



CHANNING SCHOOL HEALTH AND SAFETY (PART III)

**This policy applies to the whole School including
the EYFS**

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Arrangements

HSE say that “when we have sensible health and safety management: the school leadership team *understand* the safety policy and apply it *practically* to the real risks in the school; key staff have clearly *established roles and responsibilities*; and *paperwork is kept to a minimum* with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed”. It is the school’s aim to reflect HSE advice in the local management arrangements for safety (LMA). LMAs are sometimes known as departmental health and safety policies or can be within departmental handbooks.

Managers of the lower risk departments etc. need do nothing more than produce a customised version of the **low-risk example given in the appendices.**

Managers of areas where significant practical work is undertaken such as estates, in house catering, art, technology, music, drama, PE and sports, science, EYFS, non-syllabus activities, are required to commit to writing their own specific local management arrangements (LMA) for safety. The LMAs for higher risk areas are often complex safety systems and a streamlined version of the essential legal compliance matters by using a template that suits all, is recommended.

Managers must include relevant items from the bullet points below:

- Document tracking record – this should indicate the means by which updating is accomplished and the responsible line manager should initial on the tracking record that the annual/interim review has been completed.
- General objectives, for an example of general objectives see traditional style DT LMA Appendix.
- The responsibilities of the manager/head of department (briefly set out in the organisation section of this policy) and any delegations (to be clearly defined) including a statement that the manager will monitor adherence by colleagues to the local management arrangements, risk assessments, standalone management plans and similar; and records will be kept of the monitoring activities; and will investigate any accidents, near misses, instances of occupational ill health etc.
- Departmental health and safety induction training which is required;
- Job specific health and safety training, refresher training and competencies which are required;
- Matters such as thorough examinations, inspections (internal and external), maintenance, risk assessments, safe working procedures and other protocols.
- Assessments must cover relevant activities such as: work at height, work on or near water, where there is potential for slips, trips and falls, visits outside school; plus, relevant work equipment including machines and tools, hazardous and flammable substances, security matters (particularly avoidance of unwanted visitors and keeping high risk areas, equipment and substances under lock and key), electrical equipment, dSE and manual handling; and include any issues such as noise, vibration, lone working, personal protective equipment, any unusual working conditions, and special needs of individuals (medical, educational or behavioural) and failures and emergencies.
- An explanation of how and by whom written risk work is to be prepared and how the assessments are to be used effectively.
- Any rules for employees and others (often pupils)
- Any restrictions, which might be imposed by the employer or the manager;
- Methods for colleagues to identify premises defects;
- A requirement to include health and safety as a standing agenda item at department and management

meetings;

- Formal routines for monitoring systems of work, safety of spaces, equipment safety and the like and arrangements for regular audits of activities and safety documentation.
- Appendices such as:
 - Records together with notes and schedules for the examination and testing of plant and equipment
 - Risk assessments (or where these are found)
 - List of safety texts/guidance for reference and further information
 - List of staff to whom functions have been delegated
 - Checklists for routine monitoring/maintenance of work spaces and equipment
 - Lists of equipment for which training is needed before use
 - Training and competency records with authorisations
 - Firefighting and fire evacuation arrangements
 - First aid arrangements
 - Accident reporting procedures.

Members of departments must sign that they accept and will adhere to the local management arrangements, and departmental risk assessments.

All the school higher risk local management arrangements must be available in the safety compliance folder.

Accident and Incident Records and Notification – Recording and Reporting Accidents to Staff, Pupils and Visitors, including RIDDOR Notification

Forms which are data protection friendly must be available for recording the details of all injuries etc. which occur 'at work'. An entry must be completed as soon as possible after any accident occurs. Accidents must be reported via the online accident reporting system in Schoolbase.

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'. Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required.

Investigation

Accident investigation is a separate activity to reporting. An investigation should be carried out as soon as possible after any accident occurs.

Each accident should be investigated to determine the cause and influencing factors and to identify any problem areas or procedures and to recommend review and remedial measures where necessary.

Notification to the Health and Safety Executive

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the Health and Safety Executive must be notified as soon as possible by telephone or e-mail of:

- accidents to employees causing either death or major injury
- certain industry related diseases suffered by employees
- dangerous occurrences
- accidents to members of the public (remember the "public" includes pupils and visiting pupils) where any is killed or taken from the premises to a hospital for treatment (diagnostic tests are not treatment). Playground injuries etc. and sports injuries, unless caused by defective equipment, defective premises or defective supervision etc., are not notifiable.

Accidents to employees which result in injury causing absence from work of more than seven days (incapacitation) not counting the day on which the accident happened must be notified within fifteen days of the accident occurring.

The notifiable specified injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Specified injuries:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which: covers more than 10% of the body; or causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;

- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Dangerous occurrences include:

- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either: results in the stoppage of the plant involved for more than 24 hours; or causes a significant risk of death.
- The complete or partial collapse (including falling, buckling or overturning) of: a substantial part of any scaffold more than 5 metres in height; any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- the accidental release of any substance which could cause injury to any person.


Diseases include:

- carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis;
 - hand-arm vibration syndrome;
 - occupational asthma;
 - tendonitis or tenosynovitis of the hand or forearm;
 - any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Records of accidents and investigations must be kept for at least three years, indefinitely is best practice.

Near Misses

A near miss is an event, situation or action where, were there altered conditions or circumstances, the outcome would likely have been an accident. Staff should be encouraged to report near misses.

A Near Miss is an event, a situation or an action that came close to causing an injury or property damage	
Name	
Date of near miss	
Time of near miss	
Describe the near miss	Where did it happen?
Action taken to prevent it happening again	Hazard removal? yes/no
Once completed send this card to your safety coordinator so that all appropriate people can be made aware, corrective action can be taken and the near miss can be logged.	

Asbestos – Workplace Safety for Staff, Pupils and Visitors

Control of Asbestos Regulations apply and are strictly interpreted by HSE. The employee identified in the 'Organisation' section is responsible for asbestos management. This employee must be provided with the resources, skills, training and authority to ensure that Asbestos Containing Materials (ACMs) are managed effectively. The employees' responsibility will include managing quality surveys and the subsequent use of survey data.

ACMs were used in buildings until 2000. Many premises still contain asbestos so tradesmen, maintenance workers, computer and cable installers etc. are still at risk. **There is a duty to institute a formal plan for asbestos management either** where ACMs are present or when it is necessary to presume that materials contain asbestos unless there is strong evidence to the contrary.

All employees who may come into contact with asbestos during their work must have asbestos awareness training. Maintenance workers and cable layers are good examples of the relevant groups of employees. Contractors who carry out similar work can also be at risk and when the contractor evaluation form is returned (and in certain circumstances when it is not sent out) relevant contractors should confirm that they have received asbestos awareness training.

Asbestos can be found:

- In sprayed form and loose packing form, generally used as fire breaks in ceiling voids
- In moulded or performed sprayed coatings and lagging, generally used in the thermal insulation of pipes and boilers
- In sprayed mixtures with hydrated cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- In insulating boards used for fire protection, thermal insulation, partitioning and ducts
- In some ceiling tiles
- In millboard, paper and paper products used for insulation of electrical equipment and as a fire proof facing
- As cement type products such as roofing sheets, wall cladding, gutters, rainwater pipes and water tanks
- As certain textured coatings
- In old laboratory equipment such as fume cupboards, ovens and heat resisting mats
- In vinyl or thermoplastic floor tiles.

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

The duty to manage asbestos is not restricted to workplaces it also applies to common parts of domestic premises owned by the employer. Where the employer is a landlord there is a requirement to take reasonable care for tenants and visitors inside individual domestic units.

The employer, through the asbestos manager, must identify accessible ACMs (accessible during normal occupancy including foreseeable maintenance). A competent professional with a quality management system (contractor evaluation questionnaire must be used) must carry out a management survey in accordance with HSE advice. Laboratories that analyse samples must have appropriate accreditation. Asbestos is likely to be present if any building was constructed or refurbished between 1890 and 2000 and particularly if it also has a steel frame and/or has boilers with thermal insulation.

At this stage the asbestos manager is not recommended to identify asbestos materials which are not accessible.

Details of surveys must be noted in an asbestos register and must include:

- Locations from which negative samples have been taken
- Locations of any ACM's together with the type of asbestos and quantity of asbestos
- Form of the asbestos (lagging, ceiling tiles, partition board etc.)
- Condition of the ACM (is there damaged or deteriorating asbestos with a risk of fibres being released?)
- Surface treatment if any
- A statement detailing the limitations or exclusions of any survey carried out.

The manager must then assess the risks of the ACMs (HSE provide a priority scoring tool on their web site). Asbestos in good condition which is not liable to be damaged is likely best kept in place. Damaged asbestos can often be made safe by repair to prevent the fibres becoming airborne. If this can be achieved safely, the repair should be carried out as described in the next section and the asbestos can then be kept in place. If the asbestos is likely to release fibres or if damaged areas cannot be effectively repaired and protected or if it is likely to be disturbed during routine occupancy or maintenance work, it must be removed, also as described in the next section. An action programme must be drawn up.

Then:

- The manager must ensure that all those, including occupants, maintenance, IT and contractors, who might work on or might disturb the known ACMs on site are formally informed (often at the tender stage or similar if there is to be a contract) that the materials contain asbestos and that they must not disturb them or carry out work except as described in the next section. Information relevant to contractors should be passed at the tender stage or similar and via receipted information from the asbestos register when 'workers' attend site.
- Where it is acceptable, the asbestos must have an appropriate warning label.
- All ACMs remaining on site must be inspected regularly to check that they have not deteriorated or been damaged. There must be records of the inspections. The frequency of the inspections will depend upon the condition/location of the material e.g. ACMs in positions where they might get damaged will need to be inspected more frequently than those which are not. Any changes in the condition of the ACMs will necessitate a review of the risks involved. Records must be kept of this.
- Periodic reviews must be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

Intrusive Work on the Premises including Work on Asbestos Containing Materials

Materials already known to contain asbestos should be apparent from the asbestos register (this must be kept up to date by identifying amongst other things removed and encapsulated asbestos) and are often signed with warning labels. The register will also identify sampled areas where analysis shows negative results. Frequently however, asbestos is not known to be present but its presence is foreseeable or may be suspected. There is a legal presumption that materials contain asbestos unless there is strong evidence to the contrary. Whenever work is to be carried out which could involve the disturbance of materials which may contain asbestos (for instance intrusive work on the structure, work above false ceilings or behind wallboards or behind service ducting and when moving partition walls) then the person in charge of the work must arrange for a full demolition/refurbishment survey to be carried out by a professional in accordance with HSE advice (analysis by an accredited laboratory).

- It is our policy, with a small number of very minor exceptions where respiratory protective equipment is not required, that work on asbestos and ACMs must only be carried out by a contractor licensed by the Health and Safety Executive and the contractor must confirm that he is aware of the asbestos regulations and any relevant approved codes of practice and the work must be carried out in accordance with the regulations and approved codes of practice.
- The material to be removed/worked on must be clearly identified and the contractor must have a copy of the results of analysis of the material.
- The contractor should provide a copy of his current HSE licence and indicate whether the work requires notification to the HSE.
- The contractor must provide a copy of his written risk assessment and method statement.
- The contractor must provide an assurance that he will take reasonable steps including signing to ensure that no persons other than his employees will enter any hazardous areas.
- Following completion of the work, visual inspection and when necessary air monitoring must be carried out by an accredited laboratory. Clearance levels of less than 0.01 fibres per ml are required before any enclosure is removed. A copy of the laboratory's report must be provided by the contractor.
- A record must be kept of all asbestos removals.

Requirement - the employee identified in the 'Organisation' section is responsible for asbestos management. The appointed person must be provided with the resources, skills, training and authority to ensure that ACMs are managed effectively. The person's responsibility will include managing surveys, and the quality and subsequent use of the data. A standalone management plan must be drawn up.

Consultation Arrangements with Employees

Relevant regulations are:

- Health and Safety (Consultation with Employees) Regulations (HSCER)
- The Safety Representatives and Safety Committees Regulations (SRSCR) (but no trades unions are recognised)

Under the HSCER any employees not in groups covered by trade union representatives must be consulted by their employers. The employer can choose to consult them directly or through elected representatives. The regulations address the issue of setting up a mechanism for electing representatives for the consultation process. Any elections must be fairly conducted and democratic.

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

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

Employees (or their representatives) should be given enough information to allow them to take a full and effective part in the consultation process and the employer should encourage any appointed/elected representatives to receive training. It should be clear that any employee who wishes to have an input will be given ample time and opportunity to do so.

Contractors - Workplace Safety for Staff, Pupils and Visitors – including Construction Design and Management Regulations

Contractors

General

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment; in building operations; to organise activities and work such as catering and cleaning; and to organise whole or parts of school trips and work experience etc. Contractors must be appropriately competent in the health and safety aspects of their work and must be aware of the health and safety standards they have to achieve.

The Law and the Contract

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

Construction (Design and Management) Regulations

These regulations apply to construction projects and amongst other things impose duties concerning the safe design and management of construction projects.

All contractors involved in construction projects must comply with the Regulations. For projects notifiable to HSE (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work) professionals will normally be employed to provide the relevant health and safety information but for the non-notifiable projects appropriate arrangements will usually be made between the school and the contractor. Under the regulations, three main roles are identified, 'client' (the School), 'Designer', and 'Contractor', and depending on the size of the project the role of the designer may be a separate appointment (e.g. an architect); or may be fulfilled by the school as client; or may be fulfilled by the contractor (i.e. design and build in its broadest sense).

Simple refurbishment work makes up the majority of minor projects and this would normally fall under the 'design and build' concept – the School sketches out its requirements and the contractor carries out the work, using his expertise to complete the work safely.

For non- notifiable construction projects, the following elements are required to ensure that work is completed safely:

- Potential service providers including professionals must complete a Contractor Safety Evaluation Questionnaire for review by the School. This provides the school with clear information about how the provider manages health and safety, the training provided to the provider's staff etc. The information provided (sometimes supplemented by answers to further enquiries) enables a competent provider to be selected.
- A contractor, or if more than one contractor is to be involved both a principal contractor and principal designer, will need to be appointed – a principal designer is required to plan, manage and coordinate the planning and design work. Both roles can be undertaken by one service provider.
- The school as Client must make sure that information is provided to the contractor, as far as possible in writing, on all matters that might affect health and safety including:

- ✓ The specification of the work to be done; including where necessary, a request for design guidance from the contractor where this is outside the expertise of the Client; and where necessary, a request for regular safety inspections of the project work to be carried out by a competent independent professional; and if there is only one contractor, that contractor should be required by the specification to provide a safety file
 - ✓ Timescales for completion – allow sufficient time for health and safety.
 - ✓ Location of utilities (overhead cables, buried services etc.)
 - ✓ Location of asbestos known from the results of an appropriate survey (maintenance or refurbishment and demolition)
 - ✓ Any other information that could impact on the safety of the contractor including any previous health and safety file
 - ✓ Arrangements for site access and deliveries and for the safety of pedestrians
 - ✓ Boundaries with other projects that may be happening simultaneously
 - ✓ The welfare facilities available, if these are not supplied by the contractor
- The client must ensure that the contractor prepares a Construction Phase plan. This does not have to be more detailed than that which is indicated in the HSE guidance Construction Phase Plan for small projects (CDM 2015) - CIS80. (A mobile “app” is also available so that the plan can be completed quickly and easily.) The plan should identify the main hazards that may occur during the project and how the contractor plans to eliminate or minimise any dangers. The completed plan must be provided to the Client.
 - During the design work and course of the project, regular meetings should be arranged and health and safety should be a standing agenda item so that any concerns can be identified and addressed.
 - At the end of the build the designer should provide a health and safety file. If the designer leaves before the end of the project, the principal contractor should do this. It is a record of useful information which will help the management of health and safety risks during any future maintenance, repair, construction work or demolition. The file should be available to anyone who needs it to alter or maintain the building, and it should be updated if circumstances change.

Selecting a Contractor (A contractor safety evaluation questionnaire follows at the end of this section. The questionnaire should be used before engaging a contractor. It is appropriate for all contractors used.)

Amongst other things a potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and/or method statements. These must be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken or service to be provided. The documents should adequately cover any risks and detail the precautions necessary to eliminate or satisfactorily control those risks.

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

Contractors must be able to demonstrate that their employees are competent in health and safety matters. This may well apply to senior managers as well as those who are 'supervisors'.

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

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

During the contract work there should be no doubt as to who is managing health and safety. On contract completion matters relevant to ongoing health and safety must be properly verified and any relevant documentation must be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

Essential Information for Exchange

Contractors must be given information concerning:

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

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

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

Contracts must require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors. The contractor must ensure that his own employees and any sub-contractors are informed of the procedures for safe working, the local hazards and necessary precautions. All involved must be clear about the delineation of the contractors' area of work/activity and any restricted areas. There must be no confusion over the procedures for contractor's employees during an emergency, e.g. when the fire alarm sounds.

Planning the Work

Successful use of contractors requires effective management and planning. Health and safety matters are best

considered at the planning stage.

The employer and the contractor must consider together:

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

Requirement – evaluation forms completed by contractors must be readily available. Evidence of exchange of information and liaison must be retained in retrievable format. A senior manager should be nominated to liaise with contractors.

Practical Guidance on Safe Working Practices for Building Works and Similar based on Health and Safety Executive Advice

Proper account must be taken of the needs and requirements of the school for example:

- Safety of pedestrians and other users in access/exit to premises from the street
- Safety of pedestrians and other users in access/exit to and within the buildings
- Recreational and playing facilities
- Service arrangements, e.g. stores and food deliveries and service
- Access routes for Emergency Services.

Certain matters must be discussed before work commences. Examples are:

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

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

Recommendations

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

Work Sites

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

Access Equipment

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils
- Ladders and ropes should be secured out of reach of children and unauthorised people.

Overhead Working

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

Excavations

All excavations must be fenced and appropriate warning signs erected. All excavations in open access areas must be covered while they are not in immediate use.

Substances

The contractor should provide the school with relevant information on any flammable or hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.

If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters any suspect asbestos it must be left undisturbed and the school contacted immediately Also see section on *Asbestos – Workplace Safety for Staff, Pupils and Visitors.*

Stripping Paint

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

Please complete the following sections as appropriate to your contract and company and supply the relevant information as requested.

1 Company address and contact details			
2 Please supply a chart showing your company health and safety organisation			
3 Who in your organisation is ultimately responsible for health and safety?			
Name	Position	Contact Details	
4 Who in your organisation is responsible for the management of health and safety?			
Name	Position	Contact Details	Qualifications
5 Please supply a copy of your company's safety policy arrangements/risk assessments/method statements/hazard analysis relevant to the work for which you are tendering. These documents or another document attached must contain details of the training, qualifications and experience of relevant members of your organisation.			
6 Supply details of relevant health and safety/professional/driver/operator training which has been provided to company personnel in the last 12 months please use separate sheet if required			
Course (eg asbestos awareness training)	Training Provider	Dates	
eg preventing falls in scaffolding operations			
7 Does your company use sub-contractors?		YES	NO

**If YES please outline
how you ensure
sub-contractors'
competence**

8 Complete the following table with the number of accidents (include road traffic accidents) and dangerous occurrences experienced by your company over the last 2 years.

Year	Fatalities	Major Accidents	Dangerous Occurrences	Over 3 day lost time accidents

9 Complete the following table with the details of relevant enforcement notices issued and prosecutions over the last two years (use separate sheet if required)

Year	Notice	Details	Remedial Action

10 Supply details of relevant trade/professional associations to which your company belongs and accreditations e.g. BAFE, UKAS , licence for adventure activities

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11 Supply contact details of two organisations that your company works for

Contact Name		Contact Name	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Email		Email	
Nature of		Nature of	

Contract		Contract	
I2 Supply evidence of the following insurances *			
	Expiry Date		Expiry Date
Employer's Liability		Public Liability	
Contractors All Risk		Professional Indemnity	
I3 Questionnaire completed by			
Name			
Address			
Position			
Signature		Date	

*NB Levels of insurance cover required should be added by originator of form

Display Screen Equipment – Workplace Safety for Staff, Pupils and Visitors

The regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as “users”.

The use of display screen equipment (DSE) by pupils is not covered by the regulations.

All workstations at which employees work should comply with the minimum requirements and all such employees and pupils should be as comfortable as reasonably practical when they are working with DSE.

Likely “users” are secretaries, word-processing workers, workers using other time-consuming computer programmes who can be teachers, accountants and accounts staff. They may be home workers or may work at home for some of their time. The definition of a user depends on the nature and the extent of use and applies to full and part-time staff. Typically, continuous or near continuous spells of DSE work for an hour or more at a time most working days classifies an employee as a user.

An assessment must be carried out on the workstations of each user on initial identification of need and this should be recorded; the assessment should be carried out using the HSE workstation checklist; and once an assessment has been carried out, any remedial action, as indicated by the checklist must be taken.

Assessments must be regularly reviewed.

Where any employee “user” requests one, the employer must arrange and pay for an eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician.

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

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

There is no ionising radiation problem associated with display screens.

A competent employee should be nominated as overall manager of this whole assessment process

Educational Visits – Procedures for Off Site Visits, including Residential Visits and any School Led Adventure Activities

Employees in charge of and assisting with visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere
- Any relevant HSE case studies
- DfE Health and Safety: Responsibilities and Duties of Schools April 2022 or latest version.
- 'Safe Practice in Physical Education and School Sport' - by the 'Association for Physical Education' (where appropriate)
- The requirements of the school's insurance policy.

Where the Head teacher wishes to appoint an Educational Visits Coordinator (EVC), to act on behalf of the Head Teacher the employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. For example the needs of a small infants' school will differ from those of a large secondary school with an active D of E Award programme. Evidence of competence will be through the experience of practical leadership over many years of outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the Policy.

All visits must be preceded by assessment of the risks involved and there must be written risk assessments¹ and/or written arrangements for individual visits. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding but these must not be complex documents. They must reflect the risk and controls in a readily understood format.

When identified as necessary, risk assessment training must be provided. Training must include information on generic assessment, specific assessment and ongoing assessment. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the Head Teacher. Risk assessments etc must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

General Functions Of The Head Teacher/Educational Visits Co-ordinator

The functions are to:

- Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator
- Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment – in doing this be aware of HSE advice – which is.....to assess real risks only... The following questions cover the main arrangements that should be in place for a visit. What are the main objectives of the visit? What is "Plan B" if the main objectives can't be achieved? What could go

¹ The 'forms' at the end of this section should be used to formalise the arrangements for visits.

wrong? Does the 'risk assessment/other arrangements' cover as appropriate:

- The main activity?
- "Plan B"?
- Travel arrangements?
- Medical and emergency procedures?
- Staff numbers, gender and skill mixes?
- Generic and site-specific hazards and risks (including for Plan B)?
- Variable hazards (including environmental and participants' personal abilities and the 'cut off' points)?
- What information will be provided for parents?
- What consents will be sought?
- What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
- What assurances are there of the leader(s) competencies?
- What are the communication arrangements?
- What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
- What are the arrangements for monitoring and reviewing the visit?
 - Ensure the training of leaders and other adults going on visits - these may need accreditations from an awarding body - training will commonly involve risk assessment and basic first aid and administration of medicines– records are required
 - Assess the competence of leaders and other adults proposed for supervision of visits– assessment may include practical observation or verification of experience
 - Ensure that criminal records disclosures are in place as necessary
 - Assign competent people to lead or otherwise supervise a visit
 - Organise thorough induction of leaders and other employees/adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including the appropriate risk control measures within the risk assessments
 - Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/ permission on a fully informed basis
 - Organise the emergency arrangements and ensure there is an emergency contact for each visit
 - Support the head and governors with approval and other decisions
 - Keep records of individual visits including reports of accidents and near misses
 - Review systems and, on occasion, monitor practice – this will involve going on visits.

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre visit is usually advisable to enable the party leader to identify any potential hazards.

Employees Accompanying Visits

Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.

In general there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in senior school, one to ten pupils in junior school, one to six pupils in infant school and for EYFS there must be adherence to the statutory ratios. Except for EYFS where there must be adherence to the statutory ratios, ratios will depend upon risk assessment and the Head Teacher may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

Remember that, except for the statutory EYFS requirements, the ratios described are recommendations. The Head Teacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The sex, ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- The nature of the activities including any higher risk/adventurous activities are involved
- Any medical or special needs of any pupils taking part.

Trip supervisors accompanied by their spouse/partner and/or children should be discouraged because research indicates that this has proven to compromise the interests of the group as a whole and they should not be counted in the ratio. However, In exceptional circumstances and at the discretion of the head, trip supervisors may be accompanied by their spouse/partner and/or children where the relevant adult is not at any one time solely responsible for a group that includes their own child and where a written risk assessment specifically includes assessment and mitigation of the possible conflicts of interest especially in an emergency situation.”

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Head Teacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

Parent and other Adult Helpers

Whilst it is accepted that other suitable adults (who usually need to have DBS criminal records checks e.g. if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Head Teacher may, however, make exceptions to this general rule for instance for -

- Groups of 20 or more pupils where there are at least two employees accompanying the group

- Sixth form outings.

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Head Teacher who should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

Alcohol

Adults accompanying visits should be clearly informed of the school's policy in connection with the consumption of alcohol.

Employees Conveying Pupils in Private Cars

The use of private cars, particularly pupils' private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Head Teacher must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Head and the licence must be satisfactory to the Head – six points is the usual cut off point)
- MoT certificate
- Comprehensive insurance (which covers use for the purposes of his/her employers business)

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

Higher Risk/Adventurous Activities

When these are to be undertaken, the Head Teacher must ensure that appropriate employees accompanying the visit are qualified and competent (qualifications must be those approved by the sports/activity's national governing body - see AfPE 'Safe Practice in Physical Education and School Sport') and that all relevant equipment is provided to the appropriate safety standards and is properly maintained.

It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff etc are available. Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance.

Shared Responsibilities

External Providers

The Head Teacher must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance includes obtaining documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. Contractor Safety Evaluation Questionnaires should be used.

The providers' completed questionnaires, in particular the risk assessments, must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with current DfE safeguarding guidance.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' and the LOTC quality badge and are good benchmarks when relevant.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Head Teacher must be satisfied with all the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Head Teacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

Regular Routine Curriculum Activities off the School Premises and ad hoc Short Duration Outings

These include regular activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these and the Head Teacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.

When pupils are leaving site for short periods, accompanied or not (for instance for shopping or going for a run), the pupils must use the signing 'in/out' system.

When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible.

All arrangements must be included in 'departmental' risk assessments.

Remote Supervision

After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party.

- The geographical area in which pupils must stay should be clearly defined.
- Pupils must be in groups – appropriate group sizes must be determined by the group leader.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees
- Pupils should be reminded that in the UK it is an offence for persons to buy 'illegal substances' and for those under 18 to buy cigarettes and alcohol. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with the consumption or use of these.
- Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

Residential Trips

Amongst other things, the Party Leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible a fire drill should be held on the first evening before bedtime.

Exchange Visits

These usually involve pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

- The Head Teacher will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.
- Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
- Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own if based at a location remote from the pupils.

NB if a school directly arranges hosted accommodation for children in the UK, and it is therefore a regulated activity provider, the school should obtain an enhanced DBS certificate with barred list information for responsible adults hosting the child. The decision on whether to undertake checks on others over 16 in the household is at the school's discretion and any decision will be based on the school's own knowledge of the family and risk assessments. Where a child's parent arranges their own exchange or (homestay), this is a private arrangement and then the school is not then the regulated activity provider and is not then entitled to a standard or enhanced DBS check.

Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. If the trip is one where there could be numerous questions asked, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Head Teacher or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include the following as appropriate:

- Purpose of visit
- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- A contact number for the pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Head Teacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of group leader and supervisors; pupils must not possess, use or purchase cigarettes/alcohol/illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately. (An example code appears at the end of this section.)

Consent Forms

A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents may be asked to sign a blanket consent form at the start of pupils time at school or at the start of each year. This may be used to cover visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc. When blanket consent forms are used parents need to give permission for pupils to participate in any relevant visit.

A blanket consent form should not be used for any residential visits, visits abroad and any that involve any higher risk/adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information data base. Procedures must be drawn up to ensure these are noted by the employee concerned.

Information for Pupils

Pupils must be given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into difficulties. The following are other matters on which they may need information:

- On risks associated with the trip such as with the particular type of travel to be used.
- On considerations concerning special and/or medical needs.
- On any local customs they may meet which might surprise them and the possibility of their giving offence.
- That tap water abroad is not always safe to drink.
- In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.
- Always clean hands before eating.

Emergency Procedures

Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Serious or Fatal Injury or Lost Child and similar – Emergency Procedures

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Head Teacher, emergency 'contact' or other senior employee - contact is an essential primary step
- Call whichever emergency services are required (UK 999, Europe 112, USA 911)
- Where anyone is injured have first aid administered if possible
- Make sure all other members of the party are accounted for and are safe
- Establish the full name(s) of the injured or missing
- Advise other party adults of the incident and that emergency procedures are in operation
- If possible arrange for an adult from the party to accompany any casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout – it may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident -

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries etc

Details of police who attended/witnesses names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

Feedback

The feedback form must be completed after each visit.

Educational Visits paperwork is available in the Shared Area

Electrical Equipment and Systems – Workplace Safety for Staff, Pupils and Visitors

The Regulations most appropriate to our activities and premises cover the following:

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

Note

Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and the IET Wiring Regulations.

Practical Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.
- Routine inspections and tests (usually every five years) of all wiring and fixed electrical installations

must be carried out and records of the test results obtained and kept for future reference.

- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note GS23. Although this is no longer published, the HSE has made it clear that it regards the advice as still valid. If necessary, CLEAPSS could supply a copy.
- Residual Current Devices must be provided and must be tested in accordance with the manufacturer's instructions.
- Inspection and Testing of Portable Electrical Equipment – see following paragraphs

Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment must be maintained in a safe condition. This has often been interpreted to mean that in addition to normal employee vigilance and planned inspections, there is a need for regular combined inspections and tests by a competent person. The School engages a specialist company who carry out annual testing of all portable appliances and ad hoc tests when required are carried out by trained employees and records are kept in the Estates Department files. Further information can be obtained from the HSE website.

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

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

Requirement – regular inspection and testing of the electrical infrastructure and portable electrical appliances. Records must be readily available.

Fire Precautions – Workplace Safety for Staff, Pupils and Visitors including Testing of Alarms and Evacuation Procedures

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment². The risk assessments must be fully documented as must an emergency plan.

The following are essential elements of an emergency plan:

- how people will be warned if there is a fire
- what staff, pupils and visitors should do if they discover a fire
- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes - how people can gain access to them and escape from them to a place of total safety
- arrangements for fighting fire
- the duties and identity of staff and pupils who have specific responsibilities if there is a fire
- arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies (e.g. in a crèche), those with disabilities, contractors, members of the public and visitors
- any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire
- specific arrangements, if necessary, for high fire-risk areas such as where significant volumes of flammable or hazardous substances are used or stored (e.g. in science or for petrol storage for grounds)
- arrangements for an emergency plan to be used by a non-employed worker in or hirer of the premises
- contingency plans for when life safety systems, such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order
- how the fire and rescue services will be called and who will be responsible for doing this
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- what training employees need and the arrangements for ensuring that this training is given
- phased evacuation plans (where some areas are evacuated while others are alerted but not

²There is considerable guidance, on how to fulfil the assessment duties, contained in Fire Safety Risk Assessment – “Educational Premises” plus “Sleeping Accommodation” both available on the web. Further assessments are needed when there is change of use of premises e.g. for open days, school plays and concerts and for sports days. The most convenient and effective method of routinely reassessing and monitoring structural and fitted fire precautions is by use of records on accurately scaled floor plans. The plans should show the structural and fitted fire precautions and high risk areas such as theatres, flammable liquid stores, LPG storage, kitchens, kiln rooms and boiler houses.

evacuated until later).

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

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

Non automatic fire-fighting equipment must be easily accessible, simple to use and their locations indicated with signs. Relevant employees must be trained to use the equipment.

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

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

Fire exit doors must be hung conventionally and where necessary open in the direction of escape. Fire doors must be properly maintained, signed and must not be propped open. If fire doors need to be regularly kept open for any reason, their location should be notified to the Fire Officer. It may be possible to fit magnetic catches releasable by the activation of the fire alarm. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors must be fitted, wherever practicable, with appropriate emergency exit door furniture.

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

There must be a practice evacuation at least once a term of all school buildings and where separate an annual practice in offices. These must be recorded.

Fire alarm systems (including fire alarm call points and automatic detection etc), emergency lights and firefighting equipment must be inspected, tested and maintained. Records of periodic testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of firefighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes must be kept in writing. The record may be a database.

First Aid

It is incumbent on the employer to administer timely and competent first aid. The total number of first aiders (including 'paediatric' first aiders) and appointed persons must be identified after all relevant factors have been assessed, including age of pupils, layout of premises, remoteness of site from emergency medical services, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First aiders must be trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they must be trained to administer first aid for identified and specific risks including paediatric first aid and mental health. Assess whether it will be beneficial to have personnel trained to identify and understand symptoms and have the ability to support someone who might be experiencing a mental health issue; and consider ways to manage mental ill health which are appropriate for the school. (This could include providing information or training for managers and employees, employing occupational health professionals, appointing mental health trained first aiders and implementing employee support programmes.)

First aiders must be certificated. (There are two levels of certification – First Aid at Work and Emergency First Aid at Work.) First aid certificates are issued for a three year period only and re-qualification and re-certification are required after that. Consideration should be given to providing annual refresher training which can be carried out via e learning.

Trainers are not required to be approved by HSE but the training offered must be evaluated by the school as satisfactory. A checklist for evaluating the competence of first-aid training organisations is available on the HSE website.

Appointed persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a first aider is not available. Appointed persons must be appointed in writing and basic emergency first aid training should be provided for them. The basic training must be considered for a large number of employees because there should be at least a trained appointed person present on site when pupils are present.

All first aid trained persons, appointed persons and other staff must know that should any person's condition be a cause for concern they must know how and when to call for additional help i.e. dial 999. If an ambulance is called the Bursar must be informed. All members of staff have a duty of care to respond quickly to a major incident and respond appropriately.

First Aid notices must be displayed in key positions showing the names and contact numbers of nominated first aiders and appointed persons and the location of the nearest first aid container.

First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to the contents list and any other assessed need (including for children) and should contain a guidance leaflet. Contents must be checked regularly. Eye wash must be provided where there is a need and eye wash stations must be identified by appropriate signage. Stations should be checked regularly.

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.

First Aid Containers

The contents of your first aid kit should be based on a first aid needs assessment. As a guide, where work activities are low-risk (for example desk-based work) a minimum first aid kit might contain:

- One guidance leaflet on first aid
- Individually wrapped sterile plasters (assorted sizes) appropriate to the type of work
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Large and medium sized individually wrapped sterile unmedicated wound dressings
- One pair of disposable gloves.

Where eyewash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes of irrigation are necessary at each station.

First aid Kits for Travelling

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice.

- One guidance leaflet
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing approximately 18cm x 18cm
- Two safety pins
- Two triangular bandages
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves.

Spillage kits

- Kits for dealing with body fluids and aprons will also be required.

Records and parental notification

Records must be kept of all first aid administration. Head injuries and other significant injuries/ accidents must be notified in writing to parents.

Requirement – a standalone management plan which may be called the first aid policy and include both accident reporting and medical care of employees and pupils.

Flammable Liquids – Workplace Safety for Staff, Pupils and Visitors

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

The School has adopted the UK Petroleum Industry Association Guidance on the storage and decanting of petrol which is as follows:

Storage of petrol at the workplace (unless notified to the enforcing authority or specifically licensed) is restricted by law to either metal containers with a maximum capacity of 10 litres or approved plastic containers of a maximum 5 litres capacity. These containers should be designed for the purpose and must be fitted with a screw-cap or closure to prevent leakage of liquid or vapour.

Petrol should be stored in no more than two 10 litre metal containers or two 5 litre plastic containers. They should be clearly labelled as to their contents.

All storage places should be subject to fire risk assessment and should be secure, to protect against the possibility of vandalism or arson.

When fuel is transferred from a container into a vehicle/machine - follow these basic precautions: -

No smoking and no naked lights in the vicinity;

Decant in the open air - not inside the garage;

Use a pouring spout or funnel; and

If clothing is splashed with fuel, change it immediately.

Petroleum vapour can cause irritation of the eyes, nose and throat, and exposure to high concentrations, particularly in confined spaces, can cause dizziness and unconsciousness. Petrol should only be used as a fuel. Never use it as a cleaning agent or to light fires.

Employees who use a vehicle to transport petrol containers must ensure that the petrol containers are approved/suitable; are firmly secured in the vehicle; that an appropriate fire extinguisher is carried; along with emergency instructions. The driver of the vehicle must be trained in the emergency procedure and in the use of the fire extinguisher.

Food Safety

Where any food operation is managed and operated in-house the employee in charge must ensure that a suitable food safety management system based on HACCP principles is in place, with appropriate records to support this.

The employee in charge must be adequately trained in HACCP principles and is responsible for ensuring that they, and all of their staff, are trained to a level of food safety knowledge commensurate with their duties.

Where there are contractors the results of food safety audits and health and safety audits (to include premises and equipment standards with particular emphasis on safe guards and safety devices) must be submitted to the employee responsible for the catering operation at least annually. An up to date food safety management system must always be located with the kitchen manager and be made available for inspection.

NB it is very likely that where contract caterers are employed the school remains responsible for the kitchen premises and equipment both of which must be properly maintained.

Requirement – current food safety and health and safety audits must be available on request from contractors. Local management arrangements must be produced where catering is managed and operated by the school.

Gas Safety – Workplace Safety for Staff, Pupils and Visitors

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

Qualification and Supervision

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

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately registered persons. Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

Existing Gas Fittings

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

Emergency Controls and Procedures

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

Maintenance

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

Landlords

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

Requirement – the maintenance of all gas fittings must be by Gas Safe technicians. Records must be kept of all repairs and maintenance. The main gas stop cock should be signed and have emergency instructions attached.

Hazardous Materials Register – Workplace Safety for Staff, Pupils and Visitors

A hazardous materials register should be maintained to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk stores for flammable liquids/chemical stores, radioactive sources, main gas and electricity isolation points etc.

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

Information, Instruction, Training and Supervision – Including Training for Staff in Health and Safety Matters including Risk Assessment

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Safety information and instruction especially concerning the results of risk assessment must be provided to employees and others as appropriate. Supervision and monitoring is a key element in maintaining safe systems.

Some forms of training and competency testing are very strongly advised for pupils. Pupils may only use the following machines when they have been assessed and the assessment has shown that they are competent, and they are under appropriate supervision of specifically trained employees: portable grinding machine (e.g. angle grinding machines); rotating (circular) portable saws; portable biscuit jointer/tenon jointers; reciprocating portable saws (e.g. jig saws); multi-tool (saws, carvers, scrapers etc.); portable planing machines; portable routers; band sawing machines; chop and radial arm sawing machines; sawing machines with cutting discs or abrasive discs, power hacksaws and metal cutting bandsaws. Competency records must be kept in the relevant department.

Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text. Appropriate induction training must be provided for all new employees including temporary employees. See induction checklist at end of this section. Thereafter employees and in certain cases pupils must be competent in the tasks required of them and/or must be adequately supervised by competent persons. Where the need for specific training and instruction is identified in addition to induction training it must be provided. Health and safety will be a discussion point in both teaching and non-teaching appraisals.

Comprehensive training records must be maintained.

Health and Safety Training Needs Survey

Surveys should be formally completed by all departmental managers on an annual basis and should be initiated by and collated by the safety co-ordinator. It will be necessary to identify both job/departmental specific training needs (such as for DATA training in DT) and organisation specific training needs (such as for first aid and fire fighting).

Some forms of specific training are required by legislation such as training and certification for persons who use pesticides. Some forms of training are very strongly advised such as for those who are instructing or supervising high risk sports, for design and technology staff (Health and Safety Training Standards in Design and Technology – DATA), and for manual handling and work at heights (for appropriate staff). When any employee needs to be involved in the formal assessment of risks, training is also required.

Subject matter which training must cover	Name and Department	Required by date
Examples: Line management competency training to cover matters such		

<p>as safety awareness, ownership of School Policy and local management arrangements risk assessment, and safety event investigation</p> <p>Management training - specific such as management of asbestos and legionella</p> <p>Safety coordinator training, EVC training (RGS etc), work experience coordinator training</p> <p>Competency in use of grounds machinery/work equipment (HOD should list items)</p> <p>Competency in use of high risk work equipment such as woodworking machinery and acetylene welders.</p> <p>Competency to change abrasive wheels</p> <p>“Mind your back” (‘general’ manual handling)</p> <p>Manual handling – portering, maintenance, art, DT, drama, admin etc.</p> <p>Resistant materials machinery and equipment (if DATA training, need refresher every five years)</p> <p>Asbestos Awareness – likely for maintenance and IT personnel</p> <p> Fire procedures – all</p> <p> Fire actions - job specific</p> <p>Evacuation chair – relevant persons</p> <p>Application of pesticides</p>		
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<p>Erection, demolition of tower scaffold, use of hoists, ladders, step ladders</p> <p>First aid at Work</p> <p>Paediatric first aid</p> <p>Life guarding and life saving</p> <p>Pool plant operation</p> <p>Use of chainsaws</p> <p>Minibus driver familiarisation</p> <p>High risk sports coaching e.g. trampoline, rugby, water sports coaching – safety aspects</p> <p>Radiation Protection</p> <p>Food hygiene level II for food technologists</p>		
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Name of person completing form:

Signature:

Date:

Requirement – annual safety training needs survey. Training records must be available on request.

Health and Safety Induction Training – checklist (can be completed by employee on line - change wording accordingly)

Name _____

Department _____]

Please tick

Yes No

1 Demonstrate how to activate the fire alarm at the place nearest to the employee's normal place of work.

2 Explain the fire procedure.

3 Walk the emergency exit nearest to the normal place of work.

4 Identify the emergency exit routes signs.

5 Explain how to contact a first aider.

6 All first aid trained persons and other staff must know that should any person's ill health condition be a cause for concern an ambulance must be called and the Bursar informed. All accidents and near misses which happen at work should be reported. Identify where the accident book is located

7 Explain how to access the health and safety policy and go through the Organisation for Health and Safety Management. If employee has a specific role, identify any training required below.

8 If a DSE assessment is required, explain and pass a copy of this form to the DSE assessor or run the self-assessment programme.

9 The line manager must familiarise the new employee with the local management arrangements, local emergency procedures, equipment, processes and risk assessments and if practical work is involved there may be a need to demonstrate processes. (Job specific training is in addition to this.)

10 Detail any job specific health and safety training that is required and note the target date for completion.

Employee
signs if
understood/date

Sign/date
For HR

Inspections, Maintenance (and Where Necessary, Examination and Testing) of Plant, Equipment and Premises plus Regular Safety Activities

In addition to user vigilance (which may be supported by checklists in certain circumstances such as for EYFS situations), competent persons (Contractor Safety Evaluation Questionnaire may be relevant) must service, test, inspect, examine, maintain or assess the following as necessary at appropriate intervals. Clear records of all activities/certificates must be retained for future reference. NB A detailed property assets register is invaluable.

- Gas fired boilers and appliances – service annually NB Landlord certificates must be obtained for domestic premises
- Radioactive sealed sources - wipe test every twenty four months
- Electrical installations – inspect and test, usually every five years
- Portable electrical appliances – inspect and test, often annually but risk assess
- Fire alarm systems including automatic fire detectors and electromagnetic door releases etc. – test and service every six months - may include batteries and battery charging equipment
- Emergency light units - test and service annually, indicator lights inspect weekly, functional test monthly – may include batteries and battery charging equipment
- Fire alarm call points – test weekly
- Fire extinguishers and other emergency fire fighting equipment – service annually
- Fire exit routes – formally inspect once per term
- Fume cupboards and any other local exhaust ventilation (LEV) equipment – thoroughly examine every fourteen months/function test weekly (all fume cupboards need to be given simple regular checks to see that they are functioning properly)
- Lifts, lifting gear, lifting equipment, hoists – thoroughly examine every six months (or at other interval set by the competent person) and service regularly NB these are two quite separate activities and for the thorough examination a valid certificate must be kept on site
- Eyebolts, man safety and latch way systems – test/service annually
- Retractable audience seating –maintain annually or in accordance with suppliers instructions
- Trees – inspect regularly in accordance with professional arboriculturalist recommendation
- Water rescue equipment – inspect weekly
- Water quality (swimming) – test regularly
- Safety devices attached to compressed gas containers – inspect termly
- Fixed and portable pressure systems including bulk gas storage facilities and transportable gas containers and all associated equipment and safety devices – examine in accordance with written scheme and service regularly
- Emergency stop buttons – test termly
- Gymnasium equipment– inspect annually
- Play equipment – inspect termly

- Fitness machines – inspect regularly according to use
- Kitchen extract systems – cleaned regularly in accordance with risk assessment
- Access equipment including scaffold towers and ladders/step ladders - inspect six monthly
- Guards, safeguards and safety devices fitted to work equipment (including machines) – inspect at least termly – service at least annually
- Microwave ovens – microwave leakage testing must be part of the regular service
- Water systems (legionella control) – test in accordance with the risk assessment – guidance provided in L8
- Air conditioning and similar equipment - maintain in accordance with suppliers instructions
- Premises, building fabric including asbestos, fixtures & fittings.... include items to reduce risk of slipping/falling which are major causes of accidents in schools...Example Termly Inspection (short version) for personalisation by line managers inc. dept. heads Example Termly Inspection (long version) - for personalisation by line managers inc. dept. heads may be of assistance inspect annually or in accordance with risk assessment. Formal defect reporting procedures are also required
- Lightning conductors – test annually
- PPE such as harnesses and lines – inspect/test in accordance with risk assessments

Other regular actions required:

- Health & safety policy should be reviewed annually
- Fire evacuation/drills – should be held termly at appropriate times
- Health & safety training needs survey should be carried out annually and the results should be brought to the attention of the health and safety committee
- Risk assessments and standalone management plans should be reviewed annually unless there are compelling reasons to review more frequently. Where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat reassessment.
- (Departmental) local management arrangements should be reviewed annually
- Disaster plan and emergency procedures should be reviewed annually.

Requirement – all records must be available on request.

Ionising Radiations – Workplace Safety for Staff, Pupils and Visitors

The employer has appointed a Radiation Protection Adviser (RPA) and the school must appoint a Radiation Protection Supervisor (RPS) who must have attended an appropriate course of training and whose duties appear in writing.

Authorisation to hold the sources, an up-to-date list of sources and a note of the purchase dates of the sources must be kept by the RPS. It is recommended that schools do not hold radioactive sources that require a permit under the Environmental Permitting Regulations. Sources either singly or in total must be either Out of Scope or Exempt from requiring a permit. The total activity must be less than 4MBq.

The RPS must ensure that local rules and risk assessments have been drawn up and are kept up-to-date.

All sources including the cloud chamber sources must be stored securely in a lockable metal cabinet. No other items may be stored in the cabinet. The cabinet must be signed with the radiation hazard warning sign.

An administrative system recording the movement of sources using a source movement book/log must be in place.

The RPS shall be notified immediately if any source is lost, stolen or damaged.

The RPS is responsible for ensuring leakage tests are carried out on the closed (sealed) sources in the school and for ensuring appropriate records are being kept. Cloud chamber sources need not be leakage tested.

Advice should be obtained from the RPA before new sources are acquired.

The RPS must notify the local Fire Brigade of the whereabouts of the radiation source store.

Records of all disposals of radioactive sources shall be kept by the RPS. The records should include the date of disposal and, if appropriate, to whom it was sent or by whom it was removed.

Requirement – records of leakage test results, local rules and risk assessments must be available on request.

Lifting Operations and Lifting Equipment – Workplace Safety for Staff, Pupils and Visitors

Introduction

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

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

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

Definitions

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

Key Requirements

The primary requirements imposed by the Regulations are on the employer but apply also to a self-employed

person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of working equipment.

Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength. Lifting equipment must be maintained for safety.

Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. Employers must ensure that there are adequate emergency warning devices in passenger lifts and that procedures exist to facilitate rescue by competent persons.

Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.

Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.

The employer must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.

The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.

Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.

Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined by a competent person. In the case of lifting equipment for lifting persons (e.g. a passenger lift) or an accessory for lifting this must be at least every six months; in the case of other lifting equipment (e.g. a dumb waiter) at least every 12 months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred. The competent persons are normally engineers employed by the insurance company.

If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependent on its condition in use and deterioration (examples are effects such as the elements, the environment, and frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.

The employer must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.

The employer should know that reports of thorough examinations must contain prescribed particulars and if

the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.

Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).

Requirement – thorough examination and service records must be available on request. Procedures for releasing trapped passengers must be posted in lift cars.

Manual Handling and Lifting – Workplace Safety for Staff, Pupils and Visitors

A very significant percentage of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations are designed to reduce this total. The legislation affects employees, not pupils, but pupils should never be requested to undertake manual handling operations without training. The academic departments of PE, sport and drama are the most likely to involve pupils in manual handling.

The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. However a large number of manual handling operations go on each day and these tasks are not banned. The intention is to target operations which cannot be eliminated and which are liable to present a significant risk of injury and it is this category which will be subject to specific assessment.

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

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

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

- Eliminate

- Automate
- Mechanise with handling aids
- Share the load
- Reduce the weight of individual items
- Train the employees concerned.

Requirement – each line manager must consider the manual handling in their area of responsibility, commit assessments to writing and provide training where necessary.

Minibuses in the UK

A minibus is a motor vehicle with between 9 and 16 passenger seats.

Use of the minibus must be preceded by an assessment of risk involved and written risk assessment work must be prepared.

Drivers must have adequate rest before transporting passengers. The results of risk assessment concerning driver fatigue must be available to all drivers. NB Professional drivers must take a break of at least 45 minutes after 4.5 hours driving, 'non driver' school employees must take longer breaks more frequently.

A check on driving licences of all approved drivers should be made regularly. All drivers must report to the person responsible for the use of transport any endorsements to their licence as soon as they become aware of being guilty of a relevant offence.

All drivers should complete a register of passengers and if possible provide a copy for school before the start of any journey.

An example drivers' declaration form which may be useful in the management of all driving at work appears at appendix

Minibuses Management

Please refer to the Minibus Policy in the Shared Drive

Noise Control – Workplace Safety for Staff, Pupils and Visitors

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

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

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

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

- Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.
- In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

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

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

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

Purchasing Policy

The emission of noise must be taken into consideration when purchasing and hiring equipment.

Requirement - risk assessments must be carried out if any employee/pupil is likely to be exposed to noise at or above the lower exposure action values. A risk assessment should be carried out for teaching staff and technicians who work in resistant materials workshops. Hearing protection for pupils may be necessary if working at or near powered machinery. (Daily noise exposure depends on both noise level and length of exposure.) Copies of risk assessments must be readily available.

Health and Safety Executive Case Study –
School Music Department

Despite the excellent acoustics of purpose-built practice and performance facilities, music teachers at a school could be at risk of receiving excessive noise exposures.

The table gives the noise levels teachers were exposed to during lessons for individual pupils and group practice at a school with excellent teaching facilities. The L_{Aeq} is the measured level when pupils were actually playing rather than the average level over the lesson. Daily exposure increases with both the level and duration of the sound. The exposure time to 80 dB $L_{EP,d}$ is the total time in the day that a teacher is hearing pupils play at the measured sound level before that teacher reaches their 80 dB daily exposure. Some teachers could reach a hazardous exposure within a single lesson.

Daily exposure will increase with listening and playing times.

The following recommendations were made:

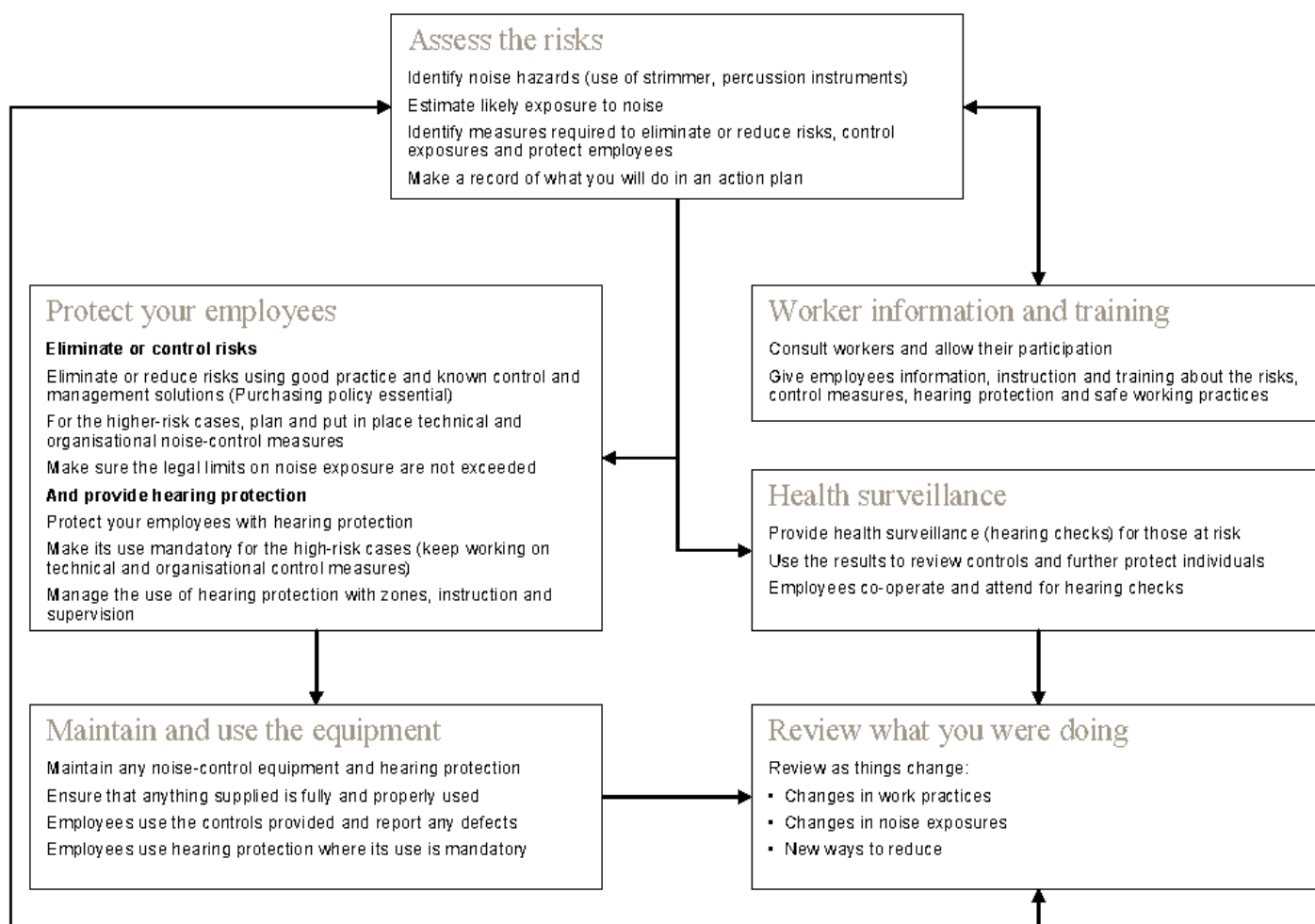
- Lower noise levels are possible in the larger practice rooms. These should be the preferred choice for lessons on louder instruments.
- Avoid playing loudly all the time. Reduce the exposure time at hazardous levels by having a repertoire of loud and quiet pieces.
- Limit the amplification of electronic instruments.
- Use hearing protection designed for musicians in conjunction with noise controls where a risk remains.

Noise levels to which teachers were exposed during lessons

Activity	L_{Aeq} dB	Exposure time to 80 dB $L_{EP,d}$
Leading and playing with eight-member saxophone group	93 to 95	15 to 24 minutes
Conducting brass, woodwind and percussion orchestra	94	19 minutes
Saxophone lesson	95	15 minutes
Trombone lesson	90	48 minutes
Flute lesson	89	60 minutes
Electric guitar lesson	88	75 minutes
Singing lesson	85	2.5 hours
Piano	82	5 hours
Violin lesson tutor providing piano accompaniment	Small practice room 82 Large practice room 76	5 hours Not exceeded

Managing noise risks

Obtain “Controlling noise at work” Guidance on Regulations



Personal Protective Equipment (PPE) – Workplace Safety for Staff, Pupils and Visitors

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

This employer will:

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

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

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

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

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

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

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

Eye Protection

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

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

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

In schools spectacles to BS EN 166 are suitable for most of the operations in which pupils are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a

reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of 'A' level experiments.

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

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

Protective Clothing

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

Safety footwear must be supplied as necessary.

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

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

For some operations with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing must be made available. Gloves for protection against any chemical splashes or spills must be labelled with the chemical flask and a lowercase "i" or with the chemical flask and "Type B" plus three additional letters or with the chemical flask and "Type A" with six additional letters. CLEAPPS say in Bulletin 165 "When we say 'Wear gloves' for protection against hazardous chemicals, use Type A gloves, When we say 'Wear disposable gloves', Type B gloves will be suitable.

Requirement - managers must assess where and how PPE is to be used and maintained. Training records must be kept. Assessments must be readily available for inspection.

Pesticides – Workplace Safety for Staff, Pupils and Visitors

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

Pesticides are:

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

Purchase of Pesticides and Limitations on Use

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

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

Storage of Pesticides

Pesticides are to be stored and transported safely.

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

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

Storage of Personal Protection and Protective Clothing

This should be stored separately from other clothing.

Use of Pesticides

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

Safe and competent use of pesticides involves a risk assessment of possible problems. Amongst other things which should be considered are:

- Correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- How to avoid spray drift

- The need to warn neighbours and others who may possibly be affected
- Application records should be maintained.

Certificates of Competence

Employees born later than 31 December 1964 and who apply pesticides approved for professional use must hold a certificate of competence unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council. After 26th November 2015 everyone who uses a professional pesticide product must have a 'specified certificate' (i.e. currently a certificate of competence).

Disposal of Pesticides

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

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

Requirement – the grounds man or similar must check that all pesticides in use are approved. Assessments for use of pesticides must be readily available for inspection.

Premises – Workplace Safety - Including the Prevention of Slips, Trips and Falls

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

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.

There should also be protection from excessive solar radiation.

- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Power-operated doors and gates - should have safety features to prevent people being injured as a result of being struck or trapped.
- Cleanliness – workplaces should be regularly cleaned to ensure that dirt or refuse is not allowed to accumulate and spillages and deposits are removed or cleaned up as soon as possible
- Windows - it should be possible to access these for opening and closing with safety. Windows must not open into an area where persons may collide with them.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed. The employer must ensure safe access and egress to the windows, so that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating – will be safe and comfortable (requirements for users of display screens are covered separately).
- Floors and traffic routes - these will be designed to be used safely by pedestrians, kept in a safe condition and have anti-slip qualities in high risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Floors must not be overloaded. There are significant numbers of slips, trips and falls each year in schools and the prevention of these accidents is one of our high profile objectives.
- Where there are ponds into which it is possible to fall and drown these should be fenced and gated and the gate should be kept locked to prevent access by unsupervised pupils; risks with open water such as lakes and rivers are usually controlled by effective measures making these “out of bounds”.
- Low level glazing - all areas of low level glazing (including Georgian wired) where there is risk of injury on impact must be physically robust enough to withstand impact and manifestations will be required if there is risk of persons being unable to identify where glazing is located.
- Provision of guarding or other protection - this is required at any place where any person might fall and be injured.
- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.

- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences etc to be provided for employees, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing, facilities for rest and eating meals and medical accommodation for pupils shall be provided.
- Drinking water must be provided and all drinking water outlets must have appropriate signage.

The workplace in its entirety should be maintained in efficient working order and in good repair.

Requirement - Workspace inspections must be arranged on at least an annual basis (these can be carried in distinct and defined areas by the employees in charge of those areas or by the Bursar) and a written defect notification procedure must be organised.

NB there are additional 'educational' regulations applicable to premises

Pressure Vessels and Associated Equipment – Workplace Safety for Staff, Pupils and Visitors

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

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

Requirement – a list of pressure vessels and records of periodic thorough examinations must be readily available.

Pupil Supervision

The requirements of supervision must be defined in writing through the process of assessment. The hazards should be identified and the risks evaluated.

Take for example, assessment of outside areas provided for pupils' use during their free time. Ask questions such as:

- Is the area adequately secure?
- Is it adequately maintained?
- Do the activities which are anticipated or the shape, topography or nature (maybe there are trees, a lake, or river) of the area make it necessary to have more than one supervisor and/or other specific control measures?
- Is there recreational equipment, is there shade from sunlight, are there toilets and is there drinking water nearby? Is first aid available? How do pupils take safe advantage of these?
- Are there any adjacent activities or areas which comprise hazards?

The levels of risk associated with identified hazards may depend upon 'who is at risk'. The ages, temperaments, medical and special needs of pupils can be relevant. Often the younger the pupils, or the more vulnerable the pupils, the greater the likely need for close supervision. In some circumstances employees are at risk.

There must be clarity on the legal rights of both employees and pupils. These include the rights of the school to search pupils and use reasonable force to prevent harm to pupils and others in certain circumstances and the rights of pupils to be free from physical punishment and harm.

Adequacy or not, of all risk controls needs to be evaluated. In addition to adequate supervision, extra physical works may be needed to increase security, to inspect trees, to fence off areas of water, to make specific areas or equipment out of bounds or not allowed; furniture and recreational equipment should be inspected regularly and maintained for safety; on occasions it may be necessary to provide additional supervision; and a residual risk control measure which will always be needed is first aid - a kit and first aider or other trained person should be available.

General guidance on the standards of behaviour expected, levels of supervision and security arrangements (particularly for high risk areas and for common areas in the mornings before lessons start, during recreation times, and at finishing time) and the arrangements for release of pupils from school care should be detailed in employee handbooks and similar and in risk assessments.

Where senior pupils have supervisory responsibility for younger pupils there must always be a number of staff readily available and in overall charge. It is recommended that preschool age and sixth form pupils are registered.

Requirement – a standalone management plan must be drawn up.

Risk Assessment for the protection of employees and others affected by the work activities of the school and the welfare of pupils

NB Under the Education (Independent School Standards) Regulations the school must ensure that the welfare of pupils (this is a greater issue than that covered by health and safety and fire legislation) is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified. Such a policy is called the Pupil Welfare Policy and is covered by this section.

The Management of Health and Safety at Work Regulations and other safety regulations made under the HASWA require risk assessment of the place of work, plant, equipment, substances and practices and risks to persons other than employees who may be affected by the undertaking. All reasonably foreseeable risks covered by that legislation and other legislation relevant to pupil welfare and specific risks which are identified by specific health, safety and fire regulations must be assessed. The assessments will be carried out by competent employees (see the organisation section for who carries out the risk assessment work), or if necessary through competent assistance, in accordance with HSE guidance which can be found on the HSE website. NB the concepts of risk assessment in the guidance apply to the global risk assessment process.

The management regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other risks could include, swimming pools, gas leaks and threats to personal safety.

The requirements of the whole health and safety policy documentation together with documented local management arrangements and regular inspection and assessment regimes, form the basis of our broad risk assessment.

Assessment of the risks must be undertaken before employees and others (including pupils) are exposed. Risk assessments (and procedures for serious and imminent danger) must be kept up-to-date and must be effective.

Specific assessments must be suitable and sufficient. This means taking into account real risks and avoiding the trivial. The assessments must also take into account risks faced by all employees, included in this is the risk to new employees or expectant mothers and who are young persons, particular employees and other persons who may be affected by the work activities.

Where the assessments identify significant findings the assessments must be recorded in writing. The format used should not involve subjective evaluation by use of numbers or letters. Where "further action is necessary to control risk" there must be a detailed action plan (who is responsible, by when and when completed) noted clearly on the risk assessment. In order to comply with HSE guidance and to avoid wasteful bureaucracy, written risk assessments must be based on reliable models wherever possible.

The law does not lay down that a form must be used for recording risk assessments and in some cases a form will not be used but for the majority of assessments the form which follows at the end of this section can be used.

Reputable generic assessments and information often provide material on which to base specific assessments and in many teaching and support departments this is the preferred method of producing written assessments. HSE provide a generous number of generic assessments and information on their web site as do some professional organisations. It must be noted however that when generic wording is used it must be customised to make it specific to the 'department(s)' concerned. If customisation is not carried out the law says that there is no risk assessment in place. Any instructions on customisation provided by the author of the generic work,

e.g. CLEAPSS L192 for science, must be followed

Arrangements for evidencing effectiveness can, and sometimes should, be listed amongst the risk controls. Physical inspections, inspections of documents and learning walks are good examples of evidence. Assessments must be reviewed regularly and at least annually.

Line managers are responsible for assessment and for producing written risk assessments. A high standard of work is expected. Where the line manager is not the author the line manager must authorise the assessment and initial the record to that effect.

New and Expectant Mothers at Work

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

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

While it is a legal obligation for employers to regularly review workplace risks, there is no legal requirement to conduct a specific, separate risk assessment for an employee, once notified in writing that she is a new or expectant mother. However, the employer may choose to use the risk assessment process, to help decide if any additional action needs to be taken.

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

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

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

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

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

Examples of Risks to Pregnant Females and New Mothers and Methods of Control

Risk	Control
Work at heights, tiredness from standing for long periods or	Demands must be reasonable and wherever possible, employees should have a reasonable input into how work is to be organised. Seating should be

carrying out physical work, stress caused by work or conditions at work.	made available. Rest breaks may need adjustment. Employees should be allowed to get help from other employees. Proper information and training should be provided. Systems for communication must be effective.
Exposure to hazardous substances - pesticides are included.	The assessments required by the Control of Substances Hazardous to Health Regulations and the Control of Pesticides Regulations must be reviewed and repeated. The practicality of substitution of none or less hazardous substances should be considered again.
Manual handling of loads where there is risk of injury. The risk can continue even after birth e.g. if birth has been by caesarean section.	An assessment under the Manual Handling Operations Regulations should identify the steps to reduce the risks to the lowest reasonably practicable level.

Young Persons at Work

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

Actions Required

Where the employer employs young people (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed the guidance on the HSE web site should be consulted.

Before young people start work the relevant written risk assessment(s) must be reviewed and the following must be taken into account:

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

If the school arranges its own careers experience placements the school must ascertain that relevant risk assessments for the work experience have been carried out before each placement begins.

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

Requirement – the location of all risk assessments must be identified in the compliance file, fourth tranche, and must be readily available for inspection.

Risk Assessment

Department	
Reputable base information used	
Name of assessor (if not completed by line manager should be authorised by line manager – authorisation initials must be added) and full date	
Signed	

Activity or area		
What are the hazards?		
Persons who might be harmed		
How might the harm occur – the “risk”	Current risk controls	Further action necessary to control risk and action plan – add employee responsible, target date and completion date
	<p><i>Arrangements for evidencing effectiveness may be listed here. Physical inspections, inspection of documents and learning walks are good examples of evidence.</i></p>	

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Security and Lone Working – Workplace Safety for Staff, Pupils and Visitors

Personal security and lone working must be the subject of written and ongoing risk assessment. It is important to evaluate risk after taking into account all relevant factors such as the work activities, the location of the premises or work area, the physical layout of the work area, the movements needed, the arrangements for receiving visitors, staff/pupil training etc. The employer should liaise with the police as and when necessary.

Control measures must address the need for a safe system of work before safety devices and additional manning are introduced.

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

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

Requirement – risk assessments for security and lone working must be readily available.

Signs – Workplace Safety for Staff, Pupils and Visitors

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

The Signs

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

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

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

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

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

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

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

Organised Sports, Games and Activities – Non Curriculum

It is not unusual for non-curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these (for instance D of E, community service, rugby, fencing, rowing, archery, riding, swimming, trampolines, shooting and martial arts), should be competent and if necessary holders of recognised qualifications.

Requirement - risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing and the location of documents identified in the compliance file.

Statutory Notices (Health and Safety) – Workplace Safety for Staff, Pupils and Visitors

Requirement - "Health and Safety Law" posters and a current certificate of employers' liability insurance are to be displayed in an appropriate area(s) such that all employees will have regular access to them.

No Smoking notices must be displayed at all entrances.

Stress – Management of Work Related Stress

Introduction

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

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

In addition, strategies have been developed on the following topics:

- Induction training, career development and training, workload, resources, and relations with disruptive pupils
- Management style, and methods of communications
- External factors (such as political and community expectations).

Risk Assessment

Regular risk assessments for potential stressors should follow the HSE's risk assessment process available on their web site. Factors to be considered by assessors are:

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

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

Substances Hazardous To Health and Similar

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

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

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed. Model written assessments are available, e.g. BS 4163:2014 for technologists and CLEAPSS Hazcards for chemists (CLEAPSS instructions must be followed). NB CLEAPSS Hazcards are only suitable for use in science - they are not designed for other areas of work. Models must be customised for the particular circumstances found in the school. Unfortunately they are not available for a number of areas of work and where this is the case full risk assessments will have to be prepared.

The Dangerous Substances and Explosive Atmospheres Regulations ('DSEAR') – require a risk assessment when acetylene is or is liable to be present in the workplace and suitable controls must be put in place where an explosive atmosphere may occur in the workplace. The Acetylene Safety Regulations ('ASR') identify that acetylene gas poses an additional hazard to other flammable gases as it is also reacts with alkali metals under certain conditions, even in the absence of any air or oxygen, it can decompose explosively into its constituent elements, carbon and hydrogen. This hazard is not fully addressed by DSEAR and so additional legal requirements for the safe use of acetylene gas at equal to or greater than 0.62 bar ("compressed acetylene gas") and the equipment used with this are provided by the ASR. The ASR includes, in certain circumstances, the requirement for a flame arrestor to stop the progression of a flame resulting from the decomposition or uncontrolled combustion of acetylene gas, which could lead to an explosion.

After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

Hazardous Substances will often comprise:

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

Assessment of Risk to Health

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. Managers and heads of departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories can be useful) and assessed. The risk assessment form found in the section under that name should be used to record the assessment. Any WEL should be identified

and taken into account, as an indicator of risk, as should 'checks' on controls and methods of disposal. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment.

Assessment should consider:

- Whether it is practicable to use a non-hazardous or a less hazardous substance – this is the preferred option
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved and the recommended first aid measures

(accidents including fires have occurred when the quantity or concentration of substances has been too great)

- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

NB model assessments if not 'customized', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

Control of Exposure

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

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

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

Control Measures

Control measures including PPE must be properly installed and well maintained.

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

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

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

Information, Instruction and Training

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

Conclusions

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy

alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case.

Requirement – assessments must be readily available on request.

Swimming

Pupil supervision

Whenever pupils, employees and others are lake/pool side, learning to swim or swimming, there must be competent life savers present.

Safety rules (for example where there is a swimming pool - pupils must not eat anything in the pool area, misbehave either in the water or on the pool-side, dive off boards or the side or ends of the pool except in races or when supervised and they must not run round the pool edge) must be spelled out clearly and then enforced. A copy of the rules must be found within the lake safety procedures /pool safety operating procedures and where possible should be posted in a place which is immediately prior to water entry.

There needs to be a clear and simple communication system between teachers and pupils in the water, usually by way of a whistle. The pupils must also know who to report to if something is wrong.

Pupils should always be counted before they enter the water and on leaving the water to ensure the water is clear at the end of the session and at other times when appropriate.

There should be adequate lifesaving and first aid equipment and ideally a telephone at the lake/ pool-side.

When users are in the lake/pool, the lifesaver must be able to see the whole group at all times, the lifesaver should not get into the water if that would leave no lifesaver on the side.

Users must be advised of changes in depth and their attention drawn to the markings on the pool-side.

No animals should be allowed in the lake/pool area.

Hygiene

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

When in use, the swimming pool and adjacent areas must be clean.

Operating Procedures

The Normal Operating Plan (NOP) should comprise:

- Details of the lake/pool(s) - dimensions and depths, features and equipment and a plan of the area/building. The plan may include positions of any alarms, fire alarms, emergency exit routes and any other relevant information.
- Potential risk - an appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified.
- Dealing with users - arrangements for communicating safety messages, rules for users and for lifesavers, controlling access.
- Lifesaver's duties and responsibilities and special supervision requirements for equipment, etc.; lifesaver training; and numbers of lifesavers for particular activities.
- Systems of work including lines of supervision, call-out procedures, work rotation and maximum working hours.
- Operational systems - controlling access to a lake/pool and areas intended to be out of use including the safe use of any pool covers.

- Detailed work instructions including pool cleaning procedures, safe setting up and checking of equipment, diving procedures and setting up the water and surrounding area for galas.
- First-aid supplies and training, including equipment required, its location, arrangements for checking it, first aiders, first-aid training and disposal of sharps.
- Details of alarm systems and any emergency equipment, maintenance arrangements - all alarm systems and emergency equipment provided, including operation, location, action to be taken on hearing the alarm, testing arrangements and maintenance.
- Conditions of hire to outside organisations.

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

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

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

- Emergency procedures are displayed;
- All staff are adequately trained in the procedures;
- Exits, safety signs, fire-fighting equipment and break-glass call points are kept free from obstruction;
- Fire exit doors are operable without the aid of a key at all times when relevant areas of the premises are occupied.

Requirement – the responsible person must have up-to-date normal operating procedures and emergency action plan and these must be located in the compliance file.

Vehicles – On Site Vehicle Movements

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

Traffic calming measures must be provided wherever it is anticipated that speed may be excessive.

Designated parking areas should be clearly signed. There must be no parking on double yellow lines or yellow hatched areas.

If manoeuvring and reversing is essential drivers must keep in mind the fact that pupils are the main users of these premises. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required and in appropriate circumstances reversing without a banksman must be prohibited.

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

Minibuses and Coaches should be fitted with audible reversing alarms.

Requirement – a standalone management plan based on risk assessment should be readily available in the compliance file.

Vibration Control – Workplace Safety for Staff, Pupils and Visitors

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

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

Employers:

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

Risk Assessment including health surveillance

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

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

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

Information and training

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

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

Purchasing Policy

The vibration factor must be taken into consideration when purchasing and hiring equipment.

Requirement – The vibration factor must be taken into consideration when purchasing and hiring equipment.

Violence to Staff

Employees have the right to work in a safe and non-hostile environment and the organisation should not be compromised by negative behaviour. Examples of negative behaviour include: verbal aggression / harassment; persistent use of foul and abusive language and/or gestures; physical violence or the threat of physical violence; behaviour resulting in feelings of intimidation, threats and/or concern about personal safety. Employees will treat all pupils and visitors with dignity and respect. Employees have the right to be treated with dignity and respect in return.

- The employer will not tolerate violence in any form, including the use of foul or threatening language, towards employees.
- The employer will inform the police when violence is experienced by employees and will support employees who wish to pursue legal action where it is appropriate.

There are no circumstances where employees are expected to take risks during their working day due to verbal aggression/harassment, threats or actual physical violence. The employer must ensure employee safety, and employees should leave any situation that is believed may have the potential to become violent or dangerous. The employer is responsible for the safety of pupils however this is compromised when employees feel unsafe or unsure of the situation they might find themselves in. Neither the employee nor the pupil will benefit if any employee feels obliged to remain in what the employee believes to be a dangerous situation. The employer may ultimately withdraw its services from an individual or a family where persistent, unresolved conflict continues.

Requirement – The risk assessments must cover:

- Warning signs to look out for
- Appropriate ways of dealing with a variety of situations
- The need to record incidents

Visitors

A thorough attempt is made in this policy to identify all relevant and specific areas of risk and the measures needed to control the risks to employees and other persons affected. In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on our property, must be carried out in accordance with the requirements of both this policy and the law.

In addition, all visitors will need to be given safety information, for example, directions signs need to be maintained in the car park and at the entrance gates to indicate the whereabouts of reception, visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions (often this is on the reverse of visitors badges).

Visitor's books should be maintained and visitors should be required to sign 'in' and 'out'.

Requirement – a standalone management plan should be located in the compliance file.

Water Hygiene/Safety – Workplace Safety for Staff, Pupils and Visitors

Drinking water outlets must be marked as such. Vulnerable drinking water outlets such as water fountains must be cleaned regularly.

Mixer valves must be fitted to control hot water outlets used by pupils where water would be delivered to baths and showers at a temperature greater than 43°C if the valves were not fitted. Similar for *all* water outlets which vulnerable pupils may use.

A competent person must assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSE's Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems' L8 (fourth edition). The responsibility to ensure proper written risk assessment(s), written scheme(s), control measures and records is delegated to the employee named in the 'Organisation for Health and Safety Management'. That person should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner.

Once the risk has been identified and assessed, the written scheme should be prepared for preventing or controlling the risk. In particular, the written scheme should include, where appropriate, and with reference to the risk assessment: an up-to-date plan showing the layout of the plant or water system, including parts temporarily out of use (a schematic diagram is sufficient); a description of the correct and safe operation of the system; the precautions to take; checks to carry out to ensure the written scheme is effective and the frequency of such checks; the remedial action to take if the written scheme is shown to be not effective. However, if it is decided that the risks are insignificant and are being properly managed to comply with the law, there may be no need to take any further action.

A record of the assessment, the precautionary measures, and the treatments must be kept. There should be details about the person or people responsible for conducting the risk assessment; managing, and implementing the written scheme; any significant findings of the risk assessment; the written control scheme and its implementation; and the results of any inspection, test or check carried out, and the dates (this should include details about the state of operation of the system, i.e. in use/not in use).

These records should be retained throughout the period for which they remain current and for at least two years after that period. Records of inspection, test or check should be retained for at least five years. All records should be signed, verified or authenticated by those people performing the various tasks assigned to them.

The record of the assessment is a living document that must be reviewed to ensure it remains up-to-date. Arrange to review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded, for example this may result from:

- changes to the water system or its use;
- changes to the use of the building in which the water system is installed;
- the availability of new information about risks or control measures;
- the results of checks indicating that control measures are no longer effective;

- changes to key personnel;
- a case of legionnaires' disease/legionellosis associated with the system.

Requirement – records of the legionella risk assessment, written scheme, controls and associated records must be available on request.

Woodworking Machinery – Workplace Safety for Staff, Pupils and Visitors

As with many machines, it is not possible to fully enclose the working parts of woodworking machinery. Safety is achieved by a high standard of guarding, provision of safety devices and stop buttons and ensuring that operators are properly trained and competent.

The only persons permitted to use woodworking machines are those who are competent and authorised to do so or who are under adequate supervision. In the case of the DT department the person who will authorise is the head of department.

Locked doors, key switches for the mains power and key switches for the machines themselves must be used to ensure that unauthorised persons do not have access to the machinery.

Pupils are not to be allowed to use either circular saws or any type of planing machines.

Adequate space shall be provided around woodworking machines. Space of one metre more than the maximum length of material to be machined on three sides of the machines must be provided.

Workshops must have a sound, level floor with anti-slip qualities. Adequate lighting must be provided.

Except for hand-held machines and portable machines, all woodworking machines must be securely fixed to a floor or bench when in use. Each machine should be provided with a recessed start button and a larger, mushroom-headed stop button.

A written risk assessment must be produced to indicate all risk control measures (including the appropriate dust control measures) such as:

- No power sanding using fixed equipment shall be carried out indoors unless the machine is fitted with dust extraction facilities
- Circular sawing machines of any type and planer/thicknessers shall be fitted with extract facilities unless use is very intermittent
- All extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained.
- Guards and safety devices (including emergency stop buttons) are the day to day responsibility of the user.
- Formal recorded safety inspections are to take place at least each term.
- Maintenance must be regular and recorded.

Requirement – the location of risk assessments for woodworking machinery should be found in the compliance file.

Work at Height – Workplace Safety for Staff, Pupils and Visitors

Regulations apply to work at height where there is a risk of a fall liable to cause personal injury. There are no height limits.

Requirements

The Regulations require:

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

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

Operational information is summarised in the following sections

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

Window cleaning

The Health and Safety Executive (HSE) have produced web pages “Working at Height Whilst Window Cleaning” which replace previous guidance notes. The employer must ensure that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

Roof safety systems

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

- All systems must be examined at intervals not exceeding 12 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where

equipment is found to be below standard.

- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more than 5 years.
- Training must be provided for all employees who need access to the roof etc. Individuals must not be allowed to use these safety systems unless they have received appropriate training. Contractors should provide a method statement with risk assessment and proof of training before commencing work.
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.
- NB Only the trans fasteners should be issued to contractors. Contractors are responsible for provision of their own full body harness and lanyards.

Ladders and mobile elevating work platforms (MEWP)

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

Ladders (including step ladders)

The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and the work can be reached without stretching, the ladder can be secured to prevent slipping and a good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable) and the work is of short duration.

- Ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 (no longer available new) or BS EN 131. Ladders intended for domestic use only are not recommended for use at work.
- Ladders must be in good condition. Schools are responsible for implementing a programme of regularly examining ladders under their control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:
 - The stiles are not damaged, buckled or warped
 - No rungs are cracked or missing
 - Safety feet or other safety devices are not missing.
- Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).
- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.
- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling: if a ladder cannot be secured by a physical fixture, then a second person must foot

the ladder during use.

- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

MEWPs

The use of MEWPs must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.

MEWPs must be maintained in accordance with the manufacturer's instructions and thoroughly examined at six monthly intervals by a competent person. Where MEWPs are the property of the employer, the thorough examination should be carried out by the employer's insurers and the insurance company must be informed in writing that this is required. Records of regular maintenance and thorough examination must be retained.

General access scaffolding

This can be under the control of 'main' contractors but some may be provided via direct contracts. In the case of direct contracts, the scaffold company must provide written evidence of their competence.

Scaffolding must be inspected by a competent person:

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

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

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

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

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

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

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

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

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

Formal instruction and training must be provided by competent persons for all those who erect and strike tower scaffolds. Training may be provided by the company supplying the tower scaffolding or some other reputable organisation. Towers should rest on firm level ground with the wheels or feet properly supported. Safe access to and from the work platform must be provided.

Tower scaffolds must be inspected by a competent person and a record of the inspection must be made and kept for three months after dismantling the scaffold.

Inspections are required:

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

Any faults should be put right before further use.

Consideration should be given to whether the area around the base of the tower needs to be a designated hardhat area.

Only the minimum amount of equipment and materials may be stored or used on the working platform.

Barriers must be erected at ground level to prevent people walking into the tower.

If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

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

Work Equipment – Workplace Safety for Staff, Pupils and Visitors

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

Provision and Use of Work Equipment Regulations

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users to include working in pairs when work involves putting up display work by teachers/teaching assistants in order for one person to remain at the foot of stepladders to ensure adequate support is provided for the person climbing up and down the step ladders and ensuring the step ladders remain in place.

The equipment must have:

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

Plus there must be good lighting, maintenance operations and warning markings. New equipment must comply with appropriate British or CEN Standards and be CE or UKCA marked.

Work/Careers Experience

A copy of 'Managing Health and Safety on Work Experience - A Guide for Organisers' HSE should be available. Clear guidance produced by HSE is to reduce wasteful bureaucracy, as much as possible and, for low – medium risk placements, to conduct enquiries of placement providers as assessed necessary and remotely - often telephone calls being sufficient.

The HSE's risk assessment checklist below can be utilised to evaluate placement providers but it is not essential to address each matter listed - choose what is assessed as relevant. Remember that suitable supervision must be provided to pupils and you must be satisfied that this is the case.

Pupils should be prepared for their careers experience and debriefed after careers experience

Requirement - once a potential placement provider is located, the school employer is responsible for approving suitability in all cases except where the placement provider is currently approved by the local Education Business Partnership or an independent agency such as Project Trident. An audit trail is required.

Work Placement Health and Safety Risk Assessment Checklist

General legal requirements

	y/n
Insurance	
Current Employers' Liability Insurance Certificate	
Where the pupil will be a vehicle passenger, current business vehicle insurance certificate that covers passengers	
Health and Safety Policy	
Health and Safety Policy is written down where there are 5 or more employees	
Accident Procedures	
Accident book available	
Provider aware of any additional reporting requirements required by organisers or others	
First Aid	
There is a qualified first aider or appointed person	
First aid equipment is provided	

If a matter is deemed necessary and is not satisfactory the provider's business should not be included in the work experience scheme.

Work environment - items on this page can only be evaluated if there has been occasion to visit

the placement provider (visits are likely to be infrequent) and the relevant area has been seen – even then it is not compulsory to evaluate all matters.

General Conditions	y/n
Workplace is well lit, well ventilated, tidy and clean	
Toilets and washing facilities are provided and kept clean	
Facilities are provided for resting and eating	
Drinking water is available	
Appropriate safety signs are displayed to indicate prohibited areas, and to warn that special precautions are necessary	
Gangways and stairways are kept clear of obstructions and floor contamination is minimised	
Pedestrians are segregated from vehicle traffic routes, including lorries, fork lift trucks etc	
Out of reach storage is safely managed, for example railings around mezzanine areas, use of safe access equipment	
Manual handling has been eliminated or reduced where possible	
Noise levels are controlled as far as practicable	
Adequate work stations have been provided (suitable seats, desks etc)	
Machine guards or protection devices are provided to prevent access to dangerous parts of machinery	
Electrical cables and plugs, including on portable appliances, are in good condition.	
Fire Precautions	
There are clearly marked and unobstructed fire exits	
There are fire extinguishers (and a fire alarm if required)	
Clear instructions are displayed	
There is a named person to deal with emergencies / evacuations	

If a matter is evaluated and is not deemed satisfactory the provider's business should not be included in the work experience scheme.

Management of health and safety

Risk Assessment	y/n
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The provider has clearly defined and planned the nature of the work the pupil will carry out, taking into account any prohibited or restricted activities	
The provider has carried out a young person's risk assessment, taking account of inexperience and immaturity	
The provider has taken steps to provide the appropriate control measures identified by the risk assessment	
The provider has made arrangements and any adjustments necessary for pupils with special needs such as disabilities or learning difficulties	
Parents / guardians of the student have been informed of the results of the risk assessment BEFORE the pupil starts work experience	
If personal protective equipment (PPE) is required for the work to be carried out by the pupil, it is available in appropriate sizes and use will be monitored	
Supervision	
A supervisor has been appointed for the student and is aware of his / her health and safety responsibilities	
The pupil will be informed who their supervisor is	
Training	
Pupils will receive health and safety induction	
Pupils will receive health and safety training for all their work activities	

If a matter is evaluated and is not deemed satisfactory the provider's business should not be included in the work experience scheme

Accident Analysis

For	Term
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CAUSATION	Totals
Motor accident (driver, passenger or pedestrian)	
Hit by moving, flying or falling object (including persons)	
Hit something fixed or stationary	
Handling, lifting or carrying	
Slipped, tripped or fell on the same level	
Fall from a height (including stairs)	
Exposure to a harmful or radioactive substance/biological agent/ fire/explosion/ hot liquids/burns	
Machinery or tools	
Contact with electricity	
Animals/insects	

Physical/verbal assault	
Use of display screen equipment/posture related injury	
Sports injury	
Other	
INCIDENT TYPE – indicate main injury only	
Fatality	
Fracture	
Injury to the eye	
Any injury resulting from contact with electricity	
Burn, scald, smoke or substance inhalation	
Cut	
Head injury	
Injury to the muscles, tendons, ligaments or joints	
FURTHER DEFINITION	
Injury requiring hospital treatment	
Injury requiring first aid only	
Near Miss	
Reportable Accident/Dangerous Occurrence (under RIDDOR)	
INJURED PERSON CATEGORY	
Employee Accidents	
Pupil Accidents	

Example Annual Checklist

For completion by [_____ Department]
and return to the Safety [Date]
Co-coordinator by _____

The aim of the health and safety policy is to ensure that all staff, pupils and visitors are able to undertake their respective activities as safely as possible and without risk to their health.

To assist your awareness of your responsibilities, and to determine whether or not you have been able to fulfil these responsibilities, you are requested to complete this questionnaire.

- Please indicate either “YES” or “NO” or “N/A”.
- If there are any problems which you would like to bring to my attention please note these on the back of the form.

All questions apply to the preceding period of 12 months and should be completed in the autumn term.

If you need further information, please see the appropriate section of the health and safety policy before approaching the safety coordinator.

Your responses will enable me to see if there are any areas which require further attention.

Please ensure you have received and completed the general checklist as well as your department specific checklist.

Your co-operation is appreciated.

Head _____
Date _____

General Annual Checklist [20__]

For completion by the Head of [_____] Department

	Yes	No	N/A
'Risk Assessment' and 'Local Management Arrangements'			
Does your department have written local management arrangements?			
Has the document been reviewed this year using the bullet pointed check list and tracking sheet?			
Has the document been brought to the attention of staff (and pupils where necessary)?			
Has your department identified all potential hazards (not otherwise identified on this check list) arising as a result of its activities or location?			
Have you assessed the risks arising from those hazards in accordance with policy?			
If there is any significant risk, do you have written risk assessments?			
Have all existing assessments been reviewed this year and are action plans complete?			
'Visitors'			
Do all visitors have to report to reception to sign in and out?			
Are they all required to wear an identification badge?			
Are visitors made aware of safety requirements e.g. fire procedures?			
Are all staff aware of this guidance?			
'Personal Protective Equipment (PPE)'			
Has the need for PPE in your department been assessed?			

Has it been provided?			
Has suitable storage been provided for it?			
Has it been inspected and is it replaced if necessary?			
Are records held of the persons to whom respiration protected equipment has been issued			
Are there records of and training/fit testing they have received?			
'Substances Hazardous to Health' (<i>excluding testing</i>)			
Have all the hazardous substances in use in your department been identified and listed?			
Do written assessments exist for all hazardous substances and if generic assessments, e.g. CLEAPPS Hazcards are used, are these customized?			
If assessments are over 12 months old, have they been reviewed?			
Have unwanted substances been put for disposal by an authorised contractor?			
Are all containers of hazardous substances labeled with the name of the substance and appropriate pictogram and marked if they have any WEL?			
Do appropriate spill kits exist for your hazardous substances?			
Are all your staff fully informed of the risks arising from working with hazardous substances and the precautionary measures to be taken?			
'Flammable Liquids'			
Are there any flammable liquids in your department?			
If so, are they used and stored in accordance with policy?			
'Manual Handling'			

Has an assessment of risks been carried out?			
If there is a risk of significant injury, is there an adequately reviewed written assessment available?			
Has training been given to all staff involved in manual handling?			
'Effectiveness of Risk controls'			
Have you completed the Summary sheet "Line Manager's Self Evaluation on Effectiveness of Risk Controls"			

Annual Checklist [20__]

For completion by the Headmistress

	Yes	No	N/A
'Policy - Part B - Organisation for Health and Safety Management'			
Has this been updated this year and are tracking sheets appended if necessary?			
Has the updated version been issued to all staff?			
'Educational Visits'			
As well as the policy guidance, does the school have the appropriate reference documents?			
Are party leaders aware of these?			
Are appropriate risk assessment forms signed off for each school trip remembering that paperwork must be kept at a sensible level?			
Is there a system of training and support for new party leaders?			
Are all accompanying adults informed of the risk assessments and suitably instructed?			
Are pupils prevented from going on school trips if consent forms are not held by the school?			
Are all party leaders/PE staff/minibus drivers equipped with mobile phones where they do not have immediate access to a telephone?			
Are leaders equipped with appropriate first aid kits?			
'Stress'			
Are you aware of the causes of stress?			
Are you aware of the symptoms of stress?			
Do you have mechanisms in place to deal with staff stress?			

Whenever possible, do you take measures to prevent or reduce staff stress?			
Do you and your Management Team regularly discuss and resolve potential stress problems?			
'Security'			
Is there a system for recording 6th Formers being off site?			
Is there a system for recording employees being off site?			
Are there written emergency procedures addressing unwanted visitors and lost pupils (from School/ when on School trips) – including contact telephone numbers.			

Annual Checklist [20__]

For completion by the Bursar/Facilities Manager

	Yes	No	N/A
'Inspection, Maintenance, Regular Safety Activities'			
<p>Are there records for the following maintenance inspections, tests, thorough examinations which have been carried out over the past 12 months?</p> <ul style="list-style-type: none"> • DT equipment? • Grounds/maintenance equipment? • Portable electrical appliances? • Stage lighting? • Fire alarms, smoke detectors etc.? • Emergency lighting? • Fire extinguishers? • Fume cupboards/other LEV? • Lifts/hoists? • Gymnasium/play equipment? • Kitchen extract ventilation systems? • Legionella actions including cleansing of water services and showerheads & temperatures of water outlets? • Boilers? • Gas appliances? • Pressure vessels e.g. autoclave • Lightning Conductors? • Attachments to Gas Cylinders? • Anchorage Points? • Fall arrest systems including harness? 			
Are the relevant Heads of Department aware of the latest test results for equipment in their department?			
Have you checked all reports to ensure that defects and/or repairs have been rectified?			

Has the fixed electrical wiring system been checked within the last 5 years?			
Do you have the records?			
Have the lightning conductors been checked within the last year?			
Do you have the records?			
'Pressure vessels and Associated Equipment'			
Do you have a list of all pressure equipment in school?			
Do you know which are inspected by the insurance inspectors?			
Has an inspection of these taken place this year?			
Have all attachments to gas cylinders been inspected by a competent person this year?			
'Pesticides'			
Are all pesticides approved?			
Are all pesticides being stored properly?			
Are clothing and equipment used during the use of pesticides properly stored?			
Are pesticides used in a safe and competent manner, anticipating any problems which may arise?			
Are Certificate of Competence requirements met?			
Are pesticides disposed of in a safe and legal manner?			
'Catering' (in house and contract)			
Are clear arrangements in place for use of kitchens by PTA's and outsiders?			
Have food safety and health and safety audits been carried out within the last twelve months and have you been given copies?			
Has a hazard analysis been carried out/reviewed within the last 12 months?			

'Contractors'			
When selecting a contractor do you use the 'contractor questionnaire' or similar?			
Before contractor work begins, do you obtain copies of health and safety policies (and risk assessments where necessary) and evaluate and discuss thoroughly all arrangements for health and safety with the contractors in accordance with the health and safety policy?			
Do you advise contractors of the relevant hazards in school?			
Do you have regular liaison with the contractor worker's supervisor during the course of the contract?			
Legionella Prevention			
Apart from test results, do you have written records of: Temperatures at calorifiers? Temperatures at taps? Conditions in calorifiers and of pipework?			
Grounds			
Have you identified all mobile equipment in use?			
Are risk assessments up to date for all items of equipment used?			
Are users trained?			
Are guard and safety devices properly maintained and are regular inspections of these carried out and are both recorded ?			
Is the tractor fitted with a safety cab?			
Is the power take-off (PTO) guarded?			
Have assessments been carried out for vibration risk?			
Have assessments been carried out for noise risk?			
Are all chain saw users suitably trained?			

Is there an up to date lone worker assessment?			
Window Cleaning			
Are competent contractors appointed in accordance with policy?			
If anchorage points are fitted, have they been tested?			
'Safety Signs'			
Do all safety signs conform to current regulations?			
In conjunction with the relevant staff, have you considered where safety signs should be displayed this year?			
'Asbestos'			
Do you have an asbestos register for your school?			
Have you got an asbestos management plan?			
Has the asbestos on site been monitored formally and are records kept of this?			
Has any asbestos been removed this year?			
If so, has a record been kept?			
'Premises'			
Are working areas kept clean?			
Is the temperature comfortable?			
Is the space lighting adequate?			
Is there emergency lighting for fire escape routes?			
Are all escape routes kept clear from obstruction?			
Are all stairs hand-railed?			

Are areas where there is potential for falls guarded?			
Where there is the need to work at height e.g. for displaying work or opening windows is there written risk assessment, instruction and training and access equipment available as necessary?			
Is all at risk low level glazing safety, toughened or laminated glass or filmed?			
'Minibuses'			
Do you have a small bus permit?			
Is this displayed in the windscreen?			
Have you checked on a regular basis that all drivers' licences permit them to drive?			
Is this recorded?			
Have all drivers been trained on familiarization courses?			
Is this recorded?			
Do all drivers carry out condition checks on the minibuses before they begin to drive?			
Is there a procedure for weekly checks being carried out in school on a regular basis and are records of this kept?			
Do procedures exist for ensuring all minibuses are inspected and serviced regularly?			
'Visitors'			
Do all visitors have to report to reception to sign in and out?			
Are they all required to wear an identification badge?			
Are visitors made aware of safety requirements e.g. fire procedures?			
Risk Assessments for New and Expectant Mothers			
Is any member of staff currently pregnant or a new mother? If so, have risks to them been assessed and is the assessment in writing?			

If risks have been identified have appropriate measures been taken?			
Are there suitable rest facilities?			
'Gas Safety'			
Are registered engineers always used for work on gas installations?			
Are gas installations regularly maintained?			
Are the locations of gas shut off points known?			
Are these signed?			
Are there emergency instructions for gas leaks?			
'Construction Projects'			
Have you received the Health and Safety Files for all construction projects carried out?			

Annual Checklist [20__]

For completion by the Health and Safety Co-ordinator

	Yes	No	N/A
Safety Committee			
Has the Safety Committee met each term?			
Are the members as recommended in the policy?			
Is the agenda in accordance with that set out in the policy?			
Are minutes available for inspection?			
Have you carried out a training needs survey this year?			
Have you monitored the premises defect procedure and is it working successfully?			
Are you monitoring that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE?			

Annual Checklist [20__]

For completion by Junior Head

	Yes	No	N/A
Are inspection records in place for each classroom (see space assessment)?			
Is playground equipment formally inspected on a regular basis annually and are records of this kept?			
Have blanking plates provided for electrical sockets been removed?			
Is there a risk assessment for working at heights and are the risk control measures communicated to all your colleagues?			
Are suitable stepladders/kick stools provided?			
Are there written supervision arrangements in place for before school, at playtimes, at lunchtimes and at the end of the school day?			
Have doors been assessed for finger trapping risk?			
Have you developed written arrangements to supplement the policy requirements for first aid?			
Are radiator guards provided where necessary in Reception and Kindergarten classrooms?			
Is there a policy on the changing of sand in classrooms and playground?			
Are there written risk assessments for sharps, e.g. scissors, knives; hazardous substances; potential for falls onto and off; and hot contact, including candles?			

Annual Checklist [20__]

For completion by the Fire Safety Manager

	Yes	No	N/A
Risk of Fire <i>(NB testing in separate section)</i>			
Do you have a fire risk assessment and emergency plan?			
Have these been reviewed in the past year?			
If recommendations are outstanding is there an action plan?			
Are fire evacuation notices displayed adjacent to each call point?			
Are there adequate fire extinguishers, blankets and other firefighting equipment in school?			
Have all staff who may come into contact with a naked flame been formally trained to use a fire blanket?			
Have key staff had training in the use of fire extinguishers?			
Is there regular monitoring, of fire exit routes, for obstruction and defects, and of fire doors, to ensure that they are well maintained and operate effectively, and are records of this kept?			
Is the fire alarm tested weekly during hours of normal occupancy and are records of this kept?			
Have termly fire practices been held and are records kept?			
Do your records contain details of six monthly servicing of the alarm systems; and fire training carried out over the last year?			
Is there an appropriate, recorded induction session with each new member of staff?			

Annual Checklist [20__]

For completion by the School Nurse/Senior First Aider

	Yes	No	N/A
'First Aid' & Accident Record and Notification'			
Has an assessment to determine the number of necessary first aiders been carried out?			
Have they all received the appropriate training?			
Is there a register of trained first aiders?			
Is all training up to date?			
Do all leaders of school trips to isolated locations have basic first aid training			
Are there adequate numbers of appointed persons?			
Are there suitably qualified first aid personnel in all hazardous departments?			
Are notices displayed around the school giving the names of first aid personnel and their locations, telephone numbers, location of first aid/medical/sick room and first aid boxes?			
Is there a system for checking first aid boxes and eye wash facilities on a regular basis?			
Are there adequate first aid records?			
Are all accident books kept indefinitely?			
Are arrangements to report accidents to the HSE in place?			
Have you reported all relevant accidents to the HSE?			
Are employees briefed on arrangements for first aid and accident reporting on induction?			
If phenol is used in chemistry, is the appropriate antidote available?			
Are the accident records analyzed and recommendations made to reduce accidents occurring?			

Annual Checklist [20__]

For completion by the Head of DT (*or other as relevant*)

	Yes	No	N/A
Is there a risk assessment for each machine and process?			
Are the moving parts on all machines in your department suitably guarded?			
If your department uses portable tools running off mains voltage, are earth leakage circuit breakers fitted?			
Is there a central isolation switch in each workshop?			
Is the electrical supply to the machinery locked off when not in use?			
Are there written local rules for the use of workshops?			
Is the cutting blade on all guillotines guarded?			
Are all workshops provided with anti-slip flooring?			
Have all the attachments to gas cylinders e.g. regulators, hoses, and flashback arresters for acetylene been inspected by a competent person this year?			
Is each fixed woodworking machine fitted with a recessed start button and a larger mushroom headed stop or other appropriate emergency stop?			
Can you confirm that pupils do not use circular saws or planing machines?			
Can you confirm that pupils are competency tested as appropriate and records are kept of this?			
Are all power sanding machines fitted with local exhaust ventilation (LEV)?			
Are all circular saws and planers fitted with LEV?			
Is all machinery and equipment regularly maintained in accordance with manufacturers' instructions, tested where appropriate and inspected termly and are these activities			

recorded?			
If appropriate, are you aware of when the equipment was last tested/serviced?			
Is all machinery and equipment suitable for the use to which it is put?			
Are all your staff appropriately trained in the use of such machinery and equipment?			

Annual Checklist [20__]

For completion by the Head of Science

	Yes	No	N/A
Have your pressure vessels e.g. steam engines, pressure cookers and autoclaves been examined within the last twelve months?			
Have all attachments, regulators and hoses to gas cylinders been inspected by a competent person this year?			
Microbiological Safety			
Does the Science 'Policy' include rules for practical work?			
Is there a disinfection policy in operation?			
Are there written risk assessments for work with micro-organisms?			
CLEAPPS Membership			
Are you receiving CLEAPPS Publications regularly?			
Do you send on relevant information to other departments e.g. technology and junior school.			
Training			
Have you reviewed your training needs?			
Chemicals			
Have you reviewed the chemicals stored and identified whether any disposals are needed?			

Annual Checklist [20__]

For completion by the Radiation Protection Supervisor

	Yes	No	N/A
Ionising Radiations			
Do you have risk assessments?			
Do you have local rules?			
Have these been reviewed this year?			
Are the sources stored in a lockable metal cabinet appropriately signed?			
Can you confirm that your Department does not possess thorium compounds?			
Have leakage tests been carried out within the last 24 months and recorded?			
Has the Radiation Protection Adviser been informed of source disposals?			

Annual Checklist [20__]

For completion by the Head of Art

	Yes	No	N/A
	Please give		Date
Ceramics			
Are floor and surfaces wet cleaned daily?			
Do pupils wet clean their work area at the end of lessons?			
Is your kiln door fitted with a safety lock (electrically isolates kiln when door is opened) which operates in the fail safe mode?			
Is the kiln serviced annually?			
Is there a list of hazardous substances kept in your department?			
Work at heights			
Is a work at height risk assessment available?			
Have the risk control measures been identified to members of the department?			

Annual Checklist [20__]

For completion by the DSE assessor

	Yes	No	N/A
'Display Screen Equipment'			
Have you identified all the 'users' (see policy)?			
Have you assessed their workstation during the year or have you monitored their self-assessment forms?			
Have staff been notified of any remedial action necessary and the timescale for undertaking it?			
Is a system for free eye tests in place?			
Have all staff received training in the use of hardware and software?			

Annual Checklist [20__]

For completion by the Head of Drama

	Yes	No	N/A
Is a risk assessment available covering all work at height?			
Is your scaffolding tower/access equipment being used in accordance with policy?			
Have erectors/dismantlers/users been trained?			
Do specific risk assessments cover drama lessons and productions?			
Are there suitable arrangements for audience safety?			

Annual Checklist [20__]

For completion by the Head of PE

	Yes	No	N/A
'Swimming'			
Have you written/reviewed the normal operating plan or obtained a copy if the pool you use is not your own (give date)?			
Have you written/reviewed your emergency action plan or obtained a copy if the pool you use is not your own (give date)?			
Is swimming only carried out with the appropriate number of formally trained life savers present?			
Facilities			
Are goals and posts secure?			
Are rugby posts padded?			
Are relevant spaces and equipment visually inspected before lessons etc. begin?			
Staff			
Have you agreed risk assessments with all none employed coaches?			

Example Driver Declaration Form

(Can be used for all employees who drive at work)

Driver's personal details			
Surname		Forename(s)	
Date of birth		Job title	
Department		Home address	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		YES/NO	If yes, please provide details
Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 – Driving Licences before answering this section – www.direct.gov.uk/driving)			
Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses/glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO
Driver's licence details			
Driver licence type and number		Groups/Categories	

Valid	From:	To:	Country of issue	
Date driving test passed			Number of years you have held full licence	
Driver's insurance details				
Insurers Name			Type of insurance	Comprehensive/Third Party
Details of any convictions (include any that are pending) in the last 3 years				
Date	Offence	Offence code	Fine/penalty points/disqualification/pending offence	
<p>I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform my manager immediately if these details change.</p>				
Signed:			Date:	

Example Local Management Arrangements DT (Resistant Materials)

I have received and read the local management arrangements for health & safety following and I accept and will adhere to the contents, any delegations and risk assessments.

Name	Signed	Date

--	--	--

Tracking Sheet

Item	Autumn Term 201		Spring Term 201		Summer Term 201		Autumn Term 201		Spring Term 201		Summer Term 201		Autumn Term
	HOD to initial												
Action plans resolved Notes.....	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Update information obtained from..... eg BS/CLEAPSS/ DATA/manufacturers/suppliers/HSE (NGB)	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Local Management Arrangements for Safety fully reviewed/updated	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Risk Assessments reviewed/updated													
1.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
2.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
3.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
4.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
5.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
6.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
7.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
8.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y

9.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
10.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
11.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
12.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y

Local Management Arrangements for Safety

These local management arrangements develop health and safety policy requirements and ensure that every employee in the department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all pupils and all other persons who are affected by our work activities.

Our health and safety objectives are to adhere to the law, the employer's health and safety policy and to achieve excellent standards of health and safety practice in our discipline in accordance with our training and any additional information which is supplied by the employer. In particular we will comply with the legal requirements for risk assessment - we will always aim to base our written work on reliable generic assessments from professional bodies or our employer. We will maintain safe systems of work and regularly review of our working practices and safety documentation.

Every employee who works in this department, every pupil who studies at this School and others who may be affected, must adhere to the parts of these arrangements which are relevant to them. As well as being a section of the Design and Technology departmental handbook/faculty documentation, a copy of this document will be kept in the Design and Technology Office and will be posted in our folder on the school intranet.

Responsibilities

The Head of Design & Technology is prima facie responsible for health and safety in the department and will take the necessary and appropriate action to ensure that the requirements of health and safety legislation, codes of practice and guidelines are met.

In particular the Head of Department will:

- Induct all new members of the department (in addition to school induction). They will be familiarised with the layout of the department, the equipment, the risk assessments and procedures in use.
- Ensure appropriate suitable and sufficient written risk assessment work is in place to control risks.
- Ensure safe working practices and procedures including those relating to fire safety, maintenance of machinery and other apparatus, so that each task is carried out to the required standards and risks are controlled.
- Identify the training needs of members of department and organise and record health & safety training appropriate to their duties and responsibilities.
- Ensure that any defects in premises, plant, equipment or facilities are reported to the Estates Manager.
- Monitor the standard of health & safety throughout the department and report promptly to the Head Teacher any health & safety matters, which cannot be resolved
- Review the contents of this document annually and inform colleagues of any

changes.

The Head of Design & Technology is line manager to members of staff who are responsible for the following areas:

Job Title	Area of Responsibility
HOD	All
Technician	LEV/ Machine/apparatus checks and maintenance and records of same Checks of emergency stop provision and records of same

As part of their day to day responsibilities all members of staff will ensure that they carry out work safely; machinery and equipment is in a good and safe working order; and they report promptly to the Estates Manager any relevant health & safety issues and defects.

First Aid, Accident Reporting and Investigation

The extension telephone numbers of first aiders are posted throughout the school.

All accidents to staff must be reported without delay. Accident forms must be completed and forwarded to the Estates Manager within 24 hours. Where an accident appears to be serious or if the result is the injured party being taken to hospital, the Estates Manager must be telephoned immediately.

Where accidents, dangerous occurrences and occupational ill health occur, their causes will be investigated by the Head of Department. in conjunction with the appropriate employee and action taken to try to prevent them happening again. Results of the investigation will be recorded.

Risk Management

The effective management of risk for the Design and Technology department is seen as having four major components:

- Assessment and planning before an employee work activity, lesson, or similar
- Organisation of routines including power security and storage issues; the use of ear and eye protection, protective clothing, safety equipment etc.; availability of first aid equipment; and ensuring reporting of accidents
- Control – regular safety checks and adherence to written safety information e.g.

risk assessments, COSHH data etc

- Monitoring and review - including appraisals, inspection and reassessment.

Assessment and planning

All Departmental staff are required to familiarise themselves with the health and safety policy of the school and these local arrangements, copies of which are available on the intranet. Every activity is assessed for risk and the significant results of assessment are committed to writing. We attempt to balance the desire to eliminate and reduce risk with the need to maintain practical work (we may demonstrate an activity in order to reduce the level of risk to pupils) however we would normally do as much practical work as is possible safely.

Before practical work starts staff should:

- Obtain for themselves a copy of the written risk assessment, found in the H & S folder, and if necessary carry out their own risk assessment to supplement what is already available
- Have available any necessary safety items and equipment
- Know and understand the particular work process and how to use particular facilities and equipment
- Not forget that risk assessment is an ongoing process.

In case of emergency staff should:

- Be familiar with evacuation procedures in case of fire and other emergency procedures
- Know the location of, and how to use, firefighting equipment
- Know the location and identity of the trained first aider
- Know the location of, and how to control, the mains services, i.e. gas, electricity and water.

Organisation of routines

- Staff should make frequent references to the assessments, rules and procedures applicable to a particular area or activity. A list of the department's general rules (and any specific to the area) must be prominently displayed in each workshop. Each pupil is given a copy of the pupil safety rules when they first come into the department and at the start of each academic year.
- Staff must insist that pupils use the correct names of equipment when talking to staff and peers. Most items of equipment and tools will be named.
- Pupils should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures. Pupils must heed advice on how to avoid any potential risks when using

particular tools, equipment, materials or substances. They are required to behave sensibly at all times, and should be reminded regularly of the dangers of running in the department.

- Staff and pupils are required to wear items of protective clothing such as overalls, aprons and gloves, and on occasions, ear and/or eye protection, or RPE – in accordance with the risk assessment.
- Doors must be locked and power isolated if staff leave the workshop. Pupils are not allowed to enter or work in the Design and Technology workshop unless supervised.
- Pupils are not to eat or drink in the workshop - this includes break and lunch times.
- The Head of Department and the Technician will give instructions on the disposal of waste.
- At the end of a work activity staff must ensure that all machines/equipment have been rendered safe. If applicable, such items must remain 'guarded'. 'Guards' on machinery must never be removed except by those qualified to do so e.g. for calibration and maintenance of the machinery.
- Particular care should be given to the distribution and collection of hand-tools and of small items of equipment - the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.
- Staff should ensure that the pupils leave the department in an orderly manner.
- Gas and electricity must be switched off at the mains at the end of the day.

Control

- The H&S information kept in the department includes: BS 4163:2014 Health and safety for design and technology in educational and similar establishments - Code of practice, equipment handbooks and CLEAPSS L235 Managing Risk Assessments for Design and Technology, the basic requirements of which are adhered to. This department has adopted the risk assessments in the British Standard for its own use and the model risk assessments have been customized by the Head of Department where necessary. BS based and other assessments are signed and dated and will be reviewed if there are significant changes to our curriculum and annually. CLEAPSS Model Risk Assessments for Design and Technology are kept for reference. (Checklists for routine monitoring and logs of completed checklists are part of our day to day control system.)
- Staff must be familiar with, and adhere to procedures for safe working.
- Staff need to be familiar with the procedures for reporting accidents and incidents particularly those that constitute an emergency. A notice clearly stating the action to be taken in the case of a fire is prominently displayed within the department and staff must be fully acquainted with the requirements.

- All employees have legal duties and each employee must ensure that we have a safe and tidy department. Employees must visually check that the workplace and equipment etc is properly set up and safe before work begins. In addition, an Estates H & S checklist will be issued by the Estates Dept annually and must be completed in accordance with instructions given. It is the responsibility of the Head of Department to ensure the form is returned to the Estates Department. Any significant H & S issues must be reported immediately to the Estates Manager by telephone. Normal maintenance issues can be reported by using the maintenance reporting computer shortcut.
- Comprehensive safety checks are carried out by either the HOD or the technician and records are kept by the technician. Information will be recorded on a termly basis.
- Thorough examination of LEV is carried out by contractors every 14 months. The extraction system is inspected and tested every week. Records are kept of these activities.
- Statutory records of thorough examinations or tests must be kept in the department. The safety of electrical equipment is regularly monitored by staff. In addition all portable electrical equipment is tested and inspected (PAT) by an outside contractor on an annual basis. Completed inspection and test records are kept with the Estates Manager. All teachers and technicians must carry out their own visual inspection before using mains-powered equipment.
- Flammable and hazardous substances are listed and inspected annually for signs of deterioration and container corrosion.
- Maintenance of fire fighting equipment is arranged via the Estates Manager.
- Personal protective equipment is inspected and cleaned regularly by the technicians/staff.
- Emergency stop buttons, circuit breakers and emergency lighting are tested every fortnight and records kept.
- The technician/staff regularly clean/maintain all items of machinery and hand-tools and appropriate records are kept.
- The Department is provided with a first-aid box, which must be readily accessible and suitably maintained in accordance with the school's guidelines.
- Cleaning is carried out daily by a school cleaner (and a risk assessment for this has been committed to writing).
- A COSHH register is maintained.
- Student teachers and new staff are given induction that includes training in safety procedures in accordance with the relevant risk assessments. Acetylene gas is only used

by those trained to use it using suitably designed handling equipment. All staff are trained to use new equipment. All training must be recorded.

- All staff including the technician have appropriate competence certification e.g. DATA certification for woodworking, fixed machinery and specified items of portable machinery – see next bullet point and The D&T Association. Health and Safety Training Standards in Design and Technology. 2013.
- Pupils may only use the following machines when they have been assessed and the assessment has shown that they are competent, and they are under appropriate supervision of specifically trained employees: portable grinding machine (e.g. angle grinding machines); rotating (circular) portable saws; portable biscuit jointer/tenon jointers; reciprocating portable saws (e.g. jig saws); multi-tool (saws, carvers, scrapers etc.); portable planing machines; portable routers; band sawing machines; chop and radial arm sawing machines; sawing machines with cutting discs or abrasive discs, power hacksaws and metal cutting bandsaws. Competency records must be kept in the department.
- Our system of storage comprises - flammable substances are stored in a purpose designed special storage cupboard (flammables in use outside the cupboard are kept to a minimum); non-flammable chemicals are stored in a purpose designed chemical store - acids are stored on the floor of the chemical store; materials, hand-tools and small items of equipment are, wherever possible, securely stored (the suitable storage of tools that are potentially hazardous, such as, craft knives and chisels, is considered to be a key feature in our safety regime); wherever feasible and appropriate, hazardous substances should be stored in plastic containers to minimize the risk of breakage; chemical containers are clearly labelled with the name of the chemical and any necessary hazard symbols.
- Machinery or large items of equipment that cannot be stored away should be located in the safest possible position in the room/workshop, taking account of the amount of space needed to operate them.
- Special waste bins are provided in each area for swarf, glass and others for paper. The cleaners are aware of this system.
- Storage and maintenance of gas cylinders - we have the following gas cylinders which are checked in house termly and by BOC every five years.

Type of Gas Cylinder	Location
Oxygen - Size	Workshop
Acetylene – Size	Workshop

NB The Dangerous Substances and Explosive Atmospheres Regulations ('DSEAR') – require a risk assessment when acetylene is or is liable to be present in the workplace and suitable controls must be put in place where an explosive atmosphere may occur in the workplace. The Acetylene Safety Regulations ('ASR') identify that acetylene gas poses an additional hazard to other flammable gases as it is also reactive. Under certain conditions, even in the absence of any air or oxygen, it can decompose explosively into its constituent elements, carbon and hydrogen. This hazard is not fully addressed by DSEAR and so additional legal requirements for the safe use of acetylene gas at equal to or greater than 0.62 bar ("compressed acetylene gas") and the equipment used with this are provided by the ASR. The ASR includes, in certain circumstances, the requirement for a flame arrestor to stop the progression of a flame resulting from the decomposition or uncontrolled combustion of acetylene gas, which could lead to an explosion.

- We routinely handle relatively lightweight tools and objects. We have been trained to take care of our backs, but when we move anything unusually large or awkward we assess the work ourselves or ask advice from the Health and Safety Co-ordinator.

Monitoring and review

- Safety issues will be monitored closely and regularly by the Head of Department and lesson observations and learning walks will include safety issues.
- Safety matters are regular items on the agendas of the department meetings.

Further Information and Appendices

- Remedial measures for staff to carry out whilst waiting for first aid are posted in the department.
- Safety rules for non specialists using workshops
- Safety rules for pupils
- Checklist for routine monitoring

Rules - Use of Workshops by Non-Specialists

- The workshops are to be kept locked at all times when they are not occupied. Pupils are not to enter a workshop until a member of staff has arrived.
- Staff should ensure that there will be adequate levels of supervision in such areas at all times.
- It is not acceptable for a member of staff to leave pupils in a workshop whilst the member of staff goes to collect resources, etc.
- Staff must ensure that pupils do not interfere with equipment, apparatus or substances of any kind.
- The mains electricity and gas supplies to each workshop are switched off by D & T staff at the end of the day. However staff using a workshop should make themselves

familiar with the location and mode of operation of the mains electricity switch and mains gas isolating valve.

- No eating, drinking or chewing is to take place in a workshop.
- Staff must lock the door to the workshop at the end of the lesson.

Safety Rules for Pupils

The room/workshop is a much safer place to work if you follow this code:

Before the lesson starts you must:

- **Never** go into the workshop without **permission**.
- **Always walk** into/out of the workshop and **never run** or push anyone.

During the lesson you must:

- **Always** know exactly what you are doing. If you do not, ask a member of staff.
- **Always** wear eye protection and other protection when told to do so.
- **Always** wear an apron/overall when told to do so.
- **Always** tie back long hair.
- **Always** put your bag where your teacher tells you to put it.
- **Always** stand when you are doing practical work and put your stool away.
- **Always** keep your work area tidy. Put things away as soon as you have finished with them.
- **Always** be responsible for switching the machine you are using on or off.
- **Always** report an accident or breakage immediately.
- **Always** carry sharp tools with their point facing downwards.
- **Never** use equipment unless you have been instructed in its use.
- **Never** put anything in your mouth. Do not eat, drink or chew.
- **Never** interfere with equipment.
- **Never** sit on the tables or benches.
- **Never** remove a safety guard.
- **Never** distract anyone.

At the end of the lesson:

- **Always** put tools, equipment away.
- **Always** clear or vacuum the benches and work areas.
- **Always** leave the workshop clean and tidy.

- **Always** wash your hands.

Example Local Management Arrangements Low Risk Departments

Please read the following pages and then sign this sheet to accept the contents, any delegations and risk assessments in the document and return to the Head of Department.

Name	Signed	Date

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Tracking Sheet

Item	Autumn Term 201		Spring Term 201		Summer Term 201		Autumn Term 201		Spring Term 201		Summer Term 201		Autumn Term
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Action plans resolved Notes.....	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Update information obtained from.....	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Local Management Arrangements for Safety reviewed/updated	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
Risk Assessments reviewed/updated													
1.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
2.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
3.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
4.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
5.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y

6.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
7.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
8.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
9.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
10.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
11.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y
12.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y

Local Management Arrangements (LMA) for Safety

These local management arrangements develop health and safety policy requirements in a practical way and ensure that each employee in the department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all pupils and all other persons who are affected by our work activities.

The health and safety objectives of the department are to adhere to the law and to achieve excellent standards of health and safety practice in accordance with our training and any additional information which is supplied by the employer. In particular, we will comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of our health and safety documentation and working practices.

Each employee who works in this department, each pupil who studies at this school and others who may be affected, must adhere to the parts of the arrangements which are relevant to them. As well as being a section of the departmental handbook / documentation, a copy of these arrangements will be kept in the Department Office and will be posted in our folder on the intranet.

Responsibilities

The Head of Department is responsible for legal compliance related to safety management matters within the Department and for the Department's work. This responsibility includes a monitoring function to check the effectiveness of this LMA which in the main will be achieved by lesson observation (formal and informal), learning walks and formal, termly audits/inspections.

In particular the Head of Department, with the cooperation of all employees in the department, will:

- Ensure ongoing risk assessment is undertaken to control risks such as those associated with furniture, equipment (including electrical equipment) and the fabric of the building including those that cause trips and falls and slips
- Ensure safe working practices and procedures including those relating to particular pupil needs and pupil behaviour and to fire safety
- Ensure compliance with rules and restrictions for employees and others, including firefighting and fire evacuation arrangements, first aid arrangements and accident reporting procedures;
- Investigate accidents and cases of work related ill health;
- Consult colleagues on health and safety training requirements, Identify the training needs of the department and keep a record of training undertaken by colleagues;
- Ensure that safety appears as a regular agenda item on agendas for departmental meetings;
- Ensure that any defects in the premises, equipment or facilities are reported to

Estates;

- Review the contents of these arrangements annually and inform colleagues of any changes.

All members of the Department have legal health and safety duties and must ensure that we have a safe and tidy workplace. Employees must check that the workplace and work equipment is safe before work starts. In particular they must:

- help to implement the LMA;
- work in a safe manner;
- report to the Head of Department (and as appropriate via the defect reporting procedure) any health & safety hazards and concerns raised by themselves and others;
- not use equipment for which they are not trained;
- report accidents using the approved format.

In addition, members of the department must sign that they accept and will adhere to the LMA, the delegations and departmental risk assessments.

Regular Safety Monitoring

Audits and checks will also be undertaken by the Bursar's Department.

Example Fire Risk (prevention) Management Arrangements

These arrangements develop health and safety policy requirements (see appendix one – health and safety policy section ‘Fire Precautions’) and help ensure that every employee in this school and every occupant of the premises understands precisely what they must do in the event of fire.

Our objectives are to adhere to the law and the employer’s health and safety policy. In particular we will comply with the legal requirements for risk assessment, for proper structural and fitted fire precautions, for proper maintenance, for fire procedures, for training and for recording systems.

Every employee, pupil and visitor must adhere to the parts of this developed policy which are relevant to them. A formal review of the contents will take place annually at the beginning of each academic year.

The Head is responsible for fire safety and delegates to the Director of Health, Safety and Facilities the duties of fire management (see appendix two – health and safety policy section ‘Organisation for Health and Safety Management’) **[NB there may be further delegations]**. In particular the fire safety manager ensures that fire safety risk assessments are comprehensive including discussion of elimination or reduction of risks such as from dangerous substances and their requirements with any written recommendations from the Fire Authority (see appendix three) are satisfied and will –

- Develop fire procedures (see appendix four) and provide staff training repeated periodically
- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
- Produce an emergency fire plan (see appendix one)
- Be responsible for fire safety training
- Arrange fire practices (including night time drills for any persons who stay overnight)
- Check that any close down procedures are followed
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance (see appendix five – health and safety policy section ‘Inspection, Maintenance and Regular Safety Activities’)
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly (see appendix five)
- Ensure that fire detection, alarm and emergency lighting systems are maintained and tested (see appendix five)
- Keep relevant records in electronic form or hard copy fire log books which are

located **[state where]**

- Arrange fire induction training (see appendix six – health and safety policy section ‘Information, Instruction, Training and Supervision’- Induction Training Checklist). Refresher training will comprise amongst other things feedback following fire practices.
- Arrange job specific fire training and competencies for the fire manager **[and deputy and caretakers]**.
- Arrange fire extinguisher /blanket training for key employees eg: Science, D&T, Caretaking **[Catering and selected Junior]** staff.
- Provide instructions for operating fire alarm panels which will be on display at the alarm panels.

Specific precautions and rules for employees and others are identified departmentally. No smoking is allowed at all on school premises.

Regular audits of our fire management activities and documentation will be undertaken and the fire safety manager will monitor internally.

Minibuses Management

The person named in the organisation section as responsible for the use of transport must be conversant with 'Passenger Transport Provided under Section 19 or 22 Permits' VOSA 2009, the non statutory DfE guidance ('final version') 'Driving School Minibuses – Advice for Schools and Local Authorities', this part of the policy and any other requirements of the employer detailed elsewhere.

Minibuses (small buses)

- The minibus must be used with a Section 19 small bus permit. See 'Passenger Transport Provided under Section 19 or 22 Permits' VOSA 2009
- Annual (or mileage based) services must be carried out and recorded.
- The minibus must have an annual test and be successfully certificated.
- A first aid box, fire extinguisher and warning triangle must be carried on the minibus.
- Written emergency instructions must be carried on the minibus.
- The person who is responsible for the use of transport must carry out weekly checks of the vehicle. Records of all of these, servicing and remedial work carried out must be kept for at least fifteen months.
- Breakdown cover is advisable.

Drivers of minibuses

The DfE Guidance confirms that in many circumstances a member of school staff with a normal category B driving licence will be able to drive a minibus without having to take a further test to obtain a category D1 entitlement on their licence. The Association of Chief Police Officers have agreed to promote awareness of the guidance amongst local traffic police officers which will hopefully result in fewer inconsistencies in the way in which school minibus drivers are treated if they are stopped by the police. However, as an independent schools we are aware that adherence to the Guidance does not guarantee regulatory compliance. (Schools remain liable to comply with the duties set out in the transport legislation (particularly the Transport Act 1985 and the Public Passenger Vehicles Act 1981), can be prosecuted for failure to do so and there is concern amongst lawyers that the Guidance does not cover all of the issues which fee-paying schools may face in this context.) The person named in the organisation section as responsible for the use of transport will be the final arbiter, acting on behalf of the Head, on which persons may drive which minibuses.

- All drivers are required as a minimum to attend a familiarization course before driving the minibus for the first time and must get plenty of practice before taking out any passengers.
- All drivers must carry out a visual check of the minibus before the start of any journey.

- Any fault or damage to the minibus must be reported on a formal report form to the person responsible for the use of transport as soon as practical after identification. If a defect makes a minibus illegal it must not be used. NB It is an offence to drive a minibus without an adequate first aid kit or fire extinguisher.
- The driver is responsible for ensuring that all passengers have a seat and wear a seat belt. Passengers may not stand or share a seat.
- The driver must ensure that there is unobstructed access from every seat to the exits.
- All drivers must be in adequate good health.
- Drivers must have adequate rest before transporting passengers. The results of risk assessment concerning driver fatigue must be available to all drivers. NB Professional drivers must take a break of at least 45 minutes after 4.5 hours driving, 'non-driver', school employees must take longer breaks more frequently.

Example Termly Inspection (long version) - for personalisation by line managers inc. dept. heads

Completed by:

Date:

Review date:

NB - the hazards and risk control measures may need to be supplemented particularly in EYFS and Juniors and for areas of high risk.

Hazards and Associated Risks – to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Electrical Hazards			
Portable equipment	Equipment tested regularly and labeled with test date		
	inspected regularly with records kept		
Unauthorised access to sockets and equipment	Socket guards used as necessary equipment kept securely if necessary		
Broken sockets and similar	Broken items signed 'do not use' and reported via defect reporting		

Extension leads	Must be fused, use to be minimized, leads to be tested, labeled and not overloaded		
Electric Heaters	Not be plugged into extension leads, should be a safe distance from combustibles such as curtains, must not be covered		
Trailing flexes	Where trip risk – should be safely covered		
Doors/furniture/flooring/stairways/paths etc. - Hazards			
Doors	Can be opened easily, self-closers suitably adjusted, do not open directly onto stairs, do not swing in both directions, vision panels fitted where necessary. In EYFS and juniors fitted with finger guards on the hinge sides.		
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		
Stored furniture	Stored furniture should be safe when not in use – stacks must not be too high		

<p>Spaces, areas, rooms, corridors, stairways, floors, paths and floor and play surfaces</p>	<p>Areas maintained in good order, all staff visually inspect as they work and defects reported, good housekeeping, all areas kept tidy, goods stored suitably etc. all obstructions, trip and fall risks removed, where necessary hand railed (on both sides where necessary), floor/surface coverings intact, area otherwise made safe (restricted access) or clearly signed, where liquid spillages can occur flooring is anti-slip, spills dealt with as soon as possible and area hazard signed.</p>		
<p>Labs, pool, gym, workshops, stores.</p>	<p>Adult or supervised use only</p>		
<p>Substances/Equipment etc. Hazards</p>			

<p>Sharps, hazardous substances/medicines/ flammables, high risk equipment, hazardous areas such as boiler and kiln rooms, prep room, theatre etc.</p>	<p>Medicines, hazardous, flammable substances, and sharps /equipment inc. boiler and kiln/ stored in locked cupboards/ locked rooms and only accessed/used by authorised staff, adherence to admin of medicines procedures/when in use never left unattended/unlocked</p>		
<p>Lifts, hoists, lifting equipment</p>	<p>Thoroughly examine every 6 months/other period, safe working load (SWL) marked, maintained in accordance with manufacturers' instructions, lift release procedure – call service engineers.</p>		
<p>Not properly stored</p>	<p>Items to be correctly stored at end of use</p>		

Not properly maintained	<p>All equipment to be used and maintained in accordance with manufacturers' instructions, maintenance records to be kept.</p> <p>Where internal employees / independent contractors are used (regularly) to produce formal inspection reports (gym equipment/play equipment etc.) – reports retained by line manager and maintenance undertaken.</p>		
Hazard - Falls from height			
High level storage in use, storage and retrieval of items from high cupboards and shelves	Very minimal storage at height, should only be accessed using suitable step ladders/step stools, never stand on chairs ,or other furniture – only use proper access equipment		
Fire Hazards			
Bins overfull	Bins emptied regularly		
Escape routes obstructed	Employees/others do not leave bags/other in corridors/escape routes		

No fire extinguisher in room or at fire exit door nearby – extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months use defect reporting procedure		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		
No fire instructions displayed	Fire instructions on wall if not displayed use defect reporting procedure		
Door closer faulty	Door closer must work effectively		
Hazard - Stored items, cupboards/shelves overfull			
Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe.	Storage shelves, cupboards, lockers should be well maintained and secure		
Hazard - Glass/Windows			
“Ground” floor windows may open	Opened windows safe by		

creating risk to passers-by	position		
Windows difficult to access to open/close	Access equipment available		
Windows open wide	Window restrictors in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken/chipped, glazing in critical locations safety glazing or filmed		
Toilets and bathrooms and 'wet' areas – Hazards			
Trapping	Toilet locks openable from outside (EYFS and juniors?)		
Slipping	Anti-slip flooring, mops/cloths to be available, signs used advising take care if floor wet		
Infection – hazards			
Infection	First aiders trained in and adherence to infection control procedures, obnoxious waste stored separately and securely and collected by authorised contractor (with waste transfer/consignment notes),		

	best control programme, suitable sharps box in place, colour coded cleaning regimes.		
ICT – Hazards			
Risk of injury from poor posture at ill designed work stations	Where appropriate, height adjustable chairs in use – for employees who are frequent users, assessments have been carried out and completed assessment check sheets available at workstation.		
Water – Hazards			
Hot	Water from hot water taps to baths and showers and sinks in EYFS and juniors not too hot to skin (43°C) – control by tmvs., appropriate temp checks regularly.		
Drinking water outlets	Signed and fountains cleaned regularly.		
Hot Drinks and food – Hazards			
Scalding	Not taken from dining facility, staff rooms etc or use of safety cups		
Hot surfaces – hazards			

Radiators	EYFS and juniors - all covered and thermostatic valves fitted		
Kitchen	Access restricted		
Manual Handling - Hazards			
Significant risk	Assessments undertaken and staff know risk control measures and carry these out/staff trained		
Other loads	Information and training provided.		
Violence – lone working Hazards			
Physical injury to staff/others	Assessments undertaken and staff know risk control measures and carry these out.		
Other Hazards			
Lighting insufficient for space – indoor and outdoor	Adequate lighting maintained in working order		
Temperature	Comfortable – not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily or as needed		
Work of contractors	Control of work area and equipment to exclude pupils/staff/visitors		

Example Termly Inspection (short version) for personalisation by line managers inc. dept. heads

Building:

Room(s)/Space - internal or external:

Completed by:

Date:

Review date:

Associated Risk	Control measures in place	Measures in place? Yes /No N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Electrical Hazards			
Portable equipment	Equipment tested annually and labeled with test date		
Broken sockets	Broken items signed 'do not use' and reported via defect reporting		
Extension leads	Must be fused, use to be minimized, leads to be tested, labeled and not overloaded		
Electric Heaters	Not be plugged into extension leads, should be a safe distance from combustibles such as curtains, must not be covered		

Trailing flexes	Where trip risk – should be safely covered		
Furniture/Flooring/stairways/paths etc			
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		
Stored furniture	Stored furniture should be safe when not in use – stacks must not be too high		
Stairways/floors/paths and floor coverings creating trip and fall risks	All trip and fall risks removed, hand railed where necessary, covered, otherwise made safe or clearly signed , where liquid spillages can occur flooring is antislip		
Equipment etc			
Sharps, hazardous equipment etc	Hazardous, flammable and sharp substances/equipment/tools stored in locked cupboards		
Not properly stored	Items to be correctly stored at end of lesson		
Falls from height			

High level storage in use, storage and retrieval of items from high cupboards and shelves	Should only be accessed using suitable step ladders		
Display of work or materials at height	Never stand on chairs, or other furniture – only use proper access equipment		
Fire hazards			
Bins overfull	Bins emptied regularly by cleaners		
Escape routes obstructed	Pupils/others do not leave bags/other in corridors/escape routes		
No fire extinguisher in room or at fire exit door nearby – extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months use defect reporting procedure		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		
No fire instructions displayed	Fire instructions on wall if not displayed use defect reporting procedure		
Door closer faulty	Door closer must work effectively		
Stored items, cupboards/shelves overfull			

Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe.	Storage shelves, cupboards lockers should be well maintained and secure		
Glass/Windows			
'Ground" floor windows may open creating risk to passers-by	Opened windows safe by position		
Windows difficult to access to open/close	Access equipment available		
On upper floors windows open wide	Window restrictors to be in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken/chipped, glazing in critical locations to be safety glazing or filmed		
ICT			
Risk of injury from poor posture at ill-designed work stations	Where appropriate, height adjustable chairs in use – for employees who are frequent users, assessments have been carried out and completed assessment check sheets available at workstation		

Prolonged exposure to bright lights	If projectors in use, staff should not stare directly into light – background to texts should not be too bright		
Water			
Slip hazards	Flooring to be anti-slip Mops/cloths to be available Signs used advising take care if floor wet		
Hot	Water from hot water taps not too hot to skin		
Other			
Lighting insufficient for space	Adequate lighting maintained in working order		
Temperature – the environment is not conducive to learning/other	At time of review temperature in room was comfortable – not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily		

Line Manager Evaluation – Demonstrating Effective Risk Control - summary of termly routine monitoring	
Department Name	
Period covered – From date:	To date:

<p>Awareness of/ownership of whole school health and safety policy, any local management arrangements (LMAs) and risk assessments (RAs) (availability, signing off sheets, use)</p>	<p>Accidents/Safety Events</p> <p>Actions required/taken (<i>record what happened and if any action was needed to prevent recurrence – has this been completed?</i>)</p>
<p>Health and Safety training including induction (<i>record training including dept induction training carried out - include familiarization with risk assessments, procedures and practices – if science, have cleapss ‘diaries’ been completed?</i>)</p>	<p>Learning walks, thorough examinations, testing, inspections, observations (<i>record what you have done in this context, what you found out and if any action was needed – if needed, has it been completed?</i>)</p>

<p>New/reviewed space /equipment /procedures /occupants <i>(record what has happened in this context and what you needed to do – have you completed actions required?)</i></p>	<p>New/reviewed ‘information’ <i>(record what you found out and what you needed to do - have you completed actions required?)</i></p>
<p>New/reviewed risk assessments <i>(which ones? Are further controls needed? or have you completed actions required?)</i></p>	<p>Issues raised by HoD, staff or consultant <i>(what were these and what have you done? have you completed actions required?)</i></p>