

Health and Safety Policy

Mission Statement

West holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Person(s) responsible for updating the policy:	Director of Estates
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Status:	Statutory

24.0 Health and Safety Inspections

- 29.1 It is essential that Health and Safety inspections are undertaken to support teams in their delivery of Health and Safety within schools.
- 29.2 Each primary school will receive two half day inspection per year covering various aspects of Health and Safety. *The WeST H&S Checklist will be used periodically by the HS&E Manager along with members of school management to ascertain compliance and progress in closing out actions from previous reviews and audits*
- 29.3 Secondary schools will receive two half day visits per year across six departments with each department being inspected every three years, Science, Design Technology, Sports, Arts, Facilities, Management. *In addition each secondary school will also receive at least two inspections using the WeST H&S Checklist with the HS&E Manager and school management involved in the review*
- 29.4 Actions from the inspections must be completed satisfactory within the agreed timeframe.

Page 23 Tree Safety Management :

Tree Safety Management 44.0

- 44.2 The Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes, busy areas or adjacent properties. The school will also arrange for an inspection following severe weather conditions.
- 44.3 The Trust will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every 2 years and formally documented. *This will increase to yearly where ASH Dieback has been discovered.*

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Health and Safety in each School

This policy sets out the overall Trust commitment to Health and Safety in all Schools and establishments. Principal/Headteacher for each school are required to amend Appendix 1 of this policy to reflect specific Health and Safety requirements for their school.

Health and Safety Providers

The below table details the Health and Safety provider for each school in the MAT. For any Health and Safety matter please contact the WeST Health Safety & Environment Manager or the correct Health and Safety provider

School	Health and Safety Provider
Ashburton School	Devon Health & Safety Service, Devon County Council – OSHENS
Atrium School	Devon Health & Safety Service, Devon County Council – OSHENS
Austin Farm School	PLP
Borrington School	PLP
Buckfastleigh School	Devon Health & Safety Service, Devon County Council – OSHENS
Callington School	Devon Health & Safety Service, Devon County Council – OSHENS
Chaddlewood School	PLP
Coombe Dean School	Devon Health & Safety Service, Devon County Council – OSHENS
Eggbuckland CC	Devon Health & Safety Service, Devon County Council – OSHENS
Ermington School	Devon Health & Safety Service, Devon County Council – OSHENS
Glen Park School	PLP
Hele's School	Devon Health & Safety Service, Devon County Council – OSHENS
Holbeton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Ivybridge Community College	Devon Health & Safety Service, Devon County Council – OSHENS
Manor School	Devon Health & Safety Service, Devon County Council – OSHENS
Morley Meadow Primary School	PLP
Oreston Community Academy	Devon Health & Safety Service, Devon County Council – OSHENS
Plympton St Maurice	PLP
Plymstock School	Devon Health & Safety Service, Devon County Council – OSHENS
Sherford Vale School	Devon Health & Safety Service, Devon County Council – OSHENS
South Dartmoor CC	Devon Health & Safety Service, Devon County Council – OSHENS
Stowford School	Devon Health & Safety Service, Devon County Council – OSHENS
Ugborough PS	Devon Health & Safety Service, Devon County Council – OSHENS
Wembury Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Woodford School	PLP
Woodlands Park Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Yealmpton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS

SECTION 1

1.0 STATEMENT OF INTENT

The Trustees of Westcountry Schools Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and arrangements for dealing with different areas of risk. Section 2 Delegated Responsibility, will establish specific responsibilities at all levels of the Trust's organisation. Section 3 Health and Safety Functions, will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

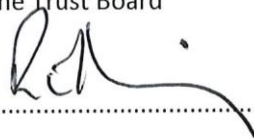
This policy will be brought to the attention of all members of staff through staff induction and staff handbook. A master copy is kept in the main office of all Trust schools and is available online.

This policy statement and the accompanying organisation and arrangements will be reviewed yearly by the Trust Board.

Everyone at all levels of West must comply with this policy. Breaches of the this policy may be dealt with under a disciplinary policy


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Chair for the Trust Board

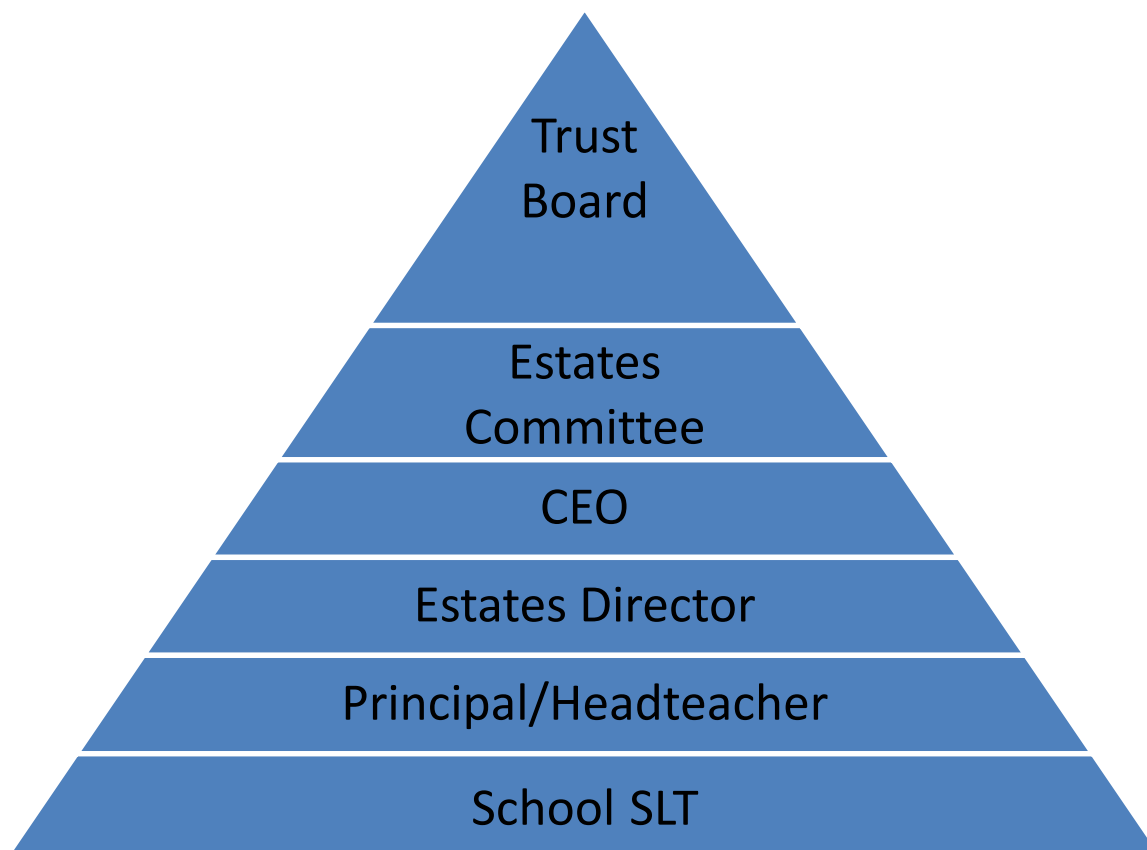
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Date


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CEO

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SECTION 2 DELEGATED RESPONSIBILITIES

Pictorial of delageted responsibilities of Health and Safety.



1.0 The Duties of the Trust Board

- 2.1 To produce and regularly review the Health and Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- 2.2 To monitor both compliance with, as well as the effectiveness of, this policy
- 2.3 To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- 2.4 To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- 2.5 All settings which are part of the Westcountry Schools Trust in addition to this policy will also have a separate Health and Safety policy which sets out specific guidelines relevant to the setting they are operating within. See Appendix 1
- 2.6 To review the WeST corporate Risk Register
- 2.7 To delegate to the Estates Committee through a Scheme of Delegation.

2.0 The Duties of the Estates Committee

- 3.1 Although the Trust Board have delegated responsibility to the Estate Committee, the Committee will make recommendations and provide advice to the Trust Board for approval
- 3.2 The responsibility of the Estate Committee is the same as the Trust Board, although accountability remains with the Board
- 3.3 On the Committee there are currently Trust Board members who can vote

3.0 The Duties of the CEO

- 4.1 The CEO is ultimately responsible for Health and Safety in the work place and ensures good practice is developed and implemented with a proactive Health and Safety management and culture
- 4.2 Reports to the Trust Board and Estates Committee
- 4.3 Delegates responsibility to the Estates Director

4.0 The Duties of the Estate Director.

- 5.1 The Estates Director has responsibility for the corporate Health and Safety across WeST. Including writing of Trust wide policies and risk assessments. Arrange and oversee annual Health and Safety audits and ensure there is a positive culture to Health and safety throughout the organisation. The Estates Director is responsible to the CEO.
 - 4.1.1 In particular, the Estates Director will:
 - 4.1.1.1 Co-operate with the Estates Committee and the Trust Board to ensure that this policy and its associated arrangements are implemented and complied with
 - 4.1.1.2 Communicate the policy and other appropriate health and safety information to all Principals and Head Teachers
 - 4.1.1.3 Report to the Estates Committee and the Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
 - 4.1.1.4 Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
 - 4.1.1.5 Identify the training needs of Estates staff, Principals and Head Teachers and ensure that staff are competent to carry out their roles and are provided with adequate information, instruction and training
 - 4.1.1.6 Ensure there is a third party service provider to provide technical support and undertake regular audits to ensure compliance
 - 4.1.1.7 To instil a positive and proactive Health and Safety culture throughout WeST
 - 4.1.1.8 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
 - 4.1.1.9 To ensure all contractors are aware of their Health and Safety responsibilities
 - 4.1.1.10 To ensure all staff inductions include Health and Safety awareness.

5.0 The Duties of the Principal/Head Teacher

- 6.1 The Principal/Head Teacher has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the Trust premises or participating in Trust sponsored activities
- 6.2 In particular, the Principal/Headteacher will:
 - 6.2.1 Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
 - 6.2.2 Communicate the policy and other appropriate health and safety information to all relevant people
 - 6.2.3 To undertake building inspections and report to the Estate Director any concerns including, the premises, plant and equipment
 - 6.2.4 Report to the Estates Director any significant risks or policy requirements which cannot be met within WeST/school budget
 - 6.2.5 Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
 - 6.2.6 Ensure consultation arrangements are in place for staff and their trade union representatives where appointed.
 - 6.2.7 Monitor purchasing and contracting procedures to ensure health and safety is included in

specifications and contract conditions

- 6.2.8 Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised and inform the Estates Director
- 6.2.9 Promote a positive health and safety culture by leading by example
- 6.2.10 Ensure accident and near miss reporting is recorded and where required investigated and engage Estates Director where required
- 6.2.11 Ensure there is a suitable recording and monitoring system of visitors

- 6.3 Whilst overall responsibility for health and safety cannot be delegated, the Principal/Headteacher may choose to delegate certain tasks to the relevant health and safety persons in the school.

6.0 The Duties of the Health and Safety Manager

- 7.1 The Health and Safety Manager has the delegated task of managing the Health and Safety management and processes across West in order that Principals/Head teachers and Estates Team can discharge their duties in relation to day-to-day health and safety management. The Health and Safety Manager is directly responsible to the Estates Director and acts as the technical expert.

- 7.2 To do this the Health and Safety Manager will:

- 7.2.1 Write, develop and review the Health and Safety Policy and sub policies and procedures to Estates Committee and Trust Board
- 7.2.2 Lead and manage the risk assessment process for the Trust Board
- 7.2.3 Ensure that Safe Systems of work are in place and followed
- 7.2.3 Lead general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Trust Board
- 7.2.4 Liaise with the Facilities Manager of records of inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Trust Board if funds are not available
- 7.2.5 To liaise with Principals/Head Teachers on Health and Safety requirements within their schools
- 7.2.6 Assist with the identification of training needs and training delivery across the Trust to ensure that staff and students are adequately instructed
- 7.2.7 Collate WeST wide accident and incident information from schools and, when necessary, carry out accident and incident investigations and lessons learnt
- 7.2.8 Arrange periodic health and safety audits and liaise with the Principal/Headteacher and Trust Board in relation to findings and any associated remedial actions
- 7.2.9 To liaise with staff managing Estates projects and advise on CDM regulations
- 7.2.10 To provide Health and Safety training to WeST Trust Board, Governors and Staff
- 7.2.11 Develop and write the Health and Safety induction.

In the transitional period while the above hierarchy is being implemented as part of the Estates Strategy. Each school must ensure compliance through the Head Teacher and liaising with the Estates Director and agreed service provider and seeking advice to ensure safety standards are met.

7.0 The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

- 8.1 The Heads of Departments/Supervisory Staff/Subject Leaders have specific delegated tasks in relation to health and safety management within their departments/subject areas
- 8.2 They must ensure that:
 - 8.2.1 They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
 - 8.2.2 Staff under their control are aware of and follow any externally adopted health and safety guidance.
 - 8.2.3 Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
 - 8.2.4 They ensure that appropriate safe working procedures are brought to the attention of all staff under

their control and are enforced effectively

- 8.2.5 They take appropriate action on health, safety and welfare issues referred to them, informing the Principal/Headteacher or Estates Director of any problems they are unable to resolve within the resources available to them
- 8.2.6 They carry out regular inspections of their areas of responsibility and report / record these inspections to the Principal/Headteacher or Estates Director
- 8.2.7 They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- 8.2.8 All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- 8.2.9 Partake in Health and Safety audit both internal and external by ensuring all relevant documentation is in place.

8.0 The Duties of all Members of Staff

- 9.1 Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of each school in the Trust.
- 9.2 Specifically, all employees have responsibility to:
 - 9.2.1 Take reasonable care for the health and safety of themselves and others in undertaking their work
 - 9.2.2 Comply with the Trust's health and safety policy arrangements at all times
 - 9.2.3 Report all accidents and incidents in line with the reporting procedure
 - 9.2.4 Co-operate with school management on all matters relating to health and safety
 - 9.2.5 Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
 - 9.2.6 Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
 - 9.2.7 Ensure that they only use equipment or machinery that they are competent / have been trained to use
 - 9.2.8 Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
 - 9.2.9 Read and follow and familiarise with all relevant Health and Safety documentation and updates and provide feedback were required

9.0 Students

- 9.1 Students, in accordance with their age and aptitude, are expected to:
 - 9.1.1 To exercise personal responsibility for the health and safety of themselves and others
 - 9.1.2 To observe standards of behaviour and dress consistent with safety and/or hygiene
 - 9.1.3 To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
 - 9.1.4 Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety
 - 9.1.5 To report issues/observations of Health and Safety concerns to a teacher or responsible adult.

10.0 Contractors

- 10.1 All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Estates representative of any risks that may affect the staff, students and visitors
- 10.2 All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times

- 10.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Estates Department representative/Principal/Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury

SECTION 3 Health and Safety Management Functions

11.0 Arrangements

- 12.1 The 'arrangements' for health and safety, i.e. the specific measures put in place to manage particular risks, must be agreed and outlined in this section. The Trust, as independent employer in their own right, is free to determine their own arrangements within the boundaries of the law.

- 12.2 List of areas to cover is included below:

- 13 Risk Assessment
- 14 Accident/Incident Reporting
- 15 Asbestos
- 16 Communication and Training
- 17 Consultation
- 18 Construction Design Management
- 19 Contractors
- 20 Curriculum Activities
- 21 Display Screen Equipment
- 22 Drivers Handbook
- 23 Electricity at Work
- 24 Fire Safety
- 25 First Aid
- 26 Gas
- 27 Hazardous Substances
- 28 Health and Safety Induction
- 29 Health and Safety Inspections
- 30 Legionella
- 31 Lettings
- 32 Lone working
- 33 Maintenance
- 34 Medication
- 35 Monitoring
- 36 Moving and Handling
- 37 Noise at Work
- 38 Offsite Visits
- 39 PPE
- 40 Personal Safety and Security
- 41 Radon
- 42 Radioactive Sources
- 43 Stress/Wellbeing
- 44 Trees
- 45 Vehicle Movement around site
- 46 Work at Height
- 47 Work Experience
- 48 Workplace Safety
- 49 Pandemic (Covid-19)

13.0 Risk Assessment

- 13.1 The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these

decisions will be recorded in writing. This will be achieved principally by ensuring adequate risk assessments that address all the significant risk in the Trust are in place.

- 13.2 Risk assessments are available for all staff to view and are held centrally with the Health and Safety Manager. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.
- 13.3 Risk assessment records will be reviewed annually or every 3 years depending upon the levels of risk or should a task change. This will be identified on the risk assessments.

NB. Other arrangements in alphabetical order:

14.0 Accident/Incident Reporting

- 14.1 All employee accidents must be reported to the Trust Board. All accidents must be reported using the local procedures.
- 14.2 Accidents to students and other non-employees must be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Trust Board.
- 14.3 Parents/carers will be notified immediately of all major injuries.
- 14.4 The Principal/Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring. The Health and Safety Manager will assist as required.
- 14.5 All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

15.0 Asbestos

- 15.1 The arrangements for the management of asbestos on each school/other site in the Trust are detailed in the Asbestos Management Plan (AMP). This will be located at each individual school in the Trust along with a central record held with West.
- 15.2 The Asbestos Register is held at each school within the Trust and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos such as boilers, kilns, wall finishes, floor coverings. No work can commence until permission to work has been given by the authorising manager named in the AMP.
 - 15.1 The authorising manager shall ensure:
 - 15.1.1 Ensure the Asbestos Management Plan is reviewed annually and that any changes are approved by the Trust Board
 - 15.1.2 That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the relevant form
 - 15.1.3 A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the relevant form according to the frequencies identified in the AMP
 - 15.1.4 All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register
- 15.3 All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Health and Safety Manager at the earliest opportunity.

16.0 Communication and Training

16.1 The Health and Safety Law poster is displayed in the entrance of all schools within the Trust and further information, including copies of the policy, can be requested from the Health and Safety Manager.

16.2 Health and Safety Training

15.2.1 All employees will be provided with:

15.2.1.1 induction training in the requirements of this policy

15.2.1.2 updated training in response to any significant change

15.2.1.3 training in specific skills needed for certain activities as identified by the relevant risk assessment

15.2.1.4 refresher training where required

16.3 Training matrix will be kept at each school or department and/or personnel files. The Health and Safety Manager is responsible for ensuring health and safety training needs are met for all staff. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

16.4 Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

17.0 Consultation

17.1 Members of staff with concerns should raise them initially with their departmental head or the Health and Safety Manager. If required, requests for external advice should then be sought via the Health and Safety Manager from the relevant provider.

17.2 Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Trust Board welcome the support of trade unions in health and safety matters.

18.0 Construction Design Management. (CDM)

18.1 The Construction (Design and Management) Regulations 2015 (CDM) apply to the entire construction process to ALL construction projects regardless of size or duration. As the Client, WeST have overall responsibility for the successful management of a project which includes effective control of health and safety.

18.2 The CDM regulations apply to all construction based projects which are either notifiable or non-notifiable. Where projects become notifiable additional legal duties are placed on all parties but only if the work:

18.2.1 Lasts longer than 30 days AND

18.2.2 Has more than 20 workers working simultaneously at any point OR

18.2.3 Exceeds 500 person days.

18.3 If the project becomes notifiable, the HSE must be notified with an F10 notice at the earliest opportunity. This must be issued by the Client.

18.4 WeST are committed to the aims of the CDM regulations and aim to ensure compliance throughout the entire construction process from inception to completion. The Estates team must:

18.4.1 Appoint the right people at the right time (in writing).

18.4.1.1 If we do not appoint a principal designer or a principal contractor (only if there is more than 1 contractor on site) as the client it is deemed that those duties become WeST's responsibility.

18.4.2 Ensure there are arrangements in place for managing and organising the project.

- 18.5 Allow adequate time.
- 18.6 Provide information to the designers and contractors i.e. written preconstruction information.
- 18.7 Communicate effectively with all parties.
- 18.8 Ensure adequate welfare facilities.
- 18.9 Ensure a construction phase plan is in place.
- 18.10 Keep the health and safety file.
- 18.11 Ensure all parties are carrying out their duties.
- 18.12 Protect members of the public including employees.
- 18.13 Ensure work places are designed correctly.
- 18.14 Notify the HSE if the project is deemed notifiable.
- 8.15 If we do not comply with CDM 2 015, we are likely to be failing to influence effective health and safety management which could be putting all workers and occupants at risk of harm, not achieving good standards or value for money.

19.0 Contractors

- 19.1 All contractors must report to Main Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.
- 19.2 To ensure contractor competency, the Health and Safety Manager will undertake competency checks prior to engaging any contractor.
- 19.3 In respect of construction works, Health and Safety Manager will ensure the client's duties under the Construction (Design and Management) Regulations 2015 have been understood and complied with.

20.0 Curriculum Activities

- 20.1 Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Subject Coordinator using the appropriate risk assessments.

21.0 Display Screen Equipment (DSE)

- 21.1 All staff that use computers daily for continuous spells of an hour or more, or a total daily time of three hours or more, will have a DSE assessment carried out.
- 21.2 Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and a contribution of cost towards corrective glasses (if required specifically for DSE use). Employees should contact HR at hr@westst.org.uk for details of the scheme.

22.0 Driver Handbook

- 22.1 The Trust will ensure all Trust owned/leased vehicles meet the legal requirement and are roadworthy

22.2 The Trust will ensure all drivers meet the legal and insurance requirement to drive both Trust and privately owned vehicles.

22.3 All Trust vehicles will have MOTs and Servicing as well as a driver inspection prior to driving. The checks are all recorded.

22.4 Drivers will need to demonstrate they are legally able to drive with licence checks. Where required, additional training will be undertaken. Insurance must be in place either by the Trust or by the individual.

22.5 Staff using privately owned vehicles must ensure the vehicle meets the legal requirements and that the staff member has the correct insurance.

NB: See the WeST Driver Handbook available from HR.

23.0 Electricity at Work

23.1 All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment to be reported

23.2 All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type

23.3 The Facilities Manager/Premises Manager/Caretaker is responsible for keeping an up to date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate, tested according to the frequencies set out above.

23.4 Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-owned equipment.

23.5 A fixed electrical installation test will be conducted every 5 years. Facilities Manager/Premises Manager/caretaker is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

23.6 For full details relating to work equipment and electrical safety, reference should be made to OSHENS (HSA16 Electrical Safety and HSA58 Work Equipment Arrangements Notes).

24.0 Fire Safety

24.1 The Facilities Manager is responsible for ensuring the schools fire risk assessment are undertaken using the risk assessment document and controls implemented accordingly. The fire risk assessment is located in the schools main office and will be reviewed annually.

24.2 Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

24.3 All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

- 24.4 Evacuation procedures are also made known to all contractors / visitors.
- 24.5 Emergency contact and key holder details are held with the Emergency Procedures which are completed by each school and held both at school and centrally at the Trust offices
- 24.6 The Facilities Manager, working with the Health and Safety Manager, is responsible for ensuring that the Trust school Fire Logs are kept up to date and that the following inspection / maintenance is undertaken:
 - 24.1.1 Dates of fire fighting equipment inspections and checks – Facilities Manager
 - 24.6.2 Dates and outcome of fire alarm system(s) inspections and checks – Facilities Manager
 - 24.1.2 Dates and outcome of emergency lighting system - records of tests – Facilities Manager
 - 24.1.3 Dates and outcome of visits by Local Fire and Rescue – Principal/ Headteacher/Facilities Manager
 - 24.1.4 List of all fire training / instruction carried out – Facilities Manager/Principal/ Headteacher
 - 24.1.5 Dates and outcome of fire drills – Principals/Head teachers
- 24.7 Procedures for other critical incidents and off-site emergencies are contained within each school's Emergency Management Plan which are located the Principal/Head teacher's office and will be reviewed annually.

25.0 First Aid

- 25.1 The school has risk assessed the need for first aid provision and this is recorded on the risk assessment document.
- 25.2 The following first aid provision has been provided accordingly:
 - 25.2.1 First Aid at Work level: See School's Health and Safety Manager for up to date records
 - 25.2.2 Emergency First Aid at Work level: See School's Health and Safety Manager for up to date records
- 25.3 First Aid qualifications remain valid for 3 years. The Health and Safety Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.
- 25.4 First Aid boxes are located at suitable locations in each school i.e. All receptions, sports hall, CDT area, Art, and Science – see School's Health and Safety Policy for further details (Appendix 1).
- 25.5 The authorised person for each school is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

26.0 Gas Safety

- 26.1 The Trust will ensure the gas safety management Reg 1996 and Gas Safety (installation and use) 1998 will be complied with.
- 26.2 All gas appliance must be recorded on an asset register
- 26.3 All gas appliances including boilers, catering and design technology, science classroom (See CLEAPSS documentation) equipment will have a compliance inspection and service. All inspections will be documented and held on file.
- 26.4 All gas operatives, both Trust employees and contractors, will need to be registered with Gas Safe to the required standard

27.0 Hazardous Substances

- 27.1 Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

27.2 Within curriculum areas (where relevant) Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS risk assessments are in place within their department. It shall be ensured that the findings of risk assessments are incorporated into point-of-use documents within the departmental risk assessments and method statements.

27.3 In all other areas the responsible manager shall ensure that:

27.3.1 An inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date

27.3.2 Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials

27.3.3 Risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment

27.3.4 All chemicals are appropriately and securely stored out of the reach of students

27.3.5 All chemicals are kept in their original packaging and never decanted into unmarked containers

28.0 Health and Safety Induction

28.1 All new staff to WeST will have an induction to WeST and the specific school. Within this induction each staff member is given a access to this policy and must be made aware of their responsibility to Health and Safety, to include any risk assessment that are relevant, how to report an accident, what to do in the event of a activation of the fire alarm etc and where to find further information.

29.0 Health and Safety Inspections

29.1 It is essential that Health and Safety inspections are undertaken to support teams in their delivery of Health and Safety within schools.

29.2 Each primary school will receive two half day inspection per year covering various aspects of Health and Safety. The WeST H&S Checklist will be used periodically by the HS&E Manager along with members of school management to ascertain compliance and progress in closing out actions from previous reviews and audits

29.3 Secondary schools will receive two half day visits per year across six departments with each department being inspected every three years, Science, Design Technology, Sports, Arts, Facilities, Management. In addition each secondary school will also receive at least two inspections using the WeST H&S Checklist with the HS&E Manager and school management involved in the review

29.4 Actions from the inspections must be completed satisfactory within the agreed timeframe.

30.0 Legionella

30.1 WeST must ensure compliance with the 'the Control of Legionella bacteria in water system; known as L8 and HSE guide 274.

30.2 Legionella must be managed and controlled using a water management plan and risk assessment that will be managed by the Facilities Manager and ensure that the identified operational controls are being conducted and recorded on the relevant documentation.

30.3 The risk assessment will be reviewed either where significant changes have occurred to the water system or on a annual basis.

31.0 Lettings/shared use of premises

31.1 The Principal/Headteacher must ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment for all their activities in order to identify any hazards either to the building itself

or to the safety or health of the occupants within it in accordance with KCSIE (keeping children safe in education)

32.0 Lone Working

- 32.1 Lone working is defined as 'workers who are separated from their work colleagues'. Members of the public, visitors or students are not working colleagues
- 32.2 To manage risk associated with lone working, a risk assessment must be carried out and a safe system of work developed. Various control measures may have to be introduced into the safe system of work, such as
 - 32.2.1 No lone working in high risk activities, e.g. working at height.
 - 32.2.2 Arrangement for remote supervision and good communication including emergency contact numbers
 - 32.2.3 No lone meetings with parents in certain circumstances for example, where there is concern about the parent's conduct the meeting will need to be conducted with two staff present.
 - 32.2.4 Use of alarm systems.

This is not an exhaustive list; specific tasks will need careful consideration of the management of the associated risk.

33.0 Maintenance of Plant and Equipment

- 33.1 Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Facilities Manager. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- 33.2 The following specific statutory inspections and tests will be undertaken:
 - 33.2.1 Six monthly lift Thorough Examination, to be undertaken by approved lift specialist
 - 33.2.2 Annual Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by the Trust's insurers
 - 33.2.3 Annual gas appliance inspection and maintenance, to be undertaken by Gas Safe approved contractor
 - 33.2.4 Annual gas tightness test, to be undertaken by Gas Safe approved contractor
 - 33.2.5 5 yearly electrical test and report carried out by approved NICEIC Electrical contractor

Recommendations raised from inspections shall be required to be resolved

- 33.3 The Facilities Manager is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

34.0 Medication Arrangements

- 34.1 Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the school will, at the request of the parent/carer and with the consent of the Principal/Headteacher, administer medication prescribed by a doctor.
- 34.2 In circumstances when a student suffers headaches, menstrual pains or toothache, staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have given prior written permission. On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to students unless prescribed by a doctor.

34.3 No member of staff will administer any medication unless a request form has been completed by the parent / carer.

34.4 The authorised person in each school is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. All administration undertaken by staff will be recorded. Records of administration will be kept by the SENCO department liaising coordinating with the authorised person. Where required, training will be undertaken by staff to administer specific medications.

34.5 All non-emergency medication kept in school is securely stored in a lockable cabinet fixed to the wall in the medical room with access strictly controlled. Where students need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the medical room securely stored and clearly labelled.

35.0 Monitoring

35.1 The Estates Director assisted by the Health and Safety Manager will put in place procedures to monitor Estates compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process. Feedback from this process is to be referred to the Trust Board.

35.2 A general inspection of the site will be conducted annually and be undertaken by the Health and Safety Manager. Inspections of individual departments will be carried out by Heads of Department or nominated staff.

35.3 In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Estates Director and the Trust Board. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Manager to liaise with the relevant managers.

35.4 Other processes employed to monitor compliance with this policy and health and safety performance in general include:

35.4.1 Training audits, review of policies, updates from central government

36.0 Moving and Handling

36.1 Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

36.2 All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Health and Safety Manager. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to

employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

36.3 All moving and handling of students will be risk assessed by the SENCO and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis.

37.0 Noise at Work

37.1 The Trust will comply with the Control of Noise at Work Reg 2005. This does not include music or entertainment.

- 37.2 Where possible noise should be managed in order to not only to protect the user but also people in the vicinity. Where required hearing protection must be provided for areas where noise is greater than 85 decibels on an average of daily or weekly periods of time.

38.0 Offsite Visits

- 38.1 The Trust has a separate policy for Outdoor Education, Visits and Off-site Activities Health and Safety Policy. Please see this policy for further clarification (Evolve).

39.0 Personal Protective Equipment (PPE)

- 39.1 The Trust has a legal responsibility to provide the correct Personal Protective Equipment (PPE) for each task undertaken should PPE be required which is determined by risk assessment. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). In Hierarchy and Safety risk management hierarchy, PPE is the last protection against risk, with elimination of risk, replace the risk, isolate people from the risk, safe systems of work to be considered in the first instance.

40.0 Personal Safety and Security

- 40.1 The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. A separate specific behaviour policy is in place regarding staff conduct.
- 40.2 Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the school.
- 40.3 Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of Principal/Headteacher and/or the Trust's CEO.
- 40.4 The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conducts home visits (See lone working)

40.4.1 School staff responding to call outs

- 40.4.1.1 Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. If alone, the person should leave details with a colleague and report to them when leaving the site.
- 40.4.1.2 Risk assessments will be reviewed annually or after significant change and recorded by amending the risk assessment document.

40.4.2 Trust Security

- 40.4.2.1 The Health and Safety Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.
- 40.4.2.2 This will be reviewed annually or after significant change and recorded by amending the relevant risk assessment document.

41.0 Radon Gas

- 41.1 Some schools within the Trust are located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10 year cycle and detectors returned to PHE for analysis.

41.2 If levels are below the 400 Bq/m³ threshold, this process of measurement will continue. If readings exceed the 400 Bq/m³ threshold a Radiation Protection Adviser (RPA) will be engaged

and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed

to reduce the radon level to well below 400 Bq/m³. These systems will be maintained.

42.0 Radioactive Sources (where relevant)

42.1 The Trust has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.

42.2 CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document

43.0 Stress/Wellbeing

43.1 The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

43.2 The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence. This is monitored by the Director of Human Resources

43.3 Where appropriate, risk assessment findings will be recorded on the relevant document.

44.0 Tree Safety Management

44.1 An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash dieback, is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to the tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

44.2 The Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes, busy areas or adjacent properties. The school will also arrange for an inspection following severe weather conditions.

44.3 The Trust will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every 2 years and formally documented. This will increase to yearly where ASH Dieback has been discovered.

44.4 The Trust will also arrange for a local tree inspection at least every 1 year by an employee, or other, who is competent by training, including refresher training at five yearly intervals. The type of training is decided locally. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

45.0 Vehicle Movement around Site.

45.1 The Trust is aware it is almost impossible to separate staff and children from moving vehicles. Where possible, segregation is the best result, however where this is not always possible a risk assessment must be undertaken and distributed to all staff. Young children must be attended; older children need to be made aware of the risk. Control measures can be, clear road markings and signage, education, safe passage areas for both vehicles and people

46.0 Work at Height

- 46.1 Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk
- 46.2 Assessment findings. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.
- 46.2 Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Trust's nominated person(s) responsible for work at height is the Health and Safety Manager.
- 46.3 The nominated person(s) shall ensure:
 - 46.3.1 All work at height is risk assessed and properly planned and organised
 - 46.3.2 All those involved in work at height are trained and competent to do so
 - 46.3.3 The use of access equipment is restricted to authorised users
 - 46.3.4 A register of access equipment is maintained and all equipment is regularly inspected and maintained
 - 46.3.4 Access to fragile surfaces is properly controlled by clear warning signs

47.0 Work Experience

- 47.1 Each school in the Trust will have a nominated person responsible for work experience placement.
- 47.2 All placements are subject to pre-placement checks by the Local Education Business Partnership who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.
 - 47.2.1 If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
 - 47.2.2 All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
 - 47.2.3 Arrangements will be in place to visit/monitor students during the placement
 - 47.2.4 Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
 - 47.2.5 All incidents involving students on work placement activities will be reported by the employer to the Trust at the earliest possible opportunity
- 47.3 If a school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the relevant risk assessment document.

48.0 Workplace safety

- 48.1 The Health and Safety Manager is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:
 - 48.1.1 Slips, trips and falls
 - 48.1.2 Glazing
 - 48.1.3 Trees
 - 48.1.4 Waste storage and disposal
 - 48.1.5 Vehicle/pedestrian conflict

Local Health & Safety arrangements at Hele's School

Health and Safety (HS) management is the responsibility of all personnel of Hele's School. It is the responsibility of the Principal, Person i/c Health & Safety, Operations Manager, Premises Manager, Department Principals and Teachers, and all staff to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high Health and Safety standards at work.

There is also an expectation that pupils will collaborate responsibly with staff to ensure that the school is a safe environment and demonstrate that they understand how to keep themselves and others safe in different situations and settings and that they trust leaders to take rapid and appropriate action to resolve any concerns they have. In addition, pupils will be expected to work hard with the school to prevent all forms of bullying, including online bullying and prejudice-based bullying and will be expected to have an excellent understanding of how to stay safe online, the dangers of inappropriate use of mobile technology and social networking sites. The above expectations are consistent with the characteristics of an outstanding school.

Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Hele's School and those 'labour-only' self-employed persons who undertake work on behalf of Hele's School.

Contractors are deemed to be those persons who work for Hele's School but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.

Suppliers are deemed to be those persons who supply goods and/or services.

The person i/c of Health & Safety is Lee Cochrane.

The named SLT Leader is Justine Mason

Principal

Responsibility for the management of HS on a day to day basis is delegated to the Principal. The Principal has overall responsibility for the health, safety and welfare of all school employees and students and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon them, the Principal shall:

Understand the main requirements of the Health and Safety at Work Act 1974.

Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.

Set, monitor and review the effectiveness of the School HS Policy with West Estates, ensuring that it meets current legislative requirements and accurately reflects School activities.

Ensure adequate resources are available to implement the School HS Policy and to enable legal and moral obligations to be met.

Seek advice, as and when appropriate, on HS issues.

Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the school.

Ensure all employees receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.

Ensure that all contractors receive adequate induction training before starting work at the school the school.

Ensure that all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the School.

Monitor the performance of contractors who undertake work on behalf of the School.

Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.

Ensure that suitable and sufficient risk assessments of school activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity. This includes outdoor education, extra-curricular activities & offsite provision (eg. taxis, vocational placement etc.)

Ensure that the results of the risk assessments are effectively communicated throughout the school and to others who may be affected by the activity.

Ensure employees and students are provided with personal protective equipment as identified by risk assessment and instructed in its use.

In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.

Ensure that accidents and near misses are recorded.

Ensure that all injuries, diseases and dangerous occurrences involving School employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Maintain effective communication routes throughout the school and ensure employees are aware of the School HS Policy and other HS matters as they arise.

Take immediate action in respect of:

- Prohibition and improvement notices;
- Matters of complaint by Health and Safety Executive Inspectors;
- Concerns by employees or others, of HS standards; and
- Accidents, incidents and near misses involving School employees& contractors.

Ensure maintenance of registers and records as required by current legislation including PIC book.

Ensure that HS management within the school is audited on an annual basis to ensure that high standards of HS performance are being maintained and to identify areas where improvements are to be made.

Ensure that HS performance is regularly reviewed at school and board level.

The Principal will delegate some of these duties to one member of staff responsible for Health & Safety across the school in agreement with Governors

Duties Under the Construction (Design and Management) Regulations 2015

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the school is the **Client**, the Principal will ensure that:

Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources.

Arrangements are suitable if:

- the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
- Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.

Arrangements identified above are maintained and reviewed throughout the project.

Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:

- A Principal Designer who controls the pre-construction phase
- A Principal Contractor who controls the Construction Phase

Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.

Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.

Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.

A Construction Phase Plan is drawn up before the construction phase begins.

The Principal Designer prepares and maintains a Health and Safety File.

The HSE are notified in writing when a project is notifiable. A project is notifiable when:

- It lasts longer than 30 working days and has more than 20 persons on site at any one time
- Exceeds 500 person days.

All parties involved with the project cooperate with one another.

Person i/c Health & Safety

The Person i/c of Health & Safety is responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, & associated regulations and School policies are observed within their area of responsibility. Authority is delegated to the Assistant Principal to oversee and enforce the implementation of the School HSE Policy throughout School operations and on site. The Person i/c Health & Safety reports directly to the Principal & the Governors' Premises & Health & Safety Committee.

The Person i/c Health & Safety will:

Understand the School's HS Policy.

Ensure that the School HS Policy is effectively communicated to the personnel under their control.

Ensure that employees and contractors comply with the School HS Policy.

Establish and maintain high standards of HS performance on site.

Conduct Risk Assessments

Foster a positive health and safety culture amongst all employees.

Ensure a safe working environment with safe access and egress at all times.

Ensure safe working practices are observed.

Develop, implement, record, communicate and monitor the effectiveness of arrangements for HS in partnership with West Estates

Ensure that suitable and sufficient risk assessments have been undertaken for school activities.

Ensure that personnel under their control are adequately inducted, trained, instructed and informed.

Ensure that appropriate equipment is available and maintained in a safe condition.

Ensure that accidents and near misses are recorded and investigated.

Maintain all registers and records on site, as required by current legislation.

With the assistance of the Premises Manager carry out routine documented inspections of classrooms, facilities, and equipment so as to maintain HS standards

Immediately bring to the attention of the Principal matters relating to HS standards or performance.

With the assistance of the Premises Manager communicate HS matters to employees and contractors via induction training or toolbox talks.

Responsible for liaison with the Trust Estates for all audits .

Responsible for ensuring suitable RAs are undertaken with by HoDs.

Department Heads

Department Heads are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and school policies are observed within their area of responsibility. Authority is delegated to Department Heads to oversee and enforce the implementation of the school HS Policy in the school environment and offsite activities Department Heads report to the Principal.

Department Heads will:

Understand the Hele's School HS Policy.

Ensure that employees and students comply with the school HS Policy.

Ensure high standards of HS performance are maintained in the school.

Foster a positive health and safety culture amongst all employees and students.

Ensure a safe working and learning environment with safe access and egress at all times.

Ensure safe working and learning practices are observed at all times.

Coordinate and manage the risk assessment process and approve all risk assessments in their area of responsibility. Training required as well as Quality Assurance.

Ensure registers and records are maintained in their area of responsibility as required by current legislation.

Ensure routine documented inspections (monthly if practicable) of sites, facilities, plant and equipment under their control are carried out so as to maintain HS standards.

Immediately bring to the attention of the Principal and the Board of Governors matters relating to HS standards or performance.

Advise and support their department on matters relating to the School HS Policy and all prevailing legislation.

Ensure employees and students are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.

Ensure that accidents and near misses are reported to the Principal as soon as practicable.

Ensure HS matters are adequately communicated to employees and students.

Teachers

Teachers are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and school policies are observed within their classes, laboratories and activities. Authority is delegated to teachers to oversee and enforce the implementation of the school HS Policy. Teachers report to Principal of Department.

Teachers will:

Understand the Hele's School HS Policy.

Ensure that classes, activities and students comply with the School HS Policy.

Ensure high standards of HS performance are maintained in school activities including outdoor education & trips. (ref. Outdoor Education Policy)

Foster a positive health and safety culture amongst in school activities.

Ensure a safe working environment with safe access and egress at all times.

Ensure safe working practices are observed at all times.

Assist Department Heads in the risk assessment process.

Review and sign off on risk assessments relevant to their school activities.

Ensure relevant registers and records associated with their activities are maintained as required by current legislation.

Carry out routine documented inspections of the school environment as required.

Immediately bring to the attention of Department Heads matters relating to HS standards or performance.

Ensure students are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.

Ensure that accidents and near misses are reported to Department Heads as soon as practicable.

Operations Manager/ Premises Manager

The Premises Manager is responsible for facilities management in the school and its grounds. The Premises Manager reports to the operations Manager .

The Premises Manager will:

Understand the Hele's School HS Policy.

Ensure that employees and contractors comply with the School HS Policy.

Ensure that all contractors receive induction training on arrival at workplaces under the control of the School and that the training is recorded and repeated at appropriate intervals.

Ensure that contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect School employees and other persons at School work places.

Ensure high standards of HS performance are maintained during facilities management.

Foster a positive health and safety culture amongst all employees.

Ensure a safe working environment with safe access and egress at all times.

Ensure safe working practices are observed at all times.

Conduct risk assessments for relevant activities.

Maintain all registers and records on site, as required by current legislation – PIC file.

Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain HS standards according to mandatory testing programme.

Immediately bring to the attention of the Person i/c H&S matters relating to HS standards or performance.

Advise and support contractors on matters relating to the school HS Policy and all prevailing legislation.

Ensure personnel and students at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.

Ensure that accidents and near misses are reported to the Principal as soon as practicable.

With specific respect to contractor management, the Premises Manager will:

Provide an appropriate level of supervision to contractors working in the school or grounds.

Monitor the quality of contractor's work and ensure that it is being conducted safely.

Ensure that all electrical appliances used by contractors have been tested and are safe to use.

Ensure that all contractors on premises under the control of the School are accounted for.

Employees

All employees of Hele's School have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

Co-operate with the Principal to enable legal duties to be met.

Comply with ALL requirements of the Hele's School HS Policy and associated procedures.

Not intentionally or recklessly interfere with, or misuse anything, provided by the School in the interests of HS.

Actively promote a positive health and safety culture throughout the school.

Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.

Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.

Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.

Use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by the School.

Make themselves aware of all school first aid, fire and emergency procedures.

Raise all matters of concern relating to HS as they arise to the appropriate responsible person.

Ensure all accidents are entered in the school Accident Book.

Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the school as their employer is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

Contractors

All contractors who undertake work on behalf of Hele's School have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Hele's School will:

Co-operate with the Principal and Premises manager and their own Employer to enable them to comply with their legal duties.

Comply with ALL requirements of the Hele's School HS Policy and other rules and procedures in place and notified to them.

Not intentionally or recklessly interfere with or misuse anything provided by the School in the interests of HS.

Actively promote a positive health and safety culture on site.

Only undertake work for which they have been trained and are qualified and competent to undertake.

Ensure that risk assessments and method statements relating to their work are presented to the Principal / Premises manager prior to commencement of work, if they are not following the Safe System of Work provided by Hele's School. This to be decided before commencement of work.

Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.

When on school premises, follow all site safety rules and procedures.

Use and maintain in a serviceable condition all plant and equipment.

Make themselves aware of all school first aid, fire and emergency procedures.

Raise all matters of concern relating to HS as they arise to the appropriate responsible person.

Ensure all accidents are entered in the School Accident Book held on site and in their Employers Accident Book.

Ensure all accidents and incidents, including near misses, are reported to the Health & Safety Manager on site to ensure appropriate investigation can be undertaken.

Pupils & Students

Pupils and students at Hele's School will be expected to play an active role in keeping themselves safe as follows:

Use school equipment as instructed

Not to misuse anything provided in the interests of safety

Report promptly to a member of staff any potential health hazards that they come across

Comply with health and safety arrangements (including arrangements for fire-drills / bells)

Take extra care when there are contractors on site or when maintenance staff are undertaking work and follow safety notices

Report promptly to a member of staff any forms of bullying (including on-line bullying)

Use digital / mobile technology (including social media) responsibly in order to maintain their own on-line safety and that of others

Training and Competence

Induction

All new employees will receive induction training as soon as reasonably practicable through IHasco .

Staff Induction checklist is kept on personnel files .

Workplace specific induction training will be given to contractors whenever work commences on site.

Training

Training needs and competence requirements will be analysed to ensure the provision of appropriate training.

Employees shall only carry out work for which they hold the appropriate competences

Occupational competence will be maintained where applicable via membership of appropriate trade associations. Further training shall be given:

- For periodic refresher training;
- When required by current best practice;
- When being exposed to new or increased risks;
- When being transferred or given a change in responsibility; and/or
- When there is a change in work methods, technology, equipment or practices.

Employees undertaking Training, copy their certificates which are held on Personnel files. A training Matrix is held by Heles and West Estates.

Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

Risk Assessments, Method Statements and Safe Systems of Work

Risk Assessments will follow a standard, recently reviewed format.

The school and individual departments will generate documented risk assessments and safe working procedures as and when required.

The Premises Manager and Department Heads will ensure:

Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;

Safe working procedures are produced based on the findings of the risk assessments as required;

That all risk assessments and safe working procedures are communicated to all who may be affected by the activity and records retained;

That all employees who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe working procedure before the work is permitted to continue;

That master copies of all assessments and safe working procedures are held in a central location, and readily available.

- Risk Assessments will be reviewed at least annually or:

- When Company operations change;
- Following an incident / near miss;
- Following a change in legislation or industry best practice.

The Premises Manager will also ensure that safe systems of work and risk assessments of contractors are approved prior to work commencing at workplaces under the control of the school.

Personal Protective Equipment

Department Heads will ensure that:

Personal Protective Equipment (PPE) is provided and used in school wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.

PPE is provided to employees and students as required by current legislation and as identified by risk assessment to supplement existing control measures.

PPE provided is fit for purpose and appropriate to the risk involved.

Suitable facilities for the storage of PPE are provided and used.

Information, instruction and training will be given to all employees and students on the safe use and maintenance of PPE

Employees and students will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

- Managers will check PPE use and enforce compliance. Disciplinary action may be taken if employees fail to wear PPE as directed.

Employment of Young Persons

To include MTAs and Apprentices

Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when carrying out hazardous activities at school.

Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.

Specifically, the following will be taken into account:

- Physical or psychological capability;
 - Exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Lack of maturity, experience or training;
 - Activities involving a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young persons will be supervised at all times when performing any task which may put them at risk.

Employment of New and Expectant Mothers

Risk assessments of the activities undertaken by Hele's School will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.

Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

Employment of Persons with Disabilities

School risk assessments will take into account the needs of employees with disabilities, in accordance with the [Disability Discrimination Act 2013](#).

Employees are to ensure that the School, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

Health Monitoring and Surveillance

School employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal s accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

The School is committed to preventing employees from being subject to undue stress whilst at work. This will be included in return to work interviews & will refer to the managing attendance policy.

First Aid Provision

The school will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and students receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed in all school areas and will be communicated through induction training.

Employees are expected to familiarise themselves with workplace first aid arrangements and facilities.

All injuries occurring no matter how trivial are to be recorded in any accident book provided at the employee's workplace where the accident takes place and also in the School's Accident Book held at the School premises.

First aid kits shall be held in all school minibuses with the contents checked on a regular basis and restocked if necessary.

First aid assessments will be undertaken, and appropriate provision made for school trips. The school will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and students receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

Medication

- Tablets and medicines are not kept in first-aid kits as first aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice. First aiders keep a small amount of aspirin to hand, separate from first aid kits, for this purpose.
- Employees who have their own medication such as inhalers for asthma or EpiPens for the treatment of severe allergic reactions (e.g. to peanuts, bee stings) are expected to administer this themselves if able to do so and must not use these to treat any other employees. First-aiders should not administer medication to other employees but may assist employees to do so themselves and/ or contact emergency services as appropriate.

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Fire Precautions and Prevention

- The Health and Safety Manager is the designated Responsible Person tasked with ensuring that the Company fulfils its duties under the Regulatory Reform (Fire Safety) Order 2005. The Responsible Person will be trained in Fire Safety Management.
- The Company has an established Fire Safety Policy and Fire Risk Management Strategy in place.

Fire Risk Assessment

A Fire Risk Assessment has been conducted in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Systems and Procedures

Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape has been provided to ensure the safe evacuation of personnel in the event that a fire occurs.

Fire Wardens have been instructed in the use of portable firefighting appliances as found on premises. Emergency procedures and evacuation routes are communicated to all employees and students as part of their induction training and drills.

A Fire Plan is prominently displayed in areas throughout the school, and communicated to all employees, students, contractors and visitors through induction training and drills.

In the event of a fire in the school, the priority will be to raise the alarm and ensure all employees and students are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

The maintenance of any fire alarm system is conducted by a competent, specialist authority under contract.

If necessary and in extreme cases, consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.

- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, personnel are not put at risk and they are confident and competent to do so. The person should remain available to brief the fire authorities on arrival. Under no circumstances should a person attempt to extinguish a larger fire. The primary aim should be to evacuate from the building.

- A designated Fire Warden and deputy are appointed for the office premises, tasked with maintaining the Fire Log, ensuring that checks of systems and appliances are conducted as specified in the Fire Log and conducting fire drills and workplace inspections.
- The designated Fire Warden and deputy (and other employees as considered necessary) will be trained in basic fire safety and the use of portable fire-fighting appliances, as found on the premises and in Company vehicles.

School Visits

Whilst visiting sites or carrying out activities within other premises / facilities other than the school, the local fire arrangements are adhered to and communicated to employees and students by site-specific induction training prior to commencement of any activities

Smoking Policy

In compliance with the Smoke-free Regulations, school premises and workplaces are smoke-free and Vape free . Disciplinary action will be exercised if employees, students or contractors smoke/ vape whilst on school premises or vehicles.

Smoking and vaping are not permitted anywhere on the school site.

Alcohol and Controlled Substances

Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter school premises, a workplace under the control of the school or drive school vehicles.

Employees and contractors shall not have alcohol or controlled substances in their possession whilst working on school premises.

Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the workplace immediately

Prescribed Drugs & Over the Counter Medicines

- Staff must notify their Line Manager if using prescribed drugs or over the counter medicines to ensure that their work is not adversely affected by the use of such drugs (e.g. some antihistamines can cause drowsiness, a particular risk while driving or using machinery).

Violence towards Employees

Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action. In the event that employees are faced with aggression or threat of violence, a non-confrontational attitude is to be adopted.

Lone Workers

Wherever practicable, employees are not to work alone in high-risk activities or areas.

Where it is unavoidable, the lone worker will ensure that management are aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or School procedure which will be communicated to all persons potentially involved.

Lone workers are included in the School Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.

No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.

Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.

Mobile phones must not be used whilst employees carry out hazardous work activities.

Waste Policy

Routes exist for the legal disposal of waste arising from all materials in use by the school, in accordance with current legislation and best practice.

Where practicable, work will be planned and managed so as to minimise waste production.

All waste shall be disposed of via an authorised disposal route.

Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the school.

- Recycling and reuse of materials and waste will be encouraged wherever possible.

Waste materials are segregated wherever possible and stored securely in appropriate facilities to prevent their release

Welfare

The School is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.

Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992

Safety Signage

Appropriate safety signs and notices will be posted throughout School premises and on School managed sites as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Access and Egress

All school access and egress routes are kept clear at all times.

Emergency escape routes are to be unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency

Workplace Monitoring and Safety Inspections

- Monitoring systems will be put in place to ensure that the activities of employees and contractors are carried out in a safe manner in compliance with school risk assessments and safe systems of work.
- Monitoring systems will be put in place to ensure that plant, equipment and the general working environment are maintained in a safe condition in line with school risk assessments and safe systems of work and where appropriate, manufacturers' requirements.

Visitors

- Visitors to Company premises are to be accompanied at all times and remain the responsibility of their host during fire, evacuation or other unusual, or unplanned, circumstances.
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WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY and THE ENVIRONMENT

The following topics have been identified as significant in terms of workplace hazards and detail the School's policy on how the risk to personnel exposed to them will be reduced or controlled.

Abrasive Wheels

The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.

Only trained personnel who have been appointed by Department Management are permitted to change any class of abrasive wheel.

The school will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN166B is available when required.

Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.

Defective abrasive wheel machines are taken out of use immediately.

All students using abrasive wheel are trained and supervised at all times.

Asbestos and Asbestos Containing Materials (ACMs)

An asbestos survey has been conducted and a management plan and register are in place. The asbestos register is supplied to contractors when working on site.

School employees shall not generally conduct work involving exposure to asbestos / ACMs. If asbestos / ACMs are discovered, or suspected, the following action is to be taken:

Work is stopped, the area is secured, and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and

The Principal is informed in order to ensure that an assessment is undertaken, and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2012 training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor

Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the school is subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

The Person i/c H&S & the Maintenance Manager will ensure that:

All hazardous substances / chemicals used by the School are identified and inventoried.

REACH Safety Data Sheets for all hazardous substances used by the School will be obtained from suppliers.

A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is to be carried out.

Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are to be undertaken.

Appropriate control measures are to be put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.

Suitable and sufficient personal protection equipment is to be provided to employees exposed to hazardous substances and materials. Employees are to be adequately trained in the use of specialist personal protection equipment.

Confined Spaces

School employees will not conduct work in confined spaces as defined in the Confined Space Regulations 1997. Where work in a confined space is unavoidable it is to be conducted by contractors in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997. Activities conducted within the confined space are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation. No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will be in attendance when confined space work is being undertaken. Contractors who undertake work on behalf of Hele's School are to comply with this policy and follow safe working procedures when working in confined spaces.

Construction Site Hazards (General)

Where construction work is being carried out on site the Principal will ensure that:
Contractors will comply with all provisions of the CDM Regulations 2015.
Suitable access restrictions shall be put in place by the contractors.
All employees visiting site will report to Site Management on arrival.
All employees visiting site will ensure that they receive adequate induction from Site Management, to include site hazards.
The relevant PPE will be provided. This will comprise but not be limited to high-vis jacket / vest, hard hat and protective boots. Hearing protection and eye protection will be provided when identified by risk assessment.
When necessary additional information, training and instruction will be provided regarding construction site hazards.
Employees inexperienced in construction site hazards will be accompanied by an experienced employee at all times until they are deemed competent

Display Screen Equipment

All school workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the School will provide, free of charge, corrective appliances required specifically for DSE work.

Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

- The school recognises the need to protect staff from the risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.
- All staff who use DSE daily, for an hour or more at a time, are classified as 'DSE users' and are subject to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm as a result of DSE use.
- Employees whose work requires them to use DSE daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to use DSE for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when employees can take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks: e.g. a 5-10-minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be more effective than a 15-20 minute break every 2 hours.

Driving on School Business

Drivers

All employees driving on school business must be qualified and medically fit to drive the vehicle and hold adequate insurance (if using their own vehicle). Employees must inform the school of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.

Employees must provide evidence as requested as to their qualification for driving a school minibus.

Employees driving a school minibus must successfully complete the LA minibus test

Where necessary employees will use the school minibuses to allow them to travel to and from locations.

Employees provided with a School vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.

Employees will drive courteously and in a non-aggressive manner.

Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.

Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.

School Vehicles

The School will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.

Employees driving on school business will ensure the vehicle remains in a safe and roadworthy condition. Defects are to be immediately reported to management and remedial action taken at the earliest opportunity.

Dust and Fumes

All processes conducted by School employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.

Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

Electricity and Portable Electrical Appliances

The school recognises the need to ensure that all electrical equipment shall be safe at all times. Management will achieve this by:

- The use of battery-operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used.
- Where fitted, residual current devices will be tested regularly by operation of the test button;
- Sufficient socket outlets will be provided, and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Workplace tools used on site will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- Undertaking risk assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken

Flammable Liquids / Fuels

All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management will ensure that:

Only the required quantity of flammable liquids / fuels is stored on school premises for immediate use.

All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.

The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.

All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.

Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).

LPG

Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.

If LPG is present on School premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.

Hot Works

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

Soldering and brazing

Welding and cutting

Use of blow lamps

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

The Person i/c H&S and the Maintenance Manager must ensure that equipment used for frying in hot oil and cooking is fit and safe for purpose.

Housekeeping

In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout School premises.

All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.

Combustible materials will not be stored adjacent to heat sources.

Rubbish will not be allowed to accumulate and will be safely disposed of regularly.

All spillages will be cleared up immediately.

Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

Manual Handling Operations

The school recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

Wherever possible, the requirement to conduct manual handling operations will be avoided by use of other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.

An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.

The results of the manual handling operations risk assessment will be communicated to all employees.

Employees will be adequately trained in correct manual handling techniques.

Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load. This will include caretakers, resources staff, technicians, PE staff, relevant TAs and cleaners.

Noise

The school aims to protect employees and students hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.

The school will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.

Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.

Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected employees and students, at no cost to them, together with appropriate instructions on their use.

Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.

In no situation will the exposure limit value (ELV) be exceeded.

All employees will use hearing protection provided for their protection

Radioactive Sources

All radioactive sources will be subject to risk assessment and strict control in line with the Ionising Radiation Regulations 1999.

The school uses a Radiation Protection Advisor through CLEAPS. This person has is competent and has received the relevant training.

The Radiation Protection Advisor provides advice about risk assessments and any Local Procedures that are in place to control the risks.

The Radiation Protection Supervisor will ensure that risk assessments and Local Procedures and emergency arrangements are in place and implemented and compliance is monitored.

Employees shall be trained on the Local Procedures and the safe use of radioactive sources.

There shall be strict control of eating and drinking adjacent to risk areas.

There shall be high standards of personal cleanliness and suitable first aid arrangements

Adequate PPE shall be provided, and training given on the importance of PPE.

Appropriate signage shall be displayed in risk areas

School Trips

School trips and visits are planned in the following way:

Any member of staff planning a trip completes a Costing Sheet.

The proposed trip will be assessed by the Deputing Principal and if successful signed off to run by the Principal.

Once agreed the nominated trip organiser will risk assess the trip. The school uses the Evolve system to produce the relevant risk assessment.

It is the responsibility of the trip organiser to complete all relevant Risk Assessments.

All Risk Assessments are signed off by the Principal.

Trips which come under the C category must also be signed off by the LA designated H&S officer.

Slips, Trips and Falls

Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.

Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.

All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.

Offices, working areas and sports areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

Storage Racking, Materials Storage and Handling

All racking and shelving designed for the storage of materials will be fit for purpose and capable of supporting the required loads.

Employees will be trained in safe methods of stacking and removing materials on / from racking and shelves.

Materials will be stored and stacked to reduce the risks in manual handling.

All storage racking will be regularly inspected by a competent person to ensure stability and integrity.

Vibration

Hand Arm Vibration and Whole-Body Vibration can occur from regular and frequent use of:

Hand held power tools

Hand guided power equipment

Powered machines which process hand held materials

Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 Department Management will:

Conduct assessments to determine the risks from vibration to employees;

Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:

Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and

Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:

Take immediate action to reduce their exposure below the limit value.

Vibration levels shall be a consideration when purchasing or hiring equipment used by the school.

Waste Management

Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.

An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.

Waste management procedures will be communicated to all employees during induction training.

Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.

Work and School Equipment

Where appropriate, the Departmental Heads will ensure that work and school equipment are risk assessed and an appropriate safe working procedure is in place with employees and students appropriately trained.

Department staff will only use and supply equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.

Sufficient clear and unobstructed working space will be provided around equipment to allow employees and students to work without the risk of injury.

Adequate lighting and ventilation will be provided to allow employees and students to operate the equipment safely.

Equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be retained by the Department.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.

Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

Where required all safety devices and guards will be operable and in use.

Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel and students who are trained, competent and authorised in its use.

All employees and students will receive adequate training and instruction in the use and safe operation of all equipment that they are required to use.

Work and school equipment must not be used when unprotected members of the public are present.

Workshop Machinery

Machinery within workshops will only be operated by trained and qualified employees authorised by the Departmental Head.

Students will not be permitted to operate wood and metal working machinery unless they have completed appropriate training and are under the supervision of a competent person.

Guards on the machinery will be in place at all times and correctly adjusted prior to use.

Defective machinery shall be immediately reported to workshop management and taken out of service.

Hearing protection provided will be worn at all times by all employees and students where identified by risk assessment.

Sufficient clear and unobstructed working space will be provided around the machines to allow persons to work without the risk of injury.

Adequate lighting and ventilation will be provided to allow personnel to operate machinery safely.

Local exhaust ventilation and dust extraction equipment must be checked running prior to the use of the equipment.

Hand / Small Tools

All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.

All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.

Site operatives are adequately trained in the use of hand / small tools.

Working at Height / Working on Fragile Surfaces

General

All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).

The school shall:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.

The school will ensure:

- All work is properly risk assessed, planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is carried out is safe;
- Equipment for work at height is appropriately selected and inspected;
- The risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

Scaffolding and Towers

All scaffolds and towers shall be erected by fully trained, competent employees / contractors (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice, School procedure and Industry standards.

'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.

Scaffolds will be erected by appropriately trained, competent contractors in accordance with industry standards and design specifications.

All scaffolds will be inspected by a trained and competent person, and records of such inspections kept:

Prior to use;

After any substantial addition or dismantling;

After alteration;

After any event likely to affect its strength or stability; and

Weekly.

- Where practicable, hand-over certificates will be issued to the school and a joint inspection carried out.
- Employees of Hele's School shall not use any scaffold unless it has been erected and inspected as above.

- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.
- Where Hele's School uses portable tower scaffolding the person responsible for erecting, dismantling and using the equipment will be trained and competent.

Ladders and Stepladders

- All employees using ladders and stepladders will be fully trained and aware of the hazards and risks
- Ladders, including stepladders, used by the school will be of the correct class (1 or EN 131) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection (every year and before use) by a competent person and defective ladders will be taken out of service immediately and reported to line management.

Fragile Surfaces

- School employees will not work on fragile surfaces.

Gas / Oil Installations and Appliances, Plant Rooms

The Company recognises the need to ensure that all gas / oil installations and appliances shall be safe at all times. Management will ensure that:

- Gas-fired boilers, appliances and associated pipework / flues are inspected and serviced by a GasSafe registered engineer every 12 months and that records are kept on file.
- Oil-fired boilers, appliances and associated pipework / flues are inspected and serviced in accordance by a competent Oftec registered engineer every 12 months and that records are kept on file.
- Plant / boiler rooms are kept locked / secure, with access restricted to authorised persons only.
- Adequate signage is in place warning of access restrictions and potential hazards (fire, explosion).
- Smoking and naked flames are strictly prohibited in plant / boiler rooms.
- Hot surfaces / pipes are insulated to retain heat and protect against burns.
- Plant / boiler rooms are maintained in a clean and tidy state. Storage of materials and equipment in plant / boiler rooms is not permitted.
- Clear access is maintained to all control panels.
- Emergency shut-off / isolation switches are installed and clearly labelled as to function.
- Carbon monoxide detectors are installed in all plant / boiler rooms and in rooms containing gas / oil appliances.

Passenger Lifts

The Company recognises the need to ensure that lifts are used safely and maintained in a safe working order at all times. This will be achieved by adherence to the following:

- New lifts are manufactured and installed according to the Lifts Regulations 2016 and EN81-20:2014 and have a current declaration of conformity.
- Only suitably competent persons, accredited by the United Kingdom Accreditation Service to BS EN 45004, are selected to inspect, examine, test and maintain lifts.
- A preventive maintenance programme is in place for all lifts.
- Different contractors are used to perform routine maintenance and to conduct inspections / examinations of lifts.
- All lifts are thoroughly examined by a competent person at statutory intervals (every 6 months for those carrying people), or in accordance with an examination scheme drawn up by a competent person, as required by the Lifting Operations and Lifting Equipment Regulations 1998. Individual lift components are tested and examined in accordance with EN81-50:2014. Records of examination reports are kept available for review / inspection for at least two years.
- A thorough examination is also performed following substantial and/or significant changes to a lift, a long period of inactivity or following damage to, or failure of, the lift.
- Any reported defects / problems with lifts are promptly addressed - where necessary, lifts are taken out of service whilst awaiting remedial maintenance.
- All lifts are fitted with emergency stop / alarm devices that are easily identifiable and accessible
- The maximum number of passengers and safe working load is clearly signed in all lifts
- Employees do not exceed the maximum number of passengers or safe working load in lifts.
- A risk assessment will be carried out on all lifts.
- The results of the risk assessment will be communicated to all employees.