)	<input type="checkbox"/>	Safety footwear 	<input type="checkbox"/>	Dust mask 
	<input type="checkbox"/>	Goggles 	<input type="checkbox"/>	Respirator 
	<input type="checkbox"/>	Visor 	<input type="checkbox"/>	Gloves 
	<input type="checkbox"/>	Overalls 	<input type="checkbox"/>	Other? (Specify):

<b>Emergency procedures?</b>	Spillages			
	Fire precautions			
	First aid measures	Eye contact:		
		Skin contact:		
		Ingestion:		
		Inhalation:		
	Disposal method (please tick)	General waste:	<input type="checkbox"/>	Other? (Please specify):
		Hazardous waste:	<input type="checkbox"/>	
		Biological waste:	<input type="checkbox"/>	
		Wash down drain:	<input type="checkbox"/>	

<b>Assessment of Risk</b>	Is the risk adequately controlled? (please tick)	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
	How would you rate the residual level of risk? (please tick)	<input type="checkbox"/>	High
		<input type="checkbox"/>	Medium
		<input type="checkbox"/>	Low

<b>Assessors Name:</b>		<b>Signed:</b>	
<b>Assessment Date:</b>		<b>Review Date:</b>	









**Ladder/Step Ladder Inspection Record**

To be completed to support pre-use checks by equipment users.

<b>Identification No:</b>		<b>Type of equipment:</b>		<b>Date of inspection:</b>	
<b>Inspected by:</b>		<b>Signature:</b>		<b>Date of next check:</b>	
<b>Checks</b>			<b>Not Applicable</b>	<b>Acceptable Condition (Y) Needs Repair (N)</b>	<b>Repair Actioned Sign and Date</b>
<b>General</b>					
Good general condition					
Ladder of suitable standard (suitable maximum static load for application)					
Clean and dry, free from wet paint, oil, mud, grease etc.					
Not painted (except where designed so)					
No missing or loose steps or rungs					
No loose or missing nails, screws, bolts, tie rods or rivets					
No twisted, cracked, split, distorted, or worn steps or rungs					
In the case of round rungs, rungs will not rotate when twisted					

Health and Safety Policy (HS)  
Policies & Procedures

Checks	Not Applicable	Acceptable Condition (Y) Needs Repair (N)	Repair Actioned Sign and Date
No damaged or worn non-slip bases			
No twisted, cracked, split or distorted stiles			
No corrosion to ladder materials or fittings			
No sharp edges			
Feet present and in good condition			
No distortion (ladder stands correctly)			
No evidence of unofficial repairs			
All fittings appear to be of the approved type			
Identification number visible			
<b>Extension Ladders</b>			
No loose broken or missing extension locks			
Pulleys, hinges and ropes in good condition			

Checks	Not Applicable	Acceptable Condition (Y) Needs Repair (N)	Repair Actioned Sign and Date
<b>Step Ladders</b>			
Stable when on level ground			
No loose or bent hinges			
Hand rails and where present, top rails intact			
<b>Aluminium Ladders and Step Ladders</b>			
Working at each end of the ladder in turn, try to pull stiles further apart and push them closer together. Then with one end of the ladder resting on the ground and with one hand on the end of each stile, push and pull on the stiles to check for parallel instability. No movement confirms that rung joints are in good condition			
No dents in stiles and rungs which could adversely affect the safe use of the ladder			
End plugs and feet present and ends of stiles not worn excessively			
<b>Glass Fibre Ladders and Step Ladders</b>			
No surface cracks exceeding 150mm in length			
No hole that penetrates both surfaces of the component			
No groove that exceeds 50mm in length and is more than 3mm wide and 2mm deep			
No chip that is greater than 25mm in any direction and is more than 1mm in depth			

Checks	Not Applicable	Acceptable Condition (Y) Needs Repair (N)	Repair Actioned Sign and Date
No crack which extends through the entire thickness of any component that is longer than 20mm when it occurs in the flange or 40mm in the web of the material			
Where there are cracks which do not show through on the opposite surface – that these are less than 60mm long in the flange or 75mm in the web of any glass fibre component			
No protruding fibres			
Ladder thoroughly cleaned and <u>stiles</u> (only) freshly painted with one coat of polyurethane varnish			
<b>Wooden Ladders and Step Ladders</b>			
Working at each end of the ladder in turn, try to pull stiles further apart and push them closer together. Then with one end of the ladder resting on the ground and with one hand on the end of each stile, push and pull on the stiles to check for parallel instability. No movement confirms that rung tie-rods or wires are in good condition			
When tapped lightly with a hammer, rungs all ring true (no sign of decay or other damage)			
Ends of stiles in good condition			
Rungs/treads in good condition where they enter the stiles			
Ladder thoroughly cleaned and <u>stiles</u> (only) lightly sanded and freshly painted with two coats of polyurethane varnish			

**Note: Ladders and stepladders should be destroyed when they are no longer capable of being effectively repaired or kept in a safe condition.**