Bisham C of E School

Health and Safety Policy

Date Published: __27__/__2__/__15____

Review Date: __1__/__3__/__17____

Signature: Gordon Anderson

Frequency of Review: 2 Years

Next Review Due: ____/____/______
# BSHAM SCHOOL

**HEALTH AND SAFETY POLICY**

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1. **Introduction**

Section 2 (3) of the Health and Safety at Work etc. Act 1974 states:-

"It shall be the duty of every employer to prepare and, as often as may be necessary revise, a written statement of his general policy with respect to the health & safety at work of his employees and the organisation and arrangements, for the time being in force, for carrying out that policy, and bring that statement to the notice of all his employees."

This policy is a statement of intent by Bisham School to comply with, or exceed, current statutory requirements, and to provide a safe place of work for its employees.

Overall responsibility for implementing this policy lies with management at the highest level; however, all employees must accept a degree of responsibility for ensuring a safe working environment.

2. **Health and Safety Policy Statement**

Bisham School will take all reasonably practical precautions to ensure the health and safety at work of its Staff and Pupils when on excursions elsewhere and also recognises that a duty of care extends to other persons whilst they are on School premises.

The responsibility for safety belongs to all School staff and employees whether they are Governors, Head Teachers, Teachers, Teaching assistants, administrators, kitchen staff, employees or others.

The School through its Staff also accepts responsibility for the health and safety of others affected by its actions.

To achieve these aims the School will:-

- Provide a safe working environment in the operation and maintenance of all plant, equipment, and facilities provided in the school.
- Establish safe systems of work.
- Ensure that all staff and employees are competent to perform the duties expected of them.
- Provide information, instruction, training, and supervision where appropriate.
- Co-operate with all parties including contractors engaged on site and others with an interest in health and safety.
- Safe arrangements for the use, handling, storage, and transportation of articles and substances.
- To provide a safe place of work including access to it and egress from it.
- Ensure adequate resources and funds are available for health and safety.

The School expects Staff to conform to this policy and with The Health and Safety at Work Act etc. 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

This policy and the way it has operated will be reviewed annually to reflect any changes in the nature of School activities or new or amended legislation.

The school governing body has ultimate authority and responsibility in relation to all health and safety topics affecting the School.

Signed: .....................................  Position: ..................................

Name: ........................................  Date: ................................
4. Responsibilities

4.1 Chair of Governors/Board of Governors

The Chair of the Board of Governors has overall executive responsibility for health and safety within the School and will ensure that there is an effective safety policy and organisational structure. He will appraise the policy annually and will ensure that any necessary changes or improvements are made.

4.3 Governors

The Governors have strategic responsibility for health and safety within all areas of the School’s undertakings and have responsibility for ensuring health and safety performance is monitored regularly. All Governors will support the policy and will ensure that it is properly implemented. They are responsible for providing an advisory service to assist all employees in the discharge of their duties relating to health, safety, accident prevention and compliance with statutory provisions. They will arrange consultation with any technical, professional or specialist advisors from School or external sources as may be appropriate.

4.4 Interim Head Teacher

The Interim Head Teacher has responsibility for the day-to-day operation of health and safety, welfare policies and practices as delegated by the governing body, within all areas of the School’s undertakings and will ensure that health and safety policy and procedures are part of the day-to-day running of the School. The Interim Head Teacher is responsible for ensuring that advice from competent health and safety advisors is sought on health and safety matters in order to comply with regulatory controls.

4.5 Teachers

All Teachers are responsible to the Interim Head Teacher for;

1. Implementation of the School’s Health and Safety Policy, insofar as it affects their operation.
2. Ensuring through their management and staff that all safety standards are known, understood, and implemented.
3. Identifying all actual or potential hazards and initiate the introduction of appropriate safety measures.
4. Ensuring that all employees receive adequate training in current safety standards and practices.

4.6 Department Heads (Office manager, First Aider, Bursar, Inclusion Manager, Site Controller, Kitchen Controller, Breakfast and After School Club Leader)

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Department Heads are also responsible for ensuring that advice from competent health and safety advisors is sought on health and safety matters in order to comply with regulatory controls within their departments.

4.7 Employees

Each member of staff is expected to comply with the School’s health and safety policy and regulations regarding health and safety and to recognise their responsibility in law for their own safety and that of colleagues, general public and that of the pupils. Employees (members of staff) must also comply with the following:
1. Take reasonable care of themselves and any other persons who may be affected by their acts and omissions whilst at work.

2. Co-operate with their employer on all matters regarding health and safety.

3. Not intentionally or recklessly interfere or misuse anything provided in the interest of health and safety.

4. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.

5. Follow all health and safety instructions and information provided in the interest of health and safety.

6. Wear protective clothing and equipment prescribed as the situation demands or when instructed.

7. Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.

8. Immediately report all equipment defects.

9. Do not carry out repairs to equipment unless qualified and authorised to do so.

10. Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction.

11. Whenever possible, ensure that all equipment and power supplies are left in a safe condition when unattended or when work ceases.

12. Report any accidents and near misses immediately and recorded in the accident book. Treatment must be sought immediately and not postponed.

13. Whether working at the school’s premises or elsewhere, employees must comply with all safety policies, procedures, rules or precautions lay down by the School or its clients and must not put themselves or others at risk.

14. Ensure equipment is left safe and take such measures to prevent unauthorised use.

15. Report any perceived health and safety risks and make any suggestions to improve health and safety.

4.8 Sub-Contractors and Sub-contract Labour

All sub-contractors and sub-contract labour will be expected to comply with the health and safety requirements of Bisham School identified in section 5.7.

4.9 Fire Warden & First Aider

The responsibilities of the Fire Warden (Varsha Sidpara) is to ensure:

- That in the event of the fire alarm being raised, the responsible teacher should ensure that all pupils in their class have evacuated the building.
- The Office staff will ensure that the emergency services are called and address of the school and nature of fire is conveyed to them.
- Fire Wardens will make a clean sweep to physically check all area’s including classrooms, offices, meeting rooms, halls, toilets, computer rooms, store rooms, kitchens, canteens, stores and any other location where a person could be and ensure that they are clear.
- If the Fire Wardens find any person, they must instruct them to leave the building immediately no matter what their rank or position and assist them if required. If they refuse or cannot leave due to a disability, fire wardens should not endanger themselves but report the situation to the Fire Chief at the designated Fire Assembly Point.
• The Fire Warden will, before opening any door which cannot be seen through, feel the door/ furniture of the door to see if it is warm, if it is, do not open it but report findings to the Fire Chief. Do not do anything that will endanger you or any other person, if you are not sure, get out, and report it as above.

• The Site Controller and Health and Safety Officer (Varsha Sidpara) should make periodic checks of fire doors, fire exits and routes, door closers and fire extinguishers to ensure all are clear and working satisfactory. The responsibilities of the First Aider (Nina White) are to:

- Ensure first aid facilities are provided and maintained and made available to staff, visitors and pupils.
- Provide assistance to all those who require first aid treatment.
- Call the emergency services should further assistance be required.
- Ensure statutory notices are displayed.
- Ensure all accidents are recorded in the School accident book.
- Ensure that dangerous occurrences, cases of ill health, near misses are reported to the Head Teacher, first aider, Department Head or School Governor.

5. **Arrangements**

5.1 **Accident Reporting Procedure:**

First Aider (Nina White) informs Interim Headteacher (Jane Foster, Vicky Brand) and H and S Manager (Varsha Sidpara)

The following notes reflect the current legal requirements prescribed by Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 as amended 2012) (RIDDOR) and the Health & Safety (First Aid) Regulations 1981 (as amended).

These notes give a brief summary only of the legislative requirements and more information must be sought if there are any doubts.

Note also that in addition, Schedule 3 of RIDDOR lists 42 diseases or medical conditions, which are notifiable.

The School recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents, and incidents which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the School accident/incident report forms.

Accidents must also be reported to a first aider who will ensure that Head Teacher is made aware of the circumstances and consequences of any accidents or incidents.

The Head Teacher, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

For further see the information and guidance the School Accident/Incident Reporting Procedure

5.2 **Adult Volunteers** (Responsible person Varsha Sidpara)

The School encourages parents/ guardians and other adults to help teachers in a variety of ways. Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise pupils engaged in Physical Education or other specialist activities;
- take pupils away from the School site without a teacher in charge.
All helpers on arrival to the School, must sign in at the reception desk, they will be given a visitor’s badge, which they are required to display at all times.

For the pupil’s safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Checks (DB Checks) before they work in the School.

See guidance for Adult Volunteer Helpers

5.3 **Alcohol and Drugs** (Responsible Person- Headteacher)

Attending the School whilst under the influence of alcohol or drugs is strictly forbidden.

Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the School disciplinary procedure.

Prescribed drugs may also have an adverse effect on performance and safety whilst at work and staff prescribed medication by their doctors are advised to consult them about any detrimental side-effects and are required to notify their Head Teacher if medication is likely to affect their performance at work.

See school Policy on Drugs

5.4 **Auditing & Monitoring** (Responsible persons: Varsha Sidpara, Jane Foster, Governing Body)

Bisham School will undertake both active and reactive monitoring to see how effectively the Health and Safety Management System is working and measure the School against its long term goals and objectives.

Active monitoring will involve looking at the premises, plant, and substances, along with people, works procedures, and systems.

Reactive monitoring will be carried out through the investigation of accidents and incidents to discover why controls have failed or not as effective as intended when implemented.

The auditing and review of health and safety performance, required by the Health and Safety at Work etc. Act 1974, along with the School's commitment to continuous improvement, will be carried out from the results of monitoring and independent audits, and will be systematically reviewed to see if the management system is achieving the right results.

Comparisons will be made from internal performance indicators and the external performance of organisations with exemplary practises and high standards.

The School will publish health and safety performance in auditable annual reports.

5.5 **Child Protection** (Responsible person - Designated Person Jane Foster, Deputy: Vicky Brand)

The Health, Safety and Welfare of all our pupils are of paramount importance to all the staff who work in our School. All pupils have the right to protection, regardless of age, gender, race, culture, background or disability and have a right to be safe in our School.

No pupil will be neglected or subjected to physical, sexual, emotional abuse. See the school Policy on Child Protection

5.6 **Consultation with Employees** (Responsible person: Varsha Sidpara)

The School will consult with staff on matters regarding health and safety; this consultation will be carried out directly with the employees. Meetings will be held on a regular basis. A cross section of the workforce will
attend each meeting in rotation to ensure that they all have the opportunity to be involved and make their views known.

The School will consult with employees on matters regarding health and safety; this consultation will be carried out through union appointed representatives in accordance with the Safety Representatives and Committees Regulations 1977 (as amended).

The School will consult with employees on matters regarding health and safety; this consultation will be carried out through employee elected representatives in accordance with the Health and Safety (Consultation with Employees) Representatives 1996 (as amended).

5.7 **Contractors and Sub-Contractors** (Responsible Person: Varsha Sidpara)

All contractors working for Bisham School are expected to:

a) Conform to all health and safety regulations as laid down by Acts of Parliament e.g. The Health and Safety at Work etc. Act 1974.

b) Establish appropriate safety, health and work procedure inspections for the job being performed.

c) Properly instruct all employees who they are responsible for in the execution of their job responsibilities.

d) Enforce contractor's safety policies and Bisham School work rules, with the latter rules governing in the event of conflict.

e) All contractors and sub-contractors will be assessed by the School. Any Contractor found not complying or failing to meet the standards will be expelled from the site with immediate effect.

5.8 **Display Screen Equipment (VDU)** (Responsible Person: Varsha Sidpara)

VDU’s themselves do not pose a health risk to the users and it is unlikely that eyesight disorders will be caused by use of a screen but by the whole environment in which they are. It is more probable that screen use may make the user aware of a previously undiagnosed disorder.

Problems that do occur are usually as a result of the way such screens are used.

Bisham School will arrange for all workstations to be assessed and put in place any resulting health and safety measures. The assessment will look at the way the employee is using the workstation, equipment, furniture, environment perspectives and any special individual needs and health history.

Employees can ask their employer to provide and pay for an eyesight test. If the test identifies a specific condition relating to DSE use and this is detailed on the prescription the employer is only required to pay for basic spectacles. If the individual chooses a more costly alternative the employer is only required to contribute toward the spectacles.

5.9 **Fire and Emergency** (Responsible person: Jane Foster, Varsha Sidpara)

The School is aware of its duties to provide a safe place of work for its employees, pupils and other visitors and will ensure that;

a. All fire exits and fire escape routes are kept clear and suitably maintained

b. There are an adequate number of suitably maintained fire extinguishers available.

c. There are trained members of staff to deal with a fire or emergency and ensure safe evacuation.

d. Suitable fire precautions are in place to ensure sources of ignition and fuel are kept apart and sources of fuel are kept to a minimum.
The school will arrange for a Fire Risk Assessment to be carried out by a suitably qualified person or school and will ensure the document is treated as a live document and any agreed findings adhered to.

Special arrangements will be made for the evacuation of disabled people from the school. Further information and procedure in the event of a fire or emergency is located in Appendix D

5.10 **First Aid** (responsible Person: Nina White)

The school will maintain adequately first aid facilities which will include qualified first aid personnel and or appointed persons and a suitably stocked first aid kit which will be kept readily available in the first aid room. The identity and location of qualified first aiders will be brought to the attention of all employees and pupils.

Any Injuries, Accident or Dangerous Occurrences must be reported immediately to the Head Teacher so that a thorough investigation can take place with a view to preventing their recurrence.

Any injury must be treated at once by a trained first-aider. Whenever first-aid treatment is given on School premises, full details must be entered into the Accident Book.

5.11 **Hand Tools** (Responsible person: Varsha Sidpara)

Only tools which are in good condition and designed for the task are to be used for specific operations. Hand tools will be maintained in accordance with manufacturer or supplier recommendations and a suitable interval for Portable Appliance Testing implemented and tested in accordance. Before each use, hand tools will be inspected for damage and details recorded. Any defective tools will be removed from use and clearly identified as 'Not to be used'.

Damaged or defective tools will either be repaired or replaced as soon as practically possible. Damaged or defective tools will be removed from use where the use may pose a risk to the user or others.

5.12 **Hazardous Substances** (COSHH and CHIP Regulations) (Responsible person: Varsha Sidpara)

In accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) and the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009, the school will ensure that employee exposure to hazardous substances is prevented or adequately controlled.

Suitable assessments will be made of the risks to health arising from any substances encountered during school activities and the results of these assessments will be brought to the attention of the workforce. A register of COSHH Assessments with be recorded on the appropriate forms which can be found in Appendix L.

5.13 **Health Surveillance** (Health and Safety manager– Varsha Sidpara)

Where appropriate for the protection of health of employees, the school will ensure that such employees are under suitable medical surveillance.

Health surveillance is considered appropriate in the following circumstances where employees are at risk from:-

- Noise due to plant and machinery;
- Vibration from operating plant and machinery
- Dermatitis from contact with hazardous chemicals or substances
- Asthma or other lung problems from breathing in certain dusts such as asbestos or fumes etc
- Musculoskeletal disorder, RSI, WRULD, from manual handling or poorly set up workstations etc.

Employee health records will be kept for at least 40 years from the last date of entry, and should be offered to the enforcing authority if the employer ceases trading.
On reasonable notice being given, the employer shall allow any of their employee's access to the health record which relates to him/her.

5.14 **Housekeeping & Premises** (Responsible Person: Headteacher)

To reduce the chances of a fire starting, waste bins are emptied daily and large volumes of combustible materials, such as waste paper are not allowed to accumulate.

Employees are required to;

a. Keep your working area tidy and clean up any spillages immediately.

b. Ensure materials and equipment returned to their proper place after use.

c. Ensure that all fire exit doors and routes are kept clear.

d. Wear suitable footwear; do not run when carrying things.

e. Keep trailing cables to a minimum.

f. Keep walking areas clear to prevent slips, trips and falls.

g. Report defective equipment immediately.

**Filing Cabinets**

School staff must be aware of the danger of opening more than one drawer at a time as this may cause the cabinet to topple forward. Whenever possible the school will secure the cabinet to a solid structure to prevent them from toppling forward, however employees should avoid opening one or more drawers at any one time.

5.15 **Inspections** (Responsible person: Varsha Sidpara)

A safe and healthy work environment will only be achieved if hazards are looked for and eliminated. To facilitate this, the school will arrange for regular safety inspections to be carried out at least twice per annum or as determined by a risk assessment, effective action will be taken to remedy the findings.

Inspections will be undertaken by the school safety advisors and or fire marshals and the report will be sent to the school Governors.

5.16 **Lone Working** (Responsible person: Head Teacher)

Bisham School will avoid the need for its employees to undertake lone working whenever possible, when this is unavoidable the school will assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their acts or omissions (what they do and don't do) and to co-operate with their employers in meeting their legal obligations.

5.17 **Manual Handling** (Responsible Person: Varsha Sidpara)

The school will avoid the need for its employees to undertake hazardous manual handling which pose a risk to their health as far as is reasonable practicable. The school will provide suitable mechanical aids which must be used whenever possible.

Employees will be provided with suitable training on safe handling techniques.

5.18 **Noise and Vibrations at Work** (Responsible persons: Varsha Sidpara)

The school is aware that operating or working near plant, vehicles, and machinery may expose employees and pupils to noise and vibration.
The school will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels involved in school activities and establish precautions to be taken.

The school will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate protection or control measures as necessary.

All employees are expected to fully co-operate with the use of hearing protection or other control measures and with any health surveillance provided by the school.

5.19 Off-Site Visits (Responsible Person: Headteacher)

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. All off-site activities will be properly planned and the Head Teacher will appoint a party leader to be responsible for running the activity, this will normally be a teacher employed at the school.

A comprehensive risk assessment will be carried out by the group leader before the proposed visit. They will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. This may need to be undertaken in consultation with a third party if visiting a venue, attraction etc.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

All teachers or persons involved in the off site visit should be made aware of the risk assessment and confirm that they have read and understood and agree to follow the controls in place.

See school procedure on Off-Site Visits Policy

5.20 Parking Policy (Responsible Person: Headteacher)

The school expects that all drivers of vehicles will give their due care and attention to the safety of all users of the school premises. Staff parking is within the allocated parking area. Parent and visitor parking will only be allowed in accordance with direction agreed by the Head Teacher. Visitors and parents arriving at school during the school day should park at the front of the school. Parent and visitor parking is not allowed on school grounds except at agreed times for dropping off and collection of children, and for prearranged events such as parent consultation evenings.

5.21 Personal Protective Equipment (PPE) (responsible person, Varsha Sidpara)

PPE will be issued as required following suitable assessment and adequate supplies will be maintained.

Employees are required to wear PPE when the nature of the work demands it.

Department Heads will ensure that employees are advised of the relevant requirements for safety clothing and equipment and of the specific safety rules that apply to their operations. If for any reason the Personal Protective Equipment is not compatible, a case must be made and supporting information supplied by a GP to confirm reasons and requirements that are needed to satisfy both parties.

The use of PPE is not a voluntary matter and Department Heads have a duty to ensure that it is used or worn by all those entering their area or who could be affected.
PPE must meet the statutory requirements and British Standards which are appropriate. Those who originate an order for PPE are to ensure this by using reputable suppliers and ensuring that what they purchase offers suitable protection for what they are aiming to protect themselves from.

PPE issued must be of a reasonable, fit for purpose, kept clean, properly adjusted and in good repair. Employees have a duty to ensure that lost or damaged clothing or equipment is reported promptly so that it can be replaced.

5.22 Risk Assessments (Responsible person: Headteacher)

The School will carry out or arrange for a competent person to undertake suitable and sufficient risk assessments of all hazards and significant risks to which its employees or others may be exposed. The results of these assessments will be brought to the attention of the relevant employees or others who may be affected by the activities together with details of any control measures to be taken to reduce the risks. Under no circumstances should work involving significant risks to health or safety and welfare be commenced before the appropriate information has been received and understood.

Copies of Risk Assessment can be found in the Risk Assessment folder

5.23 Smoking (responsible person: Varsha Sidpara)

It is the policy of Bisham School that no employees, contractors or pupils are subjected to the by-products of cigarettes, therefore smoking is prohibited on all areas of school premises. This prohibition also extends to E-Cigarettes, although not included in the Health Act 2006, this may encourage others to adopt illegal practices.

This policy applies to all employees, staff, contractors and visitors.

5.24 Training (Responsible person: Varsha Sidpara)

The School will ensure that employees are provided with suitable training to enable them to carry out their duties safely and without risk to their health. Such training will be provided on induction and periodically throughout employment to take account of changes which may result from new technology, new procedures, or any other factor. Records will be maintained of training provided to employees with refresher training dates detailed on the School Training matrix.

5.25 Use of Mobile Phones (Varsha Sidpara)

Mobile phones without a hands free kit or if unsafe to use must not be used when driving any vehicle on school business or activities

5.26 Visitors and Third Parties (Responsible person: Varsha Sidpara)

The School has a responsibility not to jeopardise any person, this includes employees, pupils, the client’s employees, sub-contractors, visitors, suppliers, delivery drivers, representatives and other contractors, even trespassers may have to be protected from danger.

There is a particularly strong liability towards pupils who may be ‘attracted’ to an unoccupied building after working hours. Every reasonable precaution must be taken to keep trespassers out of the school premises and also to avoid hazards to them if they do gain entrance.

When visitors are invited on school premises, they will be inducted and made aware of any special hazards, sign in and wear a visitor’s badge. Visitors will either be escorted at all times when on school premises or must stay in designated areas and follow the school health and safety rules.

5.27 Welfare Facilities (responsible person: Varsha Sidpara)
Bisham School will ensure that suitable and sufficient welfare facilities are available to all its employees, pupils and visitors. The school will ensure that there are adequate toilets, washing facilities, are as to eat meals and that these facilities are kept clean and maintained.

5.28 **Work Equipment** (Responsible person: Varsha Sidpara)

Bisham School will ensure that all work equipment is maintained in a suitable safe condition and only suitable trained, competent and authorised persons will operate work equipment. Any employee who finds a defect in the work equipment, which may lead to injury, must stop using the equipment and report this to senior management immediately.

The Electricity at Work Regulations 1989 requires that regular checks on electrical equipment, especially plugs and leads for fraying or other defects is carried out prior to use and Portable Appliance Testing (PAT) to be carried out on a regular basis by a competent person. Records of PAT testing will be kept in the main office.

Whenever possible electrical equipment should be switched off when not in use.

Should any defects be found in any electrical equipment, it must be switched off immediately and reported to the Health and Safety manager (Varsha Sidpara) and your Department Head and suitable warnings displayed to prevent others from attempting to use it.

5.29 **Work at Height** (Responsible Person: Varsha Sidpara – contractors; Headteacher – school staff)

The school will seek to avoid work at height. However if it is required this will be properly planned and organised by a competent person and only persons who have been appropriately trained and are competent, will carry out works at height. All works that cannot be avoided will be undertaken at height will conform to the requirements detailed in The Work at Height Regulations 2005 (as amended 2007.) Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over personal protective measures (e.g. safety harness). The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations and records kept.

All ladders, steps and other access equipment will be clearly identified; all working platforms must have a guardrail or other arrangements to prevent any fall where there is a risk of injury.

Ladders must only be used on a firm level base, and where they can be erected at a safe angle. No one is to use a ladder unless it is either properly secured or 'footed' by another person.

Ladders must not be used as working platforms in situations where the work requires the use of both hands, unless additional steps are taken to minimise risk.

Tower scaffolds must always be properly constructed and fitted with the appropriate guardrails and boards. Ladders and steps must not be used on top of tower scaffolds. All scaffold towers must be inspected prior to use by a person who is certified by PASMA, at least every 7 days or if it is believed that the scaffold is altered or has been tampered with.

5.30 **Work Related Stress** (Responsible person: Headteacher)

Stress in the workplace is a growing problem and it is the policy of this school to prevent work related stress using a combination of management and task related provisions, these will include;

- Management Related: Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support and adequate pre-planning.
- Task Related: Well defined tasks, clear responsibilities, and proper use of skills, good control of hazards and risks and support from senior management.
• Any employee displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.

**5.31 Young Persons** (responsible person: Headteacher)

The school shall ensure that young persons (under eighteen years of age) employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured.

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young people are prohibited from doing work which:

• Is beyond their physical capacity;
• Could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health;
• Could expose them to harmful radiation;
• Involves accident risks which cannot be recognised by young persons; and which involves
• Risks to health due to extreme heat or cold, noise or vibration.

Where the persons are under the minimum school leaving age, the employer must provide information on risks and control measures to parents/guardians before work starts.

Wherever young people, especially those below the minimum school leaving age, are exposed to hazards at work, these must be controlled and adequate supervision must be provided at all times by competent people.

Before young people start work they must receive effective health and safety induction training, including information on:

• The school’s policy;
• Their personal responsibilities;
• Common hazards in the workplace;
• Information on how to protect themselves;
• Who to go to for advice; and
• What to do if things seem unsafe.

Generic risk assessments must be carried out before employing young persons. Things taken into consideration must include:

• The fitting-out & layout of the workplace and the particular areas where they will work;
• The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
• What types of work equipment will be used and how it will be handled;
• How the work processes involved are organised;
• The need to assess and provide health and safety training; and
• Risks from the particular agents, processes, and work.

These risk assessments will be reviewed if the nature of the work changes or there is reason to believe that it is no longer valid.

**5.32 Information Display** (Responsible person: Varsha Sidpara)

It is a legal requirement that certain information is permanently displayed for the benefit and use of employees, these include:
• Health and Safety Law Poster or leaflet entitled 'What You Should Know' Employers Liability Insurance Certificate
• Fire Emergency Procedure
• Emergency procedure or action notices Location of Accident book
• Location of First aid box and first aiders Health and Safety Policy Statement
• School Rules