



**MOWDEN HALL SCHOOL  
HEALTH & SAFETY POLICY**

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**PART 1 – STATEMENT OF GENERAL POLICY**

**MOWDEN HALL SCHOOL HEALTH AND SAFETY POLICY STATEMENT OF COTHILL EDUCATIONAL TRUST**

*Health and Safety at Work etc. Act 1974 S2(3)*

Mowden Hall School

**OUR GENERAL STATEMENT OF INTENT**

So far as is reasonably practicable, with the help of its employees, the Cothill Trust will:

- provide adequate control of the health and safety hazards and risks arising from Trust activities.
- consider our common law in loco parentis duties to all pupils in our care
- consider under Health and Safety at Work Act {1974} S3, our statutory duty of care to pupils and other non-employees
- consult with our employees {and their representatives} on matters affecting their health, safety and welfare
- ensure all employees are competent to do their tasks and to offer them adequate training where appropriate
- provide information, instruction, training and supervision for employees
- provide and maintain safe housing {where provided}, plant, equipment and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- take full advantage of the technical expertise within the Trust to monitor and regulate the working environment
- to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals

Signed: .....

Dated: .....

Principal of Governors

A copy of this statement is to be read by all employees. It will be monitored and reviewed at the end of each academic year thus enabling the checking of working conditions and ensuring our safe working practices are being followed. Matters of concern may be raised at regular staff meetings or, if more urgent, should be notified in writing to the Head or other members of the Health and Safety Committee.

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

### **1. The Principal of Governors**

The Principal of Governors has overall legal responsibility for Health and Safety at Mowden Hall School. As the representative of the Board of Governors, he is responsible under the Health & Safety at Work etc. Act 1974 and all subsequent regulations and statutory instruments made under that Act for safeguarding, as far as is reasonably practicable, the health, safety and welfare of all staff employed by Mowden Hall School, pupils and visitors to the Mowden Hall School sites. It will:

- Ensure that there is an effective Health & Safety policy in place at all times and that it is under continual review, and updated periodically.
- Comply with Regulation 7 of The Management of Health & Safety at Work Regulations 1999 by appointing persons to assist them in discharging their responsibilities.
- Allocate sufficient resources to implement the Health & Safety policy

### **2. The Headmaster**

The Headmaster is responsible to the Board of Governors for ensuring day-to-day compliance with Health & Safety requirements in liaison with the Heads of Department.

In discharging these responsibilities the Headmaster shall:

- Be responsible for the overall implementation of the School Health & Safety Policy and ensures that senior managers and other personnel adequately discharge their duties in accordance with this Policy.
- Undertake the review and update of the Health & Safety Policy as required.
- Be satisfied that all senior managers fully understand their responsibilities and are given the time and resources to pursue them.
- Advise the Board of Governors on Health & Safety matters as appropriate.
- Provide clear and visible leadership on health, safety and welfare and promotes a positive Health & Safety culture throughout the School.
- Constantly monitor the effectiveness and implementation of the Health & Safety policy and associated codes of practice and that this policy is regularly reviewed and, communicated to all employees.
- Allocate the financial and human resources necessary to discharge the Board of Governors' obligations as employer and they are identified and drawn to the attention of Governors.
- Ensure that sufficient and suitable appointees are always in place to assist in the day-to-day management of Health & Safety and that they have adequate delegated authority with which to carry out their duties.
- Ensure that adequate management reporting procedures are in place to enable an accurate assessment of function and performance to be made and given to the Board of Governors so that they may determine if they are carrying out their statutory responsibilities insofar as the Health & Safety at Work etc. Act 1974 and Regulations made under that Act are concerned.
- Ensure that senior managers in the School fully understand their responsibilities, are given sufficient training in Health & Safety matters to discharge their Health & Safety responsibilities in a competent manner and are given the time and resources to pursue them.
- Ensure that Health & Safety is taken into account in School planning activities.

- Ensure that risks to the Health & Safety of staff, pupils and others from work activities are assessed and appropriate measures taken to eliminate or control those risks.
- Have overall responsibility for the range of trip and visits that occur throughout the year and is tasked with maintaining a balance of trips across the year groups and the curriculum.
- Approve any Outdoor Activities.
- Arrange Health & Safety Induction for all new members of staff.
- Assessment the competence of contractors via the checklist process.
- Carry out accident investigations when required.
- Ensure that all staff are aware of all emergency procedures and facilities.
- Ensure that adequate supervision is available at all times, particularly where young or inexperienced employees are concerned.
- Check proof of vehicle business insurance and driving licenses for staff using their vehicle for Group business on an annual basis.
- Ensure relevant staff are provided with DSE assessments.

### **3. The Deputy Head**

The Deputy Head is responsible for the review and update of the educational visits policy and is designated as the Educational Visits Co-ordinator.

### **4. Heads of Department/Area**

The Heads of Department/Support Teams will be responsible to the Headmaster for all Health & Safety matters within the areas under their control. The responsibilities for safety matters will be implemented with the assistance and cooperation of their staff.

In discharging these responsibilities the Heads of Department/Support Teams shall:

- Have a personal working knowledge of the Health & Safety Policy and the codes of practice relevant to their Departments and that their staff are also familiar with the Policy and procedures.
- Monitor and report on the implementation of Health & Safety policies.
- Organise the effective delegation of Health & Safety responsibilities within their Department.
- Monitor the performance of their managers to ensure that they achieve and maintain acceptable levels of Health & Safety within their areas of responsibility.
- Be responsible for the management of all Health & Safety records.
- Be responsible for identifying the Health & Safety in-service training requirements of all staff within their Department and keeping records of training provided.
- If required ensure that all new employees are properly inducted into the Department which must include an awareness of all precautions and procedures applicable to the job and the emergency procedure.
- Ensure that a system for undertaking, monitoring and reviewing risk assessments operates effectively within their Department.
- Be responsible for carrying out COSHH assessments, creating and updating a substance inventory and maintaining a library of safety data sheets
- Establish and monitor a system to document safe working procedures for hazardous activities specific to their areas.

- Ensure the effective supervision, instruction and training of their staff on all aspects of their work that concern the Health & Safety of themselves and others who might be affected by their activities.
- Ensure that they and their staff co-operate with other School Managers, members of staff and particularly with those having specific responsibilities for implementing Health & Safety procedures to achieve and maintain adequate Health & Safety standards.
- Ensure the communication of Health & Safety information, including relevant Codes of Practice to their staff.
- Monitor working practices of staff and pupils within their areas of responsibility.
- Maintain a system for the management and inspection of safe working conditions in all areas within their current responsibilities. It is accepted that in practical terms this responsibility will be discharged in conjunction with the Maintenance Manager.
- Ensure that any statutory inspection documents relevant to the department are complete and up to date. It is accepted that in practical terms this responsibility will be discharged in conjunction with the Maintenance Manager.
- Ensure that systems are in place for ensuring that all plant and work equipment is suitable for the purpose for which it is intended, properly maintained, examined as required and used in a safe manner.
- Ensure that any accident and incidents, including near misses, are properly reported and investigated in accordance with School procedures.
- Assist the Headmaster in the investigation of any accident or dangerous occurrence within their area of responsibility.
- Ensure, in liaison with the Educational Visits Coordinator, the effective management of all educational or other external visits by members of staff or pupils including risk assessment.
- Ensure that lecturing, technical and learning support staff, or others with direct supervision responsibilities, are aware of pupils with disabilities and their requirements.
- Maintaining appropriate records of the Health & Safety training provided for staff.

## **5. The Estates Bursar**

The Estates Bursar has been delegated the task of overseeing health and safety at Mowden Hall School by the Cothill Educational Trust. He shall:

- Be a member of the Health & Safety Committee.
- Be responsible for RIDDOR reporting of relevant accidents or incidents.
- Provide advice on health and safety matters.

## **6. The School Nurse**

The School Nurse will be responsible for:

- Individual Health Care Plans for Pupils with medical conditions.
- The provision of appropriate individual risk assessments for staff and pupils with disabilities.
- The implementation of strategies including PEEP's pertaining to each pupil with a disability.
- Maintaining accident records.

- Ensure that there is an adequate provision of first aiders and welfare facilities available during working hours.
- The organisation and record keeping of all medical training

## **7. The Maintenance Manager**

The Maintenance Manager shall be responsible for:

- Health and safety matters relating to the grounds, the exterior of the premises and those areas of the interior of the premises other than specialist teaching areas.
- The oversight of all contractors and their staff employed on any Mowden Hall School site. Where a contractor undertaking work on any Mowden Hall School site is doing so in a manner thought to be hazardous, he shall inform the Headmaster. The Maintenance Manager shall be empowered to instruct the contractor to cease working.
- Reporting, investigating and maintaining appropriate records in respect of all accidents, and near misses.
- The completion and review of any relevant statutory inspections including lifts, lifting equipment, LEV maintenance & testing, pressure equipment etc. It is accepted that in practical terms this responsibility may be discharged in conjunction with other School managers.
- The administration of fire safety precautions and procedures as required under the Regulatory Reform (Fire Safety) Order 2005
- The management of legionella prevention measures.
- The management of asbestos control
- The maintenance and periodic examination of fixed electrical installations.
- The organisation of portable appliance testing
- Membership of the Health & Safety Committee

## **8. Teachers and Learning Support Staff**

These staff will be responsible for ensuring that the Policy is observed at all times during the teaching sessions and associated work under their supervision. In particular they are responsible for:

- Ensuring a personal working knowledge of the Health & Safety Policy and the codes of practice relevant to their Departments
- Assisting the Heads of Department/Support Teams with the implementation of their health and safety responsibilities as identified in the Health & Safety Policy.
- The health and safety of pupils in their charge, whether on Mowden Hall School premises or on an organised visit.
- Ensuring that pupils are informed of the risks to their health and safety together with the control measures that must be taken to prevent/minimise those risks.
- Giving clear and appropriate health and safety instructions and warnings to pupils and/or others where necessary and to ensure that these are understood and followed.
- The safe use of equipment and materials according to the appropriate Codes of Practice:
  - Ensuring that any necessary personal protective equipment provided by the School is worn or used.
  - Stopping immediately any work equipment, process or activity which might place any person at risk of serious injury or where a clear breach of health and safety rules or requirements has been identified.



- Ensuring that all means of escape are kept clear and available for use and that all gangways and corridors etc. are kept free of any obstruction.
- Assisting in the maintenance of good housekeeping standards at all times.
- Setting a good example to pupils by following all Mowden Hall School rules and procedures.
- Reporting any Health & Safety defect, accident, dangerous incident/ near miss to their Head of Department/Support Teams
- Completing and/or assisting in the completion of risk assessments for activities under their control.
- Completing and/or assisting in the completion of any other relevant Health & Safety documentation and records
- Where appropriate, inspecting their working areas periodically and reporting promptly any hazard or health and safety concerns or problems to their Head of Department/Support Teams.
- Participating in the administration and implementation of systems to ensure that all plant and work equipment is suitable for the purpose for which it is intended, properly maintained, examined as required and used in a safe manner.

## **9. The Health & Safety Committee**

There shall be a Health & Safety Committee whose primary function is to keep under review the measures taken to ensure the Health & Safety of the employees and other persons who might be affected by School activities.

Its primary objective is to promote co-operation between employers and employees in instigating, developing and carrying out measures to ensure Health & Safety.

The Health & Safety Committee is charged with the following responsibilities:

- To facilitate communication between management and staff on Health & Safety issues.
- To receive reports on Health & Safety monitoring exercises.
- To consider revisions, amendments or additions to the Policy, Procedures and Codes of Practice.
- To review the risk assessment process at least annually in terms of completion of assessments and their quality.
- To review reports of accidents, diseases, injuries and dangerous occurrences and complaints related to Health & Safety.
- To receive and consider as appropriate external reports e.g. Health & Safety audits.

## **10. Employees**

All employees have a number of duties as follows. They shall:

- Make themselves familiar with the Health & Safety Policy and relevant codes of practice.
- At all times, make full use of protective clothing, equipment and devices provided, and shall only use plant and substances as directed by the School
- Maintain high standards of housekeeping at all times.
- Report to their supervisor any accident or incident, whether anyone was injured or not, any practices, systems of work or conditions which they consider may create a risk to the health and safety of persons or damage to plant or premises.
- Ensure that any activity, where contact with the public may exist, is carried out with the health and safety of the public being placed before all other activities.

- Accept individual responsibility to:
  - Take reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions.
  - Co-operate with the School, or other persons so far as is necessary to enable the company or other persons to comply with their legal responsibilities.
  - Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- Carry out all tasks in line with documented risk assessments and identified control measures for which they have been given instruction.
- Bring to the attention of a responsible person(s) any perceived shortcoming in our safety arrangements.

## **11. Visitors and Contractors**

The company recognises that it has a responsibility for the safety of visitors and contractors. It is therefore essential that all operations and activities are conducted with due regard for health and safety.

The School will ensure that:

- So far as is reasonably practicable, that whilst on School premises, visitors are not exposed to risks to their health and safety and will give such persons information about the undertaking which may be necessary to ensure this.
- Visitors should not be allowed into potentially dangerous areas where they may be exposed to risks without being accompanied by a competent member of staff.
- Contractors and Sub-contractors comply with the School Health & Safety Policy, and will be expected to provide a copy of their Health & Safety Policy to the School prior to starting work.
- All work carried on a contract basis must be in accordance with statutory requirements, regulations and relevant approved codes of practice. Competent persons must be used as required for activities such as electrical work.
- All sub-contractors will be required to complete a Sub-contractors H&S Competency questionnaire.
- All plant and equipment brought onto site by sub-contractors must be safe, in good working order and comply with certification as necessary.
- Any injury sustained on site must be reported to the School.
- All contractors must notify the School of their presence on site before commencing work.
- Visitors and contractors are requested to:
  - Take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions
  - Co-operate with the company or other persons so far as is necessary to enable the company or other persons to comply with their legal responsibilities.
  - Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

## **12. Pupils**

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Governing Body. The teachers therefore, and all other employees, are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School.

Pupils must:

- Act in a responsible manner ensuring their personal safety and that of others who may be affected by their actions and behaviour.
- Ensure that they are aware of, and understand, school safety rules generally and those that apply specifically to any work or activity that they undertake as part of their course, or any school-related activity.
- Conform to school rules and procedures.
- Ask for guidance if they are ever unclear about their own safety. This is their responsibility.
- Not intentionally misuse or interfere with anything provided in the interests of Health & Safety, or encourage others to do so.
- Wear protective clothing and use safety equipment and safety devices where appropriate and for which they have received instruction in use.
- Not use any equipment that they have not been trained to use.
- Report all accidents, whether persons are injured or not, and all damage to property to a member of staff
- Report any hazards or unsafe practices they observe to a member of staff immediately.

## **PART 3 – ARRANGEMENTS FOR HEALTH & SAFETY**

### **1. ACCIDENT AND NEAR MISS REPORTING**

Relevant legislation: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)  
Social Security (Claims and Payments) Regulations 1979 (as amended).

#### **1.1 Accident and Incident Reporting**

An accident is defined as an unexpected or unplanned event that occurs through a variety of causes. The results of an accident are physical injury or harm and can include acts of violence or damage or loss of property.

All accidents and incidents must be reported because a seemingly minor injury or accident could develop into something more serious.

In this event it will be necessary to complete a record in the Accident Book which is kept by the School Nurse and inform the Headmaster. These records will be detached from the accident book and kept in a secure area complying with the requirements of the Data Protection Act.

An incident is any event which could have resulted in physical injury or harm but did not. These should also be recorded in the Accident Book.

If an accident occurs which does not correspond with the definition above but the casualty believes it is necessary to record this accident in the Accident Book, an entry should be made.

#### **1.2 Reporting of Injuries, Diseases and Dangerous Occurrences**

In certain circumstances an accident/incident which is recorded in the Accident Book must be reported to the local enforcing authority or the Health & Safety Executive. These requirements are found in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

After an accident/incident is recorded in the Accident Book the School Nurse will need to establish if the accident/incident is reportable under the RIDDOR regulations and if so, arrange for the RIDDOR report to be made. For further information please refer to the HSE RIDDOR webpage <http://www.hse.gov.uk/riddor/reportable-incidents.htm> and the guidance document “A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)” INDG453.

The most common cause of RIDDOR reports within the Education sector is due to any accident at work which has resulted in the member of staff taking more than **seven** days off as a direct result of that accident. The reporting requirements for pupils, contractors or visitors are different than those for staff. If any pupil, contractor or visitor is taken directly to Hospital as a result of an injury on Mowden Hall premises and it was due to a defect in the Premises or it took place during a School organised activity then a RIDDOR report will be required.

Under RIDDOR, you do not need to report **over-three day-injuries**, however there must still be a record kept of these injuries – these records will be kept in the accident book.

### **1.3 RIDDOR Reporting Procedure**

If the accident is identified as RIDDOR reportable the enforcing authorities must be contacted via the RIDDOR website. If the accident is fatal or results in major injuries then this must be reported by phone in the first instance. The only exception is when an employee is absent from work for more than **seven** consecutive days. In all instances, a report form (F2508) must be submitted via the RIDDOR website. This form must be submitted within **fifteen** days of the known condition.

Reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) may alternatively be carried out by contacting the Incident Contact Centre. The Centre has been established as a joint venture between the Health & Safety Executive (HSE) and the local authorities as a single contact point to simplify the reporting of incidents. The Incident Contact Centre will accept reports from Scotland, England, Wales and the Isle of Wight.

The incident Contact Centre may be contacted as follows:

- Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)
- Internet: <http://www.hse.gov.uk/riddor/>

The Incident Contact Centre will accept reports for the Health & Safety Executive and local authorities. Anyone reporting an incident via internet will be sent a printed copy of the report for checking and their records. Anyone reporting an incident by telephone or internet must ensure that they obtain a copy of any report made to the Centre as the requirement to keep a record of reported incidents for inspection by visiting Officers still remains.

Failure to notify an enforcing authority can lead to prosecution.

If an employee of a different organisation, e.g. contractor carrying out work on premises, or a member of the public sustains a personal injury whilst on the host employer's premises, and the injury is classified as being reportable, then a RIDDOR report must be carried out.

For further advice and guidance on RIDDOR reporting refer to the HSE website:- <http://www.hse.gov.uk/riddor/>

The School Nurse has the responsibility to ensure that all RIDDOR reportable incidents are notified to the enforcing authorities.

## **2. ACCIDENT INVESTIGATION**

- 2.1 When an accident/incident occurs which (requires definition of when an accident will be investigated), the Headmaster and/or the Head of Department/Area will carry out an accident investigation by completing an Accident/Incident Investigation Report form. Completed copies will be returned to and kept by the Headmaster.

### **3. ADVENTURE ACTIVITIES**

Relevant legislation: Adventure Activities Licensing Regulations 2004

For further information on Adventure Activities, please see the Educational Visits Policy.

#### **4. ASBESTOS**

Relevant legislation: Control of Asbestos Regulations 2012

- 4.1 Asbestos management is assigned to the Maintenance Manager who shall ensure compliance with this policy and current best practice.
- 4.2 A survey to identify the location, form, type and condition of any asbestos on the site has been undertaken. A copy of the survey results, known as the Asbestos Register, is held by the Maintenance Manager whose responsibility it is to amend and revise the Register as and when required. It will be consulted whenever building maintenance, repair or alteration works are considered
- 4.3 The policy with respect to asbestos is that no person shall be knowingly exposed to asbestos fibres. To that end:
  - No material containing asbestos will be disturbed or removed other than by licensed contractors and under the strictest of control measures.
  - Before any building operation or maintenance work that might expose any person to asbestos fibre is undertaken the risk of such exposure will be considered and appropriate control measures put in place.
  - Anyone discovering asbestos during the course of their work should immediately notify the Headmaster or Maintenance Manager who will advise accordingly and take appropriate action.
  - Asbestos-containing materials shall be labelled and subject to regular inspection by the Maintenance Manager on an annual basis and any necessary maintenance carried out to minimise the risk of fibre release.
  - All works on asbestos, except for very small quantities of asbestos cement, shall be carried out by licensed contractors under the independent supervision of an accredited monitoring agency.

#### **5. CONSULTATION**

Relevant Legislation: Health and Safety at Work etc. Act 1974 Section 2(7)  
Safety Representatives and Safety Committees Regulations 1977  
(as amended)

- 5.1 The Regulation and Approved Code of Practice (ACOP) is fairly specific in its requirements and recommendations and states that the object of every safety committee must be to promote co-operation between the employer and the employees in instigating, developing and carrying out measures to ensure employees' health and safety at work.
- 5.2 The Committee is chaired by the Headmaster, and reports to the Mowden Hall School Board of Governors.
- 5.3 The objective of the Committee is the promotion of co-operation between the Board of Governors and employees in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of employees and pupils.
- 5.4 Its functions shall include:
  - Reviewing measures taken to ensure the health and safety of all employees and pupils.
  - Study of accident and reportable disease statistics and trends, so that reports can be made to management, together with recommendations for corrective action.

- Examination of safety audit reports on a similar basis.
  - Consideration of reports and factual information from inspectors of the enforcing authorities.
  - Consideration of reports which safety representatives may wish to submit.
  - Assistance and input to the development of safety procedures and safe systems of work within the School.
  - A watch on the content and effectiveness of employee and pupil training in terms of health and safety.
  - A watch on the adequacy of health and safety communication and publicity in the School both in respect of employees and pupils.
  - The provision of a link with the appropriate enforcing authority.
- 5.5 The Committee shall meet at least once each term and the membership shall be:
- The Headmaster
  - The CEO of the CT
  - The CT Estates Bursar
  - The Maintenance Manager
  - Catering Manager
  - Any other persons/experts on an ad/hoc basis or to deal with particular issues.
- 5.6 Staff representatives on the Committee will be responsible for raising Health & Safety issues with management on behalf of their staff.

## **6. CONTRACTORS**

Relevant legislation: Construction (Design and Management) Regulations (CDM) 2015

Whilst the health and safety of employees of the Contractor is primarily the responsibility of the Contractor, the School will nevertheless, either in relation to its duties under Sections 2 and/or 3 of the Health and Safety at Work Act 1974 (and other relevant statutory provisions) or in pursuance of its general policy of care, reserve the right to stop any such Contractor's work or impose any conditions as to the way that the work is undertaken.

### **6.1 Contractors on Site**

Before a contract is awarded, management should request:

- That the contractor has a properly constituted H & S policy.
- That the Safety Record of the Contractor is up-to-date and checked by the Headmaster.

### **6.2 When the contract is awarded:**

The Headmaster will

- Discuss with the contractor the management of potential hazards that might be caused by the work e.g. materials, machinery, noise, dust, traffic
- Request that the contractor carries out appropriate risk assessments and method statements
- Ensure the contractor completes the "Contractor Selection Checklist"
- Approve the appointment of the contractor on the provision of a satisfactory Contractor Selection Checklist



- Inform the contractor as to any risks they may be exposed to, and issued with relevant safety procedures including action to take in event of fire or other emergency.

### **6.3 During the contract:**

All staff have a responsibility to report on any hazards caused by the workers on site, including unsafe working practices, which present a risk to staff/pupils

If adequate control measures are not taken, the matter should be taken up with the NASUWT Health & Safety Co-ordinator or Local Secretary. Whilst the health and safety of employees of the Contractor is primarily the responsibility of the Contractor, the School will nevertheless, either in relation to its duties under Sections 2 and/or 3 of the Health and Safety at Work Act 1974 (and other relevant statutory provisions) or in pursuance of its general policy of care, reserve the right to stop any such Contractor's work or impose any conditions as to the way that the work is undertaken.

### **6.4 On completion of the contract:**

The Headmaster will:

- Conduct a full inspection of the area where work has been done to ensure that it is free from hazards
- Request to see any official inspection reports

For further information on contractor procedures, please consult the Contractor Safety Rules documentation.

## **7. DRIVING AT WORK**

Relevant legislation: Management of Health & Safety at Work Regulations 1999  
Provision and Use of Work Equipment Regulations 1998  
Workplace (Health, Safety and Welfare) Regulations 1992  
The Road Traffic Act 1999

Mowden Hall School is committed to the delivery of its obligations under Health & Safety legislation with regard to driving at work, and recognises that there are specific risks to employees who do so. The School will identify and minimise those risks, and actively encourage safe driving in order to reduce the number of accidents and to comply with its legal obligations. Generic risk assessments will be conducted for driving for work related activities. Each job or task which includes driving for work will be risk assessed and appropriate control measures will be introduced.

This applies to all employees, contractors or others who may be driving in connection with School-related work, and those who may be affected by their actions.

These obligations apply to private vehicles and school vehicles used by employees for school business purposes.

Drivers are expected to ensure that they drive in a safe and competent manner at all times, in accordance with UK driving law.

### **7.1 Use of the School Mini Bus**

Mini Bus Drivers must be over the age of 21 and possess a current driving licence. Proposed drivers should hold a full licence which is at least 3 years old. Drivers without D1 on their licence are only able to drive the 15 seat minibus.

Staff who are required to drive a Mini Bus must pass the MIDAS Course. The requirements of the ROSPA document "Minibus Safety: A Code of Practice" (2015) will be applied. A copy of this publication is available in the Bursary or the School office. MIDAS certificates are renewed every 5 years. A list of all drivers with current Midas Certificates is held by Head Office.

Drivers must insist and check that seat belts are adjusted correctly and fastened by all passengers, children and adults alike. On no account are passengers allowed to share seats. There should be a mobile phone aboard in case of emergency.

The safety and insurance status of all mini buses are the responsibility of Mowden Hall School and they carry out, on a routine basis, the following:

- Checked for diesel, seatbelts, doors, and any other faults on a daily basis
- Periodic checks for tyre pressure, oil and water
- Serviced and repaired regularly
- A Movement Schedule updated on a regular basis

It is a requirement of our Insurers that driving licenses are checked annually and any endorsements reported to them. Driving Licences will be checked by the Headmaster on an annual basis. Do not start a journey without ensuring that the following documentation is with you:

- Your current driving licence
- Copy of Mowden Hall School's Insurance Certificate (which should be kept permanently in the mini bus).

Drivers must also be responsible for checking the road worthiness of the vehicle before departure.

A First Aid Kit and Instructions for Breakdown assistance are to be found in each minibus. Any mechanical concerns or problems with the fitments should be reported to the Headmaster immediately

## **8. DISPLAY SCREEN EQUIPMENT (VDU)**

Relevant legislation: Health & Safety (Display Screen Equipment) Regulations 1992

- 8.1 The School undertakes assessments for staff who are designated users as required by the Health & Safety (Display Screen Equipment) Regulations 1992. The Headmaster is responsible for ensuring that these assessments are carried out.
- 8.2 Copies of the assessments are kept within the departments/areas to which they refer and where risks are identified, steps are taken to reduce them.
- 8.3 The School will also provide training and information to users on how to use their workstation equipment safely.
- 8.4 Eye and eyesight tests will be supplied if requested by a member of staff. If spectacles are needed specifically for screen use, the School will pay an agreed amount towards this if the staff member meets the criteria set for a DSE User identified in the Health & Safety (Display Screen Equipment) Regulations 1992.

8.5 Staff using display screen equipment should:

- Make full use of the adjustment facilities for their display screen equipment and work environment to avoid potential health problems.
- Keep their screen clean and take regular breaks or changes in activity.
- Report any problems, which might be connected with screen work or their workstation, to their Head of Department/Area. Requests for assessment, or workstation aids, should be made to their Head of Department/Area.

**9. EDUCATIONAL VISITS**

|   |
|---|
| Relevant legislation: Health and Safety at Work etc. Act 1974 |
|---|

9.1 Mowden Hall School believe that learning outside of the classroom is an essential component of the curriculum, and places great value on educational visits for all of its pupils, including the very youngest. They extend the curriculum, promote social awareness and enhance physical skills, self-reliance and team-working. The common factor is that they all make an essential contribution to the pupils' development and education in the broadest sense of the world.

9.2 The Educational Visits policy is formulated having regard to DfES Guidance Health and Safety: advice on legal duties and powers. These areas are considered throughout the planning process.

- The lead member takes responsibility for organising the trip and along with the allocated staff is responsible for the pupils' behaviour whilst on the trip.
- The lead member of staff is responsible for the detailed planning of the trip including the formulation of all the necessary risk assessments and the provision of first aid equipment. He/she must ensure adequate preparation of all pupils including those with special or medical needs.
- Staff are responsible for the health and safety of the pupils whilst on the visit. Checks (including DBS) are made, where appropriate, on any volunteers or staff from outside agencies who may come into contact with the pupils.
- Child: Staff Ratios and Group Sizes. For children under the age of the 3 the ratio is 1:4. For children 3 – 5 years of age, we use a ratio of 1:8. In accordance with HSE guidelines, for children aged 5 – 13, those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.
- The trip proforma is used to identify pupils with special and/or medical needs.
- All correspondence is sent to the parents. The lead member will take with him/her a list of parental contact information. Clarion Call should be set up and relevant information included in leader's pack.
- The trip proforma allows the lead member to identify transport alternatives and make the appropriate bookings. The lead member is also responsible for reading and applying the appropriate generic travel risk assessments.
- The lead member is responsible for ensuring that adequate insurance cover is in place for the trip. This must be done in conjunction with the bursary.
- The Headmaster has overall responsibility for the range of trip and visits that occur throughout the year. He is tasked with maintaining a balance of trips across the year groups and the curriculum.
- Overseas visits require much greater preparation and should be planned well in advance

- Every attempt will be made to contact the pupil's parents in case of emergency.
- 9.3 The Headmaster has overall responsibility for the range of trip and visits that occur throughout the year. He is tasked with maintaining a balance of trips across the year groups and the curriculum.
- 9.4 The Deputy Head is responsible for the review and update of the educational visits policy and is designated as the Educational Visits Co-ordinator.
- 9.5 Farm visits

Trip organisers will be required to:

- Ensure those leading a farm visit are familiar with Mowden Hall School's guidelines on Educational Visits and have complied with its requirements.
- Complete the appropriate risk assessment form available from the Office

Never let the children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps (other than in designated public facilities)
- Ride on tractors or other machines
- Play in the farm area

Definitive advice for teachers is contained in the 2015 version of Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions - Industry Code of Practice Version 2.

There is a slight danger to expectant mothers during lambing time. It is the School's policy not to send teaching staff on farm trips while pregnant.

For further information please consult the Mowden Hall School Educational Visits Policy.

## **10. ELECTRICAL INSTALLATIONS AND EQUIPMENT**

Relevant legislation: The Electricity at Work Regulations 1989 (EAW Regulations)

### **10.1 Responsibilities**

This regulation requires all electrical systems to be installed and maintained to a safe standard and to ensure that all precautions are taken against the risk of death or personal injury from electricity in work activities.

The following programme of inspection and maintenance will satisfy the requirements of the EAW Regulations.

### **10.2 Inspection**

An electrical installation, inclusive of all electrical wiring, fittings and switches must be inspected upon completion of initial installation, and subsequently at recommended periods (every five years). Any wiring circuit, or part of it, is deemed to be an installation for inspection purposes.

A competent person, eligible to carry out inspections on a periodic basis, must be qualified by having successfully passed the examination in accordance with the 17th edition of the Institution of Engineering and Technology (IET) Regulations (British Standard, BS7671:2008) incorporating amendment 3:2015.

If electrical contractor's services are required to undertake all necessary inspections, the company should be a member of the National Inspection Council for Electrical Installation Contracting - NICEIC. The client is assured that inspections will be conducted in accordance with the 17th edition IET Wiring Regulations (BS7671:2008) incorporating amendment 3:2015.

Documents relating to any electrical installation components and certificates issued by a NICEIC contractor should be kept by the Maintenance Manager.

Portable electrical equipment testing and inspection routines are dealt with in Section 10 of this policy. Periodic inspection intervals are to be recommended by the above competent person.

### **10.3 Planned Maintenance**

A record of any parts and components of an installation which are periodically due for testing must be kept in the Office. The information required for entry into the records can be produced by the competent person who is to undertake relevant inspections.

Mowden Hall School is also responsible for the provision and maintenance of plant within the company, consequently they must make arrangements to have every item of electrical plant inspected and tested every five years.

Records of all tests shall be kept in a plant maintenance record system which shall also contain information on repairs carried out. Such records will be retained in the appropriate maintenance records file which is held by the Maintenance Manager.

### **10.4 17th Edition Electrical Installation Certificates**

When a new installation or additional circuit is completed, the competent person should issue an Electrical Installation Certificate.

When an addition to an electrical installation does not extend to the installation of a new circuit, a Minor Electrical Installation Works Certificate will be issued.

When carrying out routine periodic inspection and testing of an existing installation, a Periodic Inspection Report for an Electrical Installation will be issued.

These certificates constitute a record and, as such, should be retained by the Maintenance Manager.

## **11. ELECTRICAL EQUIPMENT – PORTABLE**

|                       |  |
|-----------------------|--|
| Relevant legislation: | The Electricity at Work Regulations 1989 |
|-----------------------|--|

### **11.1 Definition of Portable Electrical Appliances**

A portable appliance may be defined as a 'Product that is powered from a mains electricity supply outlet socket via a removable plug'. The word 'portable' does not refer to either the size or weight of the appliance. Hence, sometimes items that are not normally thought of as portable appliances are also to be included in this category, for example, fridges, computers, machines etc.

## **11.2 Testing and inspection of Portable Electrical Appliances**

It is a requirement of the Electricity at Work Regulations 1989 that all portable electrical equipment is subject to both visual inspection and periodic maintenance.

It is the responsibility of the Maintenance Manager to establish an effective system for the maintenance and testing of portable electrical equipment in line with HSE guidelines.

Any electrical appliances, other than those purchased new, that are brought onto site, even for test or other temporary purposes, must be tested prior to use. This shall include privately owned electrical goods, which should not be brought onto Mowden Hall School premises without prior authorisation.

Before using an item of portable electrical equipment a visual inspection check of the condition of cables, plugs, and casing should be undertaken.

Suitably qualified and competent people will carry out testing, either in-house or on a sub-contract basis. Records of all tests will be retained at Mowden Hall School, together with a planned re-test plan. The re-test interval, which can range from 6 months to 5 years, will be determined by assessment of the use and function of the item.

Please see the table at the end of this section for further information on testing frequency. Appliances must not be used unless they have been electrically tested and passed as safe and carry a label to indicate this.

Under no circumstances should an appliance with a FAILED label upon it be used.

**HSE guidance on PAT testing frequency in low risk environments**

| Type of business   |                        | User checks            | Formal inspection   | visual | Combined inspection and test   |
|--|------------------------|------------------------|---|--------|--|
| Equipment hire   |                        | N/A                    | Before issue/after return   |        | Before issue   |
| Battery operated equipment (less than 40 V)  |                        | No                     | No  |        | No   |
| Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights                        |                        | No                     | No  |        | No   |
| Construction   | 110V equipment         | Yes, weekly            | Yes, monthly  |        | Yes, before first use on site then 3-monthly                         |
|  | 230V equipment         | Yes, daily/every shift | Yes, weekly   |        | Yes, before first use on site then monthly                           |
|  | Fixed RCDs             | Yes, daily/every shift | Yes, weekly   |        | Yes, before first use on site, then 3-monthly (portable RCD monthly) |
|  | Equipment site offices | Yes, monthly           | Yes, 6-monthly  |        | Yes, before first use on site then yearly                            |
| Heavy industrial/high risk of equipment damage (not construction)  |                        | Yes, daily             | Yes, weekly   |        | Yes, 6-12 months   |
| Light industrial   |                        | Yes                    | Yes, before initial use then 6-monthly                                  |        | Yes, 6-12 months   |
| Office information technology rarely moved, e.g. desktop computers, photocopiers, fax machines             |                        | No                     | Yes, 2-4 years  |        | No if double insulated, otherwise up to 5 years                      |
| Double insulated $\square$ (class 2) equipment moved occasionally (not hand-held) e.g. fans, table lamps   |                        | No                     | 2-4 years   |        | No   |
| Hand-held, double insulated $\square$ (class 2) equipment e.g. some floor cleaners, some kitchen equipment |                        | Yes                    | Yes, 6 months-1 year  |        | No   |
| Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners                                    |                        | Yes                    | Yes, 6 months-1 year  |        | Yes, 1-2 years   |
| Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment     |                        | Yes                    | Yes, 6 months-4 years depending on type of equipment it is connected to |        | Yes, 1-5 years depending on the equipment it is connected to         |

## **12. FIRE AND EMERGENCY PROCEDURES**

|  |
|--|
| Relevant legislation: Regulatory Reform (Fire Safety) Order 2005 |
|--|

It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that all persons are familiar with the procedure in the event of fire. Notices giving instructions on the actions to be taken in the event of a fire on the premises are displayed on the main notice boards in the Office. Members of staff should ensure they fully understand these instructions and raise any queries with the Health and Safety Office. Training will be given at regular intervals. Under the Order we have a duty to:

- Carry out a fire risk assessment (formally recorded and regularly reviewed).
- Produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances.
- Develop fire procedures and provide staff training (repeated periodically where appropriate).
- Ensure the safety of staff or anyone else legally on the school premises.
- Carry out fire drills and contact emergency services where necessary.
- Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation).
- Have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape, signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a “competent person” (for example, ISO9001 certified or BAFE approved).
- Provide staff and any others working on the school site with fire safety information.

### **12.1 Fire – Emergency Procedure**

On Discovering a Fire

Should you spot a fire, the following action must be taken:

- Activate the fire alarm system at the nearest call point and alert all staff and pupils in the immediate area.
- It is the responsibility of the Fire Safety Officer or, in their absence, a member of office staff to call the fire brigade if required. Dial 999 for the emergency services. When the exchange operator answers, ask for FIRE SERVICE and provide your telephone number. When connected to the Fire Service state slowly and distinctly: "This is Mowden Hall School" and provide your address. State "we have a fire". Do not replace the receiver until this information has been correctly acknowledged.
- If the fire is small and if you have been fully trained in the usage of extinguishers, try to extinguish, but do not take any risks.

On hearing the alarm:

- When instructed to do so by the Fire Safety Officer at the sound of the fire alarm bell, immediately leave the building by the first available exit and report to the designated assembly point (Tennis Courts). Do not stop to collect personal belongings etc.
- Each teacher escorts the children in his/her care to the designated Assembly Point (Tennis Courts).
- Staff Registers will be carried out by the Office Secretary. Class Registers are distributed to teachers by the Head or Deputy Head. Each teacher takes the



Register for the children in his or her care and informs the Headmaster, or his Deputy, of any children who are absent.

- The Visitors' Book will be carried out by the Office Secretary, or in her absence a designated Deputy, who will be responsible for ensuring visitors are informed of the appropriate procedure in the event of a fire and will ensure all visitors are accounted for.
- Do not open a door if you suspect a fire is on the other side (test with the back of the hand).
- Follow any special arrangements for physically less able persons.
- Follow any special arrangements for those with visual or hearing impairment.
- The Headmaster or the Deputy Head will assume responsibility for checking the Fire Control Panel and deciding whether it is safe to return to the building or whether the Fire Brigade need to be notified.
- If there are any disabled children or visitors on site staff will ensure their safe evacuation. You should ensure there are at least two members of staff undertaking the evacuation.
- The Headmaster, or in his absence a designated Deputy, is responsible for telephoning the Fire Brigade.
- Do not open a door if you suspect a fire is on the other side (test with the back of the hand).
- Follow any special arrangements for physically less able persons.
- Follow any special arrangements for those with visual or hearing impairment.
- No-one is allowed entry into any of the buildings until the Headmaster, or in his absence a designated Deputy, gives permission to do so.

Fire procedures are displayed at the exit to the building.

The Headmaster will act as the Fire Safety Officer or in his absence, the most senior member of staff on duty.

The fire alarm bell is tested regularly. Tests of the evacuation procedure are held periodically i.e. planned and surprise fire drills.

## **12.2 Emergency Services: Information**

The Headmaster, or a designated Deputy, should summon the emergency services.

All Emergency Services should be required to report to a member of staff stationed outside the Front Door.

A senior member of staff should be stationed outside the Front Door to meet the requested emergency service(s) and direct them to the incident(s).

The following information should be given when reporting an emergency:

### **Fire**

- Location of Fire
- Nature of Fire
- All employees, pupils, visitors, contractors accounted for or otherwise

### **Ambulance**

- Nature of injury
- Patient conscious or otherwise
- Age of person involved

- Location of accident
- First-aid treatment

**Police**

- Type of incident
- Location

**13. FIRE PREVENTION & CONTROL**

|  |
|--|
| Relevant legislation: Regulatory Reform (Fire Safety) Order 2005 |
|--|

**13.1 General Requirements**

Fire exits will be kept clear and in an easily opening condition.

Mowden Hall School are responsible for ensuring that a fire risk assessment is undertaken and implemented.

Escape routes are checked monthly.

Fire extinguishers are maintained and checked every year by Mowden Hall School contractors.

Alarms are serviced by Mowden Hall School contractors.

Emergency evacuation will be tested every term.

**13.2 Fire prevention**

Prevent fires starting by:

- Obeying 'NO SMOKING' signs.
- Only using heating, lighting and cooking appliances which are supplied by the Company for this purpose.
- Not place clothes on or near heating appliances.
- Not allowing combustible materials and debris to accumulate.
- Using fire blankets when carrying out hot work.
- Dispose of oily, greasy or paint soaked rags and waste in proper containers.
- Keep solvents and other flammable liquids and gases in approved, correctly labelled containers. (See COSHH assessment).
- Keep access to firefighting equipment and fire exits and passageways clear at all times. Make yourself familiar with the fire exits from your workplace, know the position of fire extinguishers on site, how to identify the different types of extinguishers and their uses, how to operate them and also the procedure to obtain assistance in the event of a fire.
- Make yourself familiar with the types of fire extinguishers and their correct use.
- Lives and jobs, as well as financial loss, are at risk if the fire takes hold. The prevention of fires is vital.
- Make yourself familiar with "Emergency Evacuation Procedures" above.

### 13.3 Classes of Fire



Class A - All carbonaceous material such as wood, textiles and paper. Also certain types of plastic and rubber.



Class B - Flammable liquids such as petrol, oils, greases and paints, solvents and fats. Many plastics can also be included in this class.



Class C - Flammable gases such as methane, propane, butane, acetylene, and town gas including natural gas.



Class D - Fires involving metals or powdered metals etc. (where water is generally ineffective and/or dangerous)



Class F - High temperature (360°C+) cooking oil fires in large industrial catering kitchens, restaurants, takeaways etc.



Electrical fires do not constitute a separate fire class as electricity is a source of ignition and will feed the fire until removed. Once the electrical supply has been isolated the fire can be treated as a 'Class A' fire

### Types of Fire Extinguisher



#### Water – Red body

Suitable for use on Class A Fires, wood and paper etc.  
Not suitable for combustible liquids, cooking fats etc.  
Not safe to use on fires involving electricity.  
Extinguishes by cooling.



#### Foam – Red Body with Cream label

Suitable for Class A and B Fires.  
Not suitable for use on fires involving electricity.  
Extinguishes by cooling and sealing the surface of a burning liquid.



Dry Powder – Red body with blue label

Best on Class B fires but safe to use on any type of fire.  
Works by chemically interfering with the combustion reaction.



CO<sup>2</sup> – Red body with black label

Best on Class B and C fires but safe to use on any type of fire.  
Safe to use on fires involving electricity.  
Extinguishes by reducing oxygen levels and cooling.



Specialist Hot Cooking Oil Fires Only

6 Litre Class F Extinguisher

Extinguisher specifically for dealing with large high temperature (360°C+) cooking oils used in large industrial size catering kitchens, restaurants and takeaway establishments with deep fat frying facilities.



Water Mist Safe to Use on Class F Fires

This includes small domestic size containers of high temperature (360°C+) cooking oils used in food frying (this unit has a 75F rating)

### **13.4 Fire Risk Assessment**

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the employer to carry out a fire risk assessment on a regular basis (annually). This will be undertaken by a competent person and a copy located in the Main Office.

The risk assessment will identify any defects in the fire safety provision and an action plan to remedy these issues will be drawn up and implemented by the Warehouse Manager.

### **13.5 Fire Precautions Log Book**

Records of the following fire precautions must be recorded in the Fire Precautions Log Book:

- Visits by Fire and Rescue Service

- Fire alarm system – record of tests and inspections (record annual test and monthly inspections) – includes fire alarms, fire detectors and automatic door closers if fitted
- Fire door maintenance
- Emergency Lighting system – record of tests and inspections (if no emergency lighting is present, record tests of torches)
- Fire extinguishers – record of tests and inspections
- Fire instructions and drills – record of when given
- Incident Log

### 13.6 Frequency of Tests and Inspections

| Fire precautions             | Inspection interval<br>(by School staff) | Test interval<br>(by external contractor) |
|------------------------------|--|---|
| 1. Emergency lighting system | Monthly                                  | One/three years                           |
| 2. Fire door maintenance     | Monthly                                  | N/A                                       |
| 3. Fire drills               | Termly                                   | N/A                                       |
| 4. Fire extinguishers        | Monthly                                  | One year                                  |
| 5. Fire alarms*              | Weekly                                   | One year                                  |
| 6. Fire detectors - integral | N/A                                      | One year                                  |

\*Different call points/activators should be used on each occasion, thereby testing the effectiveness of the mechanism as well as that of the available alarm.

## 14. FIRST AID

Relevant legislation: The Health and Safety (First Aid) Regulations 1981

Mowden Hall School has a duty to provide adequate and appropriate first aid cover to pupils, staff and visitors. The procedures in place to meet that responsibility are clearly stated within the First Aid Policy.

### 14.1 Aims

- To identify the first aid needs of the School, both on the premises and for off-site activities, in accordance with the requirements of the Health and Safety Executive.
- To ensure that first aid cover is available at all times while people are on school premises.

### 14.2 Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School.
- To provide relevant training and to monitor the training needs of staff, as an on-going process.

- To provide and maintain sufficient and appropriate resources and facilities, including a specific room for first aid treatment.
- To keep staff and parents informed of the First Aid arrangements in place.
- To keep accident records and to report relevant information to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

All children entering Mowden Hall School, at whatever age, are required to complete a General Health Form. At the same time we ask for parental permission to allow our staff members to give any necessary emergency medical treatment or advice in the future. Parents must sign and date their approval. This ensures that we have all available and pertinent medical information on each of our pupils.

#### **14.3 Staff Providing First Aid Cover**

All staff providing first aid cover must hold a valid certificate of competence, issued by an organisation approved by the HSE. First aid training should be tailored to working with children, where possible. As the School is not considered a high risk area, Appointed Persons may also provide first aid cover provided they have had appropriate HSE recognised training.

The Registered Nurse and all the Matrons are responsible for providing first aid cover to pupils, staff, parents and visitors to the school. Teaching staff attend a first aid training session and are qualified to give first aid. All staff responsible for providing first aid must be prepared to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. They must ensure that an ambulance is called, when necessary, or other professional medical help is requested. Staff and pupils are aware that the Registered Nurse or Matron on duty is the first person to call in the event of an accident, although games staff are usually first at hand for sporting injuries. The Registered Nurse or Matron may then be requested if further attention is required.

In our EYFS setting (Pre-prep), staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. A number of staff have a paediatric first aid qualification and all staff undertake regular first aid training. The first aid qualification includes first aid training for infants and young children and is a minimum of 12 hours and must be updated every 3 years.

There is always at least one paediatric qualified first aider on site when children are present.

#### **14.4 Spillages (Bodily Fluids/Chemicals) Procedure**

Clear spillages straight away.

- Dispose of waste in the containers provided
- Report to Headmaster any damage to floors, stairs and keep area safe until repairs can be made. Domestic staff are able to help with this process during the hours of 9am to 11.45am and 1pm to 2.30pm but teaching staff should start the Sanitaire process of clearing up (see below). The School Nurse and First Aiders are to deal with “spillages” during the hours of 8am to 9am, 11.45am to 1.00pm and 2.30pm to 5.30pm
- Staff must wear disposable gloves when dealing with spillages. “Sanitaire Deodoriser” must be used for any bodily fluid spillages. Instructions on how to use Sanitaire are:
  - Act immediately but you must wear disposable gloves and a disposable apron before beginning the clean-up process

- Liberally sprinkle Sanitaire on to the “accident”
- Allow approximately “90 seconds” before sweeping up
- Use a stiff brush and suitable container
- Vacuum on completion
- Splashes of body fluids should be washed off the skin immediately using soap and water or clean cold tap water if the lips, mouth, tongue, eyes or broken skin are involved.
- As soon as the clearing process is finished please remember to wash hands in hot soapy water

Disposable gloves and aprons will be kept easily accessible in the Surgery

## **15. GROUNDSKEEPING**

### **15.1 Strimmers**

All groundskeeping staff should have training on the safe use of the equipment and are competent users. Staff must wear safety boots, gloves and glasses/ goggles whilst strimming. Carry out a vibration assessment to assess levels of exposure and take appropriate measures to reduce exposure to below the exposure limit value. Make the Green keepers aware of the risks associated with fatigue and muscular injuries over a long period of time. Reduce operating times on the strimmer. Strimmers should have harnesses fitted to them. Regular maintenance and testing of equipment. No loose clothing to be worn. Safety guard is fitted. All staff who identify any defects are to report it immediately to the committee

#### **Strimmers (noise)**

Groundskeeping staff must wear suitable ear defenders whilst strimming. Ensure that the correct ear defenders are provided in accordance with the noise level that the strimmer produces. Look at incorporating engine silencers onto machinery.

### **15.2 Hand Tools**

All persons using hand tools must be competent in the correct method of use. Carry out regular maintenance of tools and inspect them for any defects.

### **15.3 Slips, trips and falls (steep slopes)**

Where possible reduce work activities around steep slopes whilst the ground is wet and ensure that suitable anti slip footwear is worn.

### **15.4 Ride on mowers and tractors**

#### **Overtuning**

- Identify any slopes, uneven ground and ditches that may cause the mower or tractor to overturn. If any areas represent a significant risk, enforce no go areas for machinery.
- Groundskeeping staff must have instruction/training on operating this equipment around the vicinity of slopes etc. Consider fitting a roll bar to the machine.
- Seatbelts must be worn by operators using the equipment.
- Look at possible design features, i.e. anywhere that fences can be erected or temporary barriers to prevent machinery getting close to a hazardous area.

### **General use of ride on mowers and tractors**

- Ensure that all groundskeeping staff have received instruction on the safe use of the equipment and they have been made aware of the risk associated with the machinery. Before use, establish if all groundskeeping staff have suitable levels of experience of using the machinery and are identified as competent users.
- The machines must be properly used and maintained including the regular cleaning and lubrication of guards..
- Groundskeeping staff must be made aware of the hazards associated with this piece of equipment.
- Staff should take regular breaks at intervals to reduce the exposure of vibration.
- Ensure the PTO guard is correctly fitted and made to a recognised standard such as BS EN ISO 5674 It must have the correct size and length for the shaft, both when closed and when extended. Check that a restraining device (for example, securing chains) is in place. The PTO needs to be supported when not connected. Do not rest it on the drawbar or drop it on the ground, and do not suspend it by the restraining device.
- Ensure the tractor is chocked or that there is a mechanical connection between the tractor and a stationary PTO-driven machine to ensure the tractor or machine does not move, causing the PTO shaft to separate.

### **15.5 Trailer**

When using a trailer ensure:

- Staff aware of braking distances.
- The trailer is regularly maintained.
- The brake is always applied when the trailer is not in use.
- The trailer does not exceed maximum weight capacity.
- You use the right hitch system.
- You never stand between the tractor and other machines, or behind them unless the tractor is stationary and the driver is aware of your presence.
- That Hydraulic brake couplings are cleaned and avoid contamination. Linkages are to be properly lubricated and operate freely

### **15.6 Fly Mowers**

When using a fly mower ensure:

- Staff aware of vibration hazards
- When purchasing new machinery, give consideration to the vibration level given by the manufacturer. Low levels of vibration should be one of the factors to be considered when selecting new machinery. For existing machinery identify vibration levels for each machine, this may be done either by having vibration levels measured on site or by using manufacturers data, to be found in the operators manual (ensure that manufacturers data used is representative of vibration levels found in working machines).
- Staff should not use any other equipment that day that causes vibration.
- Ensure the machinery maintained i.e. the blades are balanced.

### **15.7 Manual Handling**

Reduce the risk of manual handling injuries by:

- Using mechanical aids such as a wheelbarrow.



- Training staff in Manual Handling techniques.
- Instead of using hand held trimmers or hedge cutters, substitute with growth retardants where possible.
- Replace existing activities where manual handling takes place with mechanical aids.

### 15.8 Storage of Pesticides

Pesticides should be stored in a 30 min fire resistant chest or cabinet. The cabinet needs to be waterproof and needs to be fitted with a sump..For more information on safe storage, refer to: the HSE Guidance Note AIS 16 - Storage of approved pesticides

### 15.9 Spraying of pesticides

- Groundskeeping staff who carry out this activity must wear suitable PPE (gloves & safety glasses). Long sleeve clothing must be worn to reduce exposure of the skin.
- Groundskeeping staff must be identified as competent to carry out this activity and they should also be aware of the associated risks when spraying the harmful substance.
- Weather conditions should be checked i.e wind direction as this could cause significant risk to coming into contact with substance.
- Spraying of pesticides should only take place where there is minimal activity in the grounds to reduce the risk of anyone else who may be in the areas coming into direct contact with substance.

## 16. HAZARDOUS SUBSTANCES

Relevant legislation: The Control of Substances Hazardous to Health Regulations 2002 (COSHH)  
The Classification, Labelling & Packaging Regulations No. 1272/2008)

The COSHH Regulations require Mowden Hall School to carry out the following procedures:-

### 16.1 Create Substance Inventory

Each department / area will identify all hazardous substances used in the workplace and enter them on a Hazardous Substance Inventory.

New International hazardous substance warning symbols replaced the European symbols in 2009. Some of them are similar to the European symbols, but they have no text label describing the hazard.

The most noticeable feature is the change in the labelling symbols: the hazard symbols with black printing on orange-yellow rectangles has been replaced by nine hazard pictograms with black symbols on a white background with red outlined diamond are used to indicate warnings.

In order from top left to bottom right the symbols are:

- Dangerous to the environment;
- Toxic;



- Gas under pressure;
- Corrosive;
- Explosive;
- Flammable;
- Caution – used for less serious health hazards like skin irritation;
- Oxidising; and
- Longer term health hazards such as carcinogenicity and respiratory sensitisation.

The hazard category can be established by either checking the Material Safety Data Sheet provided by the supplier, or by identifying the hazard warning symbol on the substance container.

### 16.2 Previous hazard symbols

The CHIP symbols used prior to the new CPL symbols will still be present on older substances which can still be found in the workplace. These substances are classed as hazardous if they are categorised as:-

- Irritant
- Harmful
- Corrosive
- Toxic
- Very Toxic
- Dangerous to the Environment



The hazard category can be established by either checking the Material Safety Data Sheet provided by the supplier, or by identifying the hazard warning symbol on the substance container.

### 16.3 Obtain the relevant Material Safety Data Sheets

Manufacturers of hazardous substances are required by law to provide such information to enable employers to work safely with these products. These are known as Material Safety Data Sheets. They can be obtained directly from the manufacturer or supplier and can often be downloaded from the manufacturer's website.

### 16.4 Carry out a Risk Assessment

The employer has to decide whether the exposure levels in the workplace are likely to cause risks to health and safety. The assessment process is based on a number of factors including:

- Who is being exposed;
- What substances are being used;
- How long people are being exposed for;
- What levels they are being exposed to.

Control measures must be followed if it is found that the exposure to such substances is not being adequately controlled. The control measures must either eliminate the exposure or reduce it to an acceptable level. These control measures must be properly used and maintained in efficient working order.

The assessment will have to be monitored to ensure that safe working procedures are being followed and it will have to be reviewed at regular intervals to ensure that it remains valid.

Department/Area Heads will be responsible for carrying out COSHH assessments, creating and updating a substance inventory and maintaining a library of safety data sheets.

### **16.5 Use of Hazardous Substances**

The School will be responsible for the following:-

- Safe and secure storage of all chemicals and cleaning materials, in clearly identified suitable containers;
- All chemicals and solvents should only be stored in their original containers which must be clearly labelled. If it is necessary to decant fluids into smaller containers, these containers must be properly labelled with the name of the fluid, and any warnings or precautions detailed on the manufacturer's or supplier's labels.
- Providing all necessary protective clothing for operatives using chemicals and to ensure that it is worn when the task involved requires it;
- Display of all notices and adherence to all information regarding materials used, according to safety regulations;
- Carrying out any monitoring required by the above regulations;
- Ensuring substances are used in accordance with manufacturer recommendations only.

### **16.6 Storage of Hazardous Substances**

The risks of storing and handling hazardous substances must be assessed, for instance, consider the effects of a leak to the air, water and surrounding land.

The following steps to control the risks of hazardous substances will include:-

- All chemicals, solvents and cleaning substances should be kept in cupboards with appropriate locks, padlocks or bolts. This precaution will ensure children are unable to access the above substances.
- Storing chemicals according to the manufacturer's instructions on the safety data sheet.
- Keeping the minimum quantity of hazardous substances necessary.
- Storing incompatible substances separately.
- Preventing release or leaks.
- Training employees to store and handle hazardous substances properly.
- Labelling storage containers properly.
- Storing flammable substances in suitable containers away from sources of ignition, such as boilers and heaters.
- Placing stores of liquid above ground where they're unlikely to be damaged, for example away from driveways.
- Maintaining gauges, valves and pipework.
- Having procedures for dealing with emergency leaks.

- Using a secondary containment system such as a drip tray or bund (a storage area designed to prevent liquids escaping).

### **16.7 Training**

In the course of your work you may be required to work with substances that, if not handled properly, may be harmful to your health. You will be instructed or have received training on how to handle such substances and where necessary be given protective clothing and equipment such as dust masks and eye protection.

### **16.8 Instructions**

**You must:**

- Follow the training and instruction provided on the safe use and handling of hazardous substances
- Make sure that you understand what the risks are associated with:
  - using a hazardous substance
  - how the risks are controlled
  - the precautions you should take
- do not use any hazardous substances that you have not received training in the use of
- inform your manager if you feel a substance is affecting your health
- refer to the COSHH data sheets or ask your line manager if you are unsure of how to use a particular substance
- not bring into the workplace any substances that have not been assessed or authorised.

## **17. HAZARDS**

|                       |  |
|-----------------------|--|
| Relevant legislation: | Health & Safety at Work etc. Act. 1974 |
|-----------------------|--|

17.1 Any employee finding or being aware of an alleged Health & Safety hazard must immediately report the hazard to the Headmaster, or senior staff member responsible for the area concerned who will ensure that all necessary action is undertaken.

17.2 Precautions must be taken to prevent persons from having access to the hazard.

## **18. HEALTH SURVEILLANCE**

18.1 The School's activities can include the storage, handling, machining and other processing/use of substances that could be hazardous to health e.g. hard and soft wood, chemical substances etc. To that end Mowden Hall School has installed, maintained and inspected suitable and adequate extraction equipment and taken other precautions. Such activities are also covered by risk assessments.

18.2 The School will identify through a health questionnaire, at the time of initial employment, any person who is suffering from a respiratory illness which might impact on their suitability for any particular post.

18.3 Any person suspected of suffering any ill effects from exposure to wood dust or other hazardous substance during their employment with the School will initially be referred to their Medical Practitioner and if necessary the School's Occupational Health Advisers.

## **19. FLAMMABLE LIQUIDS**

Relevant legislation: The Dangerous Substances and Explosive Atmospheres Regulations 2002

### **19.1 Definitions**

The conditions under which highly flammable liquids, including gases, are stored and used are controlled by legal standards. For the purposes of this booklet the term "flammable liquid" will cover substances that are properly defined as:

|                      |   |
|----------------------|---|
| EXTREMELY FLAMMABLE: | Flash Point below 23°C, and Initial Boiling Point less than 35° C |
| HIGHLY FLAMMABLE:    | Flash Point below 23°C, and Initial Boiling Point above 35° C     |
| FLAMMABLE:           | Flash Point between 23°C - 60°C                                   |

The following procedures apply:

### **19.2 Extremely Flammable & Highly Flammable**

These materials are subject to Regulatory control. Storage of up to 50 litres may be stored in a workroom or general store provided they are kept in a fire resistant structure. In excess of 50 litres may be stored within a building also used for other purposes, but containers must be kept in a separate storeroom of a fire resisting structure. Where stored in a separate structure the storage need not be a fire resisting structure providing the distance between any point on the outside wall of the store and any adjacent building/fence is not less than 4 metres. All storage must have adequate warning signs displayed and correct type of fire extinguishers in position. (See Section 12 - Fire Prevention and Control)

### **19.3 Flammable**

These materials are also subject to Regulatory control and no more than 250 litres of these liquids may be stored in a workroom/working area.

It is recommended that the following precautions are adopted when working with any class of flammable substance:-

- Look for the warning symbol on the container label in the shape of flames on containers or the word "flammable" (see Section 15 - Hazardous Substances).
- Do not open more containers of flammable liquid than are needed for immediate use.
- Do not smoke, and exclude all sources of ignition when using flammable liquids. Remember the vapours may be heavier than air and form low layers at ground/floor level. They can travel some distance undetected.
- Replace the lid on all containers when not in use. Supposedly empty containers or cylinders can catch fire or even explode.
- Use the correct method for the disposal of empty containers.
- Remove all combustible material from area where flammable liquids are used or kept.
- Return unused or partially used containers to the secure store nightly or when work is complete.

## **20. GAS EQUIPMENT**

Relevant legislation: The Gas Safety (Installation and Use) Regulations 1998  
Gas Appliances (Safety) Regulations 1995

All gas systems and equipment will be properly specified, designed by competent gas engineers, and installed by Gas Safe registered organisations.

New equipment will be manufactured to an appropriate standard where one is set, e.g. British Standards (BS) and European Norms (BS EN) and marked as conforming to EU general standards (CE marked).

All gas appliances should be serviced and inspected for safety at least every 12 months by a Gas Safe registered installer. The Maintenance Manager is responsible for ensuring that the check is done. The form received from the Gas Safe Engineer is either the Gas Installation Safety Report (CP17) or the Gas Safety Inspection 2016 (Commercial Catering Appliances) (CP42).

## **21. HOUSEKEEPING, WELFARE AND HYGIENE**

Relevant legislation: Workplace (Health, Safety and Welfare) Regulations 1992

21.1 The most common accidents at work are slips, trips and falls. The most common cause of these accidents is poor housekeeping. Individuals are expected to keep their own workplaces tidy and teachers are responsible for ensuring that workshops and classrooms etc. are free from waste and materials that could cause persons to trip or slip or otherwise be injured as a consequence of bad housekeeping.

21.2 Arrangements are made for the premises to be regularly cleaned and for the safe collection and disposal of rubbish and waste materials. The buildings are maintained and kept clean by a combination of School staff and outside contractors.

21.3 Staff rooms, accommodation for clothing, refectories, sanitary and washing facilities are provided and are regularly cleaned. All staff have a responsibility to co-operate with management in maintaining such facilities in a clean and usable state.

21.4 Facilities are available for staff and pupils to have meals and/or refreshments on the premises. Particular care is taken to ensure high standards of food hygiene.

We will ensure the following:

- there is safe access to all workplaces and ensure they are maintained
- there will be regular inspections to ensure that corridors and stairways are kept free from obstruction
- where damage to floors, stairs, safety barriers, racking etc. is reported we will ensure that the area is kept safe until repairs can be effected
- we will ensure appropriate risk assessments are carried out to enable safe working areas for staff

Employees must ensure:

- that equipment, empty boxes, crates, etc. are not left lying around on floors
- gangways are kept clear
- they clear up spillage straight away or report to the appropriate department
- they dispose of waste in the containers provided

- they report any damage to floors, stairs and racking etc. and keep the area safe until repairs can be made
- they report trailing cables and flexes that present a trip hazard
- they are careful when using pins, staples, guillotines, band saws, hot glue guns etc.

## **22. LEGIONELLA MANAGEMENT**

Relevant legislation: The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of legionella bacteria via contaminated water droplets known as aerosols. It is the most well-known and serious form of a group of diseases known as legionellosis. Other similar (but usually less serious) conditions include Pontiac fever and Lochgoilhead fever. The disease cannot be passed from one person to another. Everyone is potentially susceptible to infection but some people are at higher risk, for example, those over 45 years of age, smokers and heavy drinkers, those who have chronic respiratory or kidney disease and people whose immune system is impaired.

Legionella bacteria are common in natural water courses, such as rivers and ponds. Since Legionella are widespread in the environment, they may contaminate and grow in other water systems such as hot and cold water services. They survive low temperatures and thrive at temperatures between 20°C - 45°C if the conditions are right, for example if a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

### **22.1 Legionella Management**

It is a legal requirement to consider the risks from legionella that may affect employees or members of the public and take suitable precautions. It is the responsibility of the Maintenance Manager to establish:

- The identification and assessment and sources of risk.
- The preparation of a scheme (or course of action) for preventing or controlling the risk.
- The implementation and management of the scheme - appointing a person to be managerially responsible, sometimes referred to as the 'responsible person'.
- The maintenance of records and checks that what has been done is effective.

It is recommended that a legionella survey is carried out by a competent external contractor and the results used to implement a management plan.

### **22.2 Training**

If Mowden Hall School has significant Legionella management procedures we will provide Legionella awareness training to any member of staff with identified responsibilities.

## **23. LIQUID PROPANE GAS (LPG)**

Relevant legislation:    Pressure Systems Safety Regulations 2000  
    Dangerous Substances and Explosive Atmospheres Regulations 2002  
    Gas Safety (Installation and Use) Regulations 1998

LPG can be obtained primarily as propane, butane or a mixture of the two. A powerful odorant is added so that it is easily detected. When the risks are properly identified and managed, LPG can be safely used as a fuel source for many applications. Mowden Hall School will record information about their installation, such as the route of any pipework, risk assessments they may make and any maintenance undertaken.

### **23.1 Safety of the LPG storage tank**

In the vast majority of cases the tank will be owned by the company that supplies the gas. In general, the supplier will look after the tank and its fittings (their integrity and maintenance). However, the School has responsibilities in relation to the tank including:

- Siting of the tank
- Ventilation and conditions around the tank
- Tanker access
- Security
- Impact protection
- Emergency arrangements

For further information on these responsibilities, consult the HSE document ‘Safe use of liquefied petroleum gas (LPG) at small commercial and industrial bulk installations’.

## **24. LONE WORKING**

Solitary working exposes staff and others to certain hazards. The School’s intention is either to entirely remove the risks from these hazards or, if elimination is not possible, to reduce them to an acceptable level.

There are a few situations where the potential risk to lone workers is very high and the law requires more than one worker to be present e.g. fumigation, transporting explosives, underground working. Whilst it is unlikely that any staff will be involved in these activities, the School recognises that some staff such as maintenance staff, contractors and cleaners are required to work alone or unsupervised for significant periods of time. The School will ensure, as far as reasonably practicable, that such staff are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Assessments of risks of working alone will determine the procedures to be followed for:

- Keeping in touch with a designated person;
- Summoning help if they have an accident and what first aid action to take;
- Any relevant safety or emergency procedures.

If lone working is identified, the procedures detailed in the Lone Working Policy must be adopted.



## **25. MACHINERY AND MACHINERY GUARDING**

Relevant Legislation: Provision and Use of Work Equipment Regulations 1998

Management of Health & Safety Regulations 1999

Dangerous machinery such as woodworking machines will only be used by suitably trained personnel and under no circumstances can young persons operate such equipment unless they are under direct supervision.

Machinery must not be operated without appropriate guards or other personal protection systems being in place.

Only qualified and approved personnel are authorised to remove or adjust guards. This will only be undertaken during maintenance and inspection. Disciplinary action will be taken against anyone removing or adjusting guards without authority.

In the event of failure of any guarding system work must be stopped immediately, and the failure reported immediately to a member of staff who will take action to rectify the problem.

## **26. MANUAL HANDLING**

Relevant legislation: The Manual Handling Operations Regulations 1992

### **26.1 Legislation**

The Manual Handling Operations Regulations 1992 impose certain duties on employers and the self-employed. Before the assessment stage it must be decided whether the work involves manual handling operations – further action is only required if it does. If it does, the employer has a duty to decide whether there is a risk of injury. If there is no such risk, no further action is required.

If there is a risk, a decision needs to be made on whether it is reasonably practicable to avoid moving the load. If it can be avoided then no further action is required other than to inform employees that the load is not to be moved. Where the load needs to be moved, it should be considered whether it is reasonably practicable to mechanise the operation.

If there is still concern or risks involved then it is an absolute duty that a suitable and sufficient risk assessment be undertaken. In summary the assessment must consider:

- the tasks
- the loads
- the working environment
- individual capability
- other relevant factors i.e. personal protective equipment.

### **26.2 Risk Assessment**

The majority of manual handling assessment can be satisfactorily carried out using in-house expertise. If in doubt management should be consulted who will decide if specialist help is required.

There is no legal requirement to record manual assessments although the HSE guidance states that any significant findings should be recorded.

The regulation imposes an absolute duty to review assessments if there is reason to think the assessment is no longer valid or the manual operation to which it relates have changed significantly. The HSE guidance extends this to recommend a review if a reportable injury occurs.

### **26.3 Safe Working Methods**

Injuries caused by lifting goods or materials are a major source of lost time and long-term pain to workers. This risk can be significantly reduced by observation of the points below:

- ensure that any formal systems of work designed to reduce manual handling are followed. (e.g. work instructions, risk assessments.)
- always use any lifting equipment provided. (Do not operate the lifting equipment yourself if you have not been trained and authorised to do so)
- use the legs and knees to bend and lift, do not stoop or bend
- obtain assistance when heavy or irregular objects are to be lifted or moved
- avoid tasks that require stretching or twisting, by the use of equipment such as steps, ladders or mobile scaffolding
- ensure that the walkway or the route along which the items are to be carried are free from obstructions
- ensure that there are no sharp, hot or cold surfaces on the object to be lifted or in the vicinity that could cause injury whilst carrying the load
- if an operation requires continuous or repetitive lifting, ensure that regular rest breaks are taken to avoid injury and to prevent the onset of fatigue
- when storing heavy items, try to keep them between hip and shoulder height to avoid high risk lifting and stretching
- get assistance or report any manual handling operations to the relevant Manager.

### **26.4 Lifting Sequence**

This sequence is for simple straightforward manual lifting. If you have any doubts DO NOT attempt to lift and seek advice or assistance:

- stop and think – plan the lift. Do you need help? Is the area free from obstruction? Is there mechanical handling provided for the operation, if so use it.
- place feet apart – leading leg forward
- get a firm grip – keep your arms inside the boundary formed by the legs
- do not jerk – lift with legs not the back
- when lifting or putting down keep the head up whilst looking forward
- move the feet – do not twist the body
- keep close to the load
- put down and adjust if necessary.

### **26.5 Manual handling assessment tools**

The HSE have provided a suite of manual handling assessment tools to assist employers when carrying out manual handling risk assessments. The tools currently available are:

**MAC** - assesses the risk posed by lifting, lowering, carrying and team manual handling activities.

**VMAC** – assess manual handling operations where the load weights are variable.

**ART** – assesses repetitive tasks involving the upper limbs.

**RAPP** – assesses issues that you need to consider when pushing and pulling.

These tools enable the employer to establish the level of risk involved in a manual handling activity by detailed analysis of the whole procedure involved. This should be consulted when all aspects of the manual handling activity have been established.

## **26.6 Training**

Manual handling training will be provided to selected staff on commencement of their work at Mowden Hall School as part of the induction process. Updates to this training will be provided to existing staff every three years.

## **27. NEW AND EXPECTANT MOTHERS**

|  |
|--|
| Relevant legislation: Management of Health & Safety at Work Regulations 1999 |
|--|

Regulation 18 of the Management of Health & Safety at Work Regulations 1999 imposes special requirements concerning new or expectant mothers.

Whilst the School's responsibilities only relate to a mother or expectant mother, who has notified the School in writing that she is pregnant, has given birth within the previous six months or is breastfeeding, it will nevertheless, through its recruitment and administrative procedures seek to identify such persons and acquaint them with the Regulations.

Upon such notification Mowden Hall School will implement its procedure, including a special risk assessment, as set out in the New & Expectant Mothers Policy and Procedures.

Additional risks to pregnant women and nursing mothers will be minimised as far as possible. If this is not reasonably practicable, e.g. usual work involves work in areas with a higher risk of slips, trips or falls, activities which prevent the employee leaving the work area for rest or to use toilet facilities, or any case where the person's GP states that her normal work could affect her Health & Safety; the School will find alternative work (with no loss of terms or conditions), or authorise paid leave if alternative work is not available.

The School will make a room available for pregnant women and nursing mothers needing a private rest area to lie down.

The School will also consider the following specific hazards during the risk assessment process:

- Tiredness from standing for long periods
- Heavy physical work
- Stress caused by work or conditions at work or fears (e.g. ill-founded fears associated with VDU equipment)
- Work at heights, up ladders or steps
- Chemical and Pesticides
- Visits to Farms during "Lambing"
- Sports Activities

## **28. NOISE AT WORK**

Relevant legislation: The Control of Noise at Work Regulations 2005

- 28.1 Everyone should take precautions to prevent exposure to excessive noise. Too much exposure to loud noise can cause irreversible hearing damage and accelerate the natural hearing loss, which occurs with age.
- 28.2 The School will take appropriate measures to reduce noise exposure to reasonably practicable levels.
- 28.3 Noise level (loudness) is measured in decibels, dB (A). The 'daily personal noise exposure' i.e. the total exposure over a working day or week is based on noise levels and the length of exposure.
- 28.4 The School will arrange for an assessment of exposure where the 'daily or weekly personal noise exposure' noise is likely to be at or above 80db (A)
- 28.5 Some example noise levels: - quiet office 40-50 dB (A); conversation 50-60 dB (A); loud radio 65-75 dB (A); busy street 80+ dB (A). (As a guide, if you can't hear someone clearly about 2m away, due to noise, the level is likely to be about 80 dB (A) or more.) If there is a noise problem in your area, contact the Health & Safety Adviser.

## **29. STRESS MANAGEMENT**

Relevant legislation: Management of Health & Safety at Work Regulations 1999

- 29.1 Mowden Hall School acknowledges that the risk of stress should be assessed and controlled, as far as is reasonably practicable, like any other risk.
- 29.2 The School has therefore developed a Policy and Procedure in response to its legal and moral responsibilities towards its staff.

## **30. ONSITE VEHICLE MOVEMENTS**

- 30.1 The School operates a traffic system which seeks to keep separate, as far as is practical, pedestrians from vehicles.
- 30.2 A speed limit is in force and staff and pupils are expected to observe it at all times.
- 30.3 The potential dangers associated with vehicles on the site are covered by a risk assessment.

### **31. OUTDOOR ACTIVITIES**

Relevant Legislation: Adventure Activities Licensing Regulations 2004

- 31.1 The participation in any outdoor pursuit will, at times, involve physical challenge and, consequently, some element of risk. The total elimination of risk is not possible. Awareness and recognition of risk and the ability to take appropriate action is part of the learning process. It would be foolish in the extreme to give absolute guarantees of safety to participants or to parents, but appropriate and sensible arrangements will be made prior to any out of school activity.
- 31.2 Details of all proposed outdoor activities must be submitted to the Headmaster in writing for approval. The Headmaster must be satisfied that appropriate preparations have been made for the activity.
- 31.3 Staff planning the activity must complete a written risk assessment. A copy of the completed form will be held in the school office.
- 31.4 The teacher planning the activity will be designated 'Teacher in Charge' and will lead the group. It will be discussed with the Headmaster if parental consent is required for a trip. Larger trips such as the skiing trip will require a consent form to be filled in.
- 31.5 Insurance cover is provided by the Cothill Trust for all such ventures. For residential trips or activities involving a significant element of risk, the Headmaster will forward details of the risk assessment to the Estates Bursar of the Cothill Trust, who may in turn, inform the Trust's Insurance Company.
- 31.6 Teachers involved in any outdoor activity must ensure that suitable clothing is worn by pupils before setting out.
- 31.7 Before leaving the school, the Teacher in Charge will ensure that all pupils involved are aware of the standards of behaviour expected of them. Pupils will be advised of any special conditions or situation which they are likely to encounter during the trip and how these may affect their behaviour. In particular, pupils will be informed of what to expect and how to behave if the trip involves any risk or meeting with animals.
- 31.8 On all trips or visits pupils will be expected to work in groups of two or more as befits the occasion.
- 31.9 The party leader should reassess risks while the visit or activity takes place and ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

For further information on Outdoor Activities, please consult the Safety in Outdoor Activities Policy.

### **32. PE/GAMES**

The following responsibilities have been identified in the PE/Games Department.

All staff should:

- Report any broken or faulty equipment to the PE/Games subject leaders.
- Know which children have specific medical conditions and make appropriate provision.
- Report any accidents to the School Nurse and the Matrons and School Office.

All pupils should:

- Quickly respond to instructions.
- Wear the correct kit and appropriate footwear.
- Take off jewellery prior to PE lessons.
- Know how to carry equipment safely.
- Know how to warm up before and cool down after lessons

The following procedures and routines are addressed in the PE/Games Policy

- Clothing
- Jewellery
- Changing
- Non participation
- Essential things to do prior to commencement of lesson
- Class organisation
- Groupings
- Key points when handling apparatus:
- Preparation and Progression
- Rewards and Sanctions
- Equipment
- Emergency Action
- Use of demonstration
- Teaching styles
- Supporting
- Points to be aware of:
- Gymnastics
- Use of fixed and portable apparatus
- Care of apparatus
- PE Mats

For further information, please consult the PE/Games H&S Policy

### **33. PERMITS TO WORK**

- 33.1 Non-routine work, such as maintenance, roof work, work at height, hot work, work in confined spaces, equipment installation and refurbishment can produce health and safety risks over and above those normally encountered in the workplace. Permits to work are designed to check that all eventualities have been considered when planning and organising such activities and are an important means of minimising any risks involved.
- 33.2 The permit to work system applies to all work carried out on site and employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force. It is aimed at ensuring that School staff, contractors and their staff are fully aware of the following requirements:
- all contractors are provided with the necessary information and instruction to undertake their works in safety;
  - suitable and sufficient procedures are in place to gain effective communication, cooperation and coordination of all contractor works.
- 33.3 When the Headmaster authorises potentially high risk activities carried out by contractors and their staff, arrangements will be made for the introduction of a Permit to Work. Permits to Work will be required if any work involves the following activities:
- hot work
  - working at heights
  - confined spaces
  - high risk equipment maintenance work
  - work on or near live electrical sources.
- 33.4 The Hot Work Permit will detail the location and description of the work involved and will provide written permission from the School for work to start. The contractor or member of staff accepts responsibility in writing and on suspension or completion of work will acknowledge, in writing, that all persons under their charge have been withdrawn from the work area. The Maintenance Manager will then confirm in writing the expiry of the work permit.
- 33.5 All contractors will be required to sign in at Reception and report to the Maintenance Manager. If required, they will then be provided with the relevant Permit to Work documentation. The system will be explained to the contractor if necessary.
- 33.6 The Permit to Work system consists of a general Permit to Work document and a specific Precautions Checklist relevant to the work that is being undertaken e.g. working at heights, hot work etc.

### **34. PERSONAL EMERGENCY EVACUATION PLANS**

- 34.1 Personal Emergency Evacuation Plans (PEEPs) are plans for providing assistance or special arrangements for individuals who may need them during an emergency evacuation
- 34.2 The School will ensure adequate arrangements for the evacuation of persons with mobility, sensory, or other impairment which may impede their egress from buildings.
- 34.3 Persons requiring assistance include those with long-term, or temporary, sensory and/or mobility impairment, such as:

- Mobility impairment – including wheelchair users and those who may be unable to access stairs, steps or narrow corridors.
- Sensory impairment – people who may not be able to hear audible or see visual alarms signals.
- Those who have declared a medical condition that may affect them during an evacuation, for example asthma, which may affect their ability to use stairs or travel to an assembly point.
- Those with learning difficulties who may have difficulty reading signage or following written instructions

34.4 PEEPs fulfil several purposes, ensuring that:-

- Those who need assistance discuss and agree the most suitable arrangements for any emergency evacuation.
- All members of staff involved with a learner or visitor needing special arrangements are aware of what needs to happen in an emergency evacuation.
- All Managers of staff needing special arrangements are aware of what should happen in an emergency evacuation.
- The School fulfils its legal obligation to carry out risk assessments for the safe evacuation or refuge in an emergency situation.

34.5 Each PEEP is unique to a named individual and stipulates the actions necessary to ensure their safety in an emergency evacuation. It covers all buildings the person is likely to occupy whilst at School.

34.6 Responsibility for the production of Pupil PEEPs lies with the Deputy Head or School Nurse and is produced from information supplied during the enrolment process.

34.7 Responsibility for the production of Staff PEEPs lies with the Deputy Head or School Nurse and is produced from information supplied during the recruitment process.

34.8 If the requirement for a PEEP (disclosure, change of needs/situation) occurs during their time in School, the PEEP should be produced within 2 weeks of the disclosure.

### **35. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Relevant legislation: Personal Protective Equipment at Work Regulations 1992 (PPE)  
Control of Substances Hazardous to Health 2002 (COSHH)  
Control of Noise at Work Regulations 2005

35.1 PPE will be provided for staff and pupils where specific regulations and/or the risk assessments require it to be provided and used/worn.

35.2 Where personal protective equipment must be used we will ensure the following:

- that where appropriate all staff are trained on what the PPE is designed to protect against
- when it should be used
- how to use it
- how to keep it in good repair
- ensure the PPE is available at all times
- that PPE is purchased from a recognised supplier and which is made to the appropriate EC specification or British Standard.



35.3 Employees must ensure:

- PPE is used as per instruction and training
- PPE is cleaned and stored as per training in order to ensure it remains undamaged
- Report any damage to the Headmaster

### **36. PLANT AND WORK EQUIPMENT**

Relevant legislation: Provision and Use of Work Equipment Regulations 1998

- 36.1 All items of plant e.g. lifting equipment, air compressors, dust and fume extraction equipment etc. are under the control of the Maintenance Manager who is responsible for ensuring that they are properly identified, maintained, serviced, inspected and subject to any relevant statutory examination as necessary.
- 36.2 Other items of work equipment e.g. machinery, appliance, apparatus, or tools are subject to routine maintenance as appropriate and, in the case of high risk machinery, to a check list to ensure compliance with the Provision and Use of Work Equipment Regulations (PUWER).
- 36.3 Staff are required to ensure that any safety guard or device necessary for the safe use of any work equipment is in place, properly adjusted and used and that safe working practices are adopted. Access platforms, ladders and steps are the responsibility of the Maintenance Manager who shall ensure that they are properly identified, maintained and inspected at suitable intervals. The use of such equipment shall be limited to those members of staff identified for that purpose and in accordance with the instructions for safe use. Such equipment shall not be used by pupils unless their use is part of the teaching process and they are properly supervised.

### **37. RISK ASSESSMENT**

Relevant legislation: Management of Health & Safety at Work Regulations 1999

- 37.1 The Management of Health and Safety at Work Regulations 1999 requires every employer to:
- Make effective plans for monitoring, reviewing and controlling risks
  - Appoint “competent persons” to assist in complying with relevant statutory provisions
  - Establish emergency procedures
  - Provide employees with comprehensible and relevant information on risks to health and safety, protective and preventative measures and emergency procedures
  - Maintain records as set out in the full policy
- 37.2 Managers are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in all work places managed by the School.
- 37.3 The approved Code of Practice adopts the following definitions:
- a “Hazard” is something with the potential to cause harm
  - a “Risk” is the likelihood of harm being caused by a particular hazard. The extent

of the risk should also take into account the severity of the consequences and the number of people who may be affected should the potential harm associated with the hazard actually occur

37.4 Staff have a responsibility to:

- read hazard analysis and risk assessments that have been recorded and are considered by the management as relevant to their areas of work
- measures designed to control risks have to be followed and undertaken by staff in their areas of work
- all staff have responsibility to report back information to the management when the measures which are adopted to control risks do not appear to be effective
- if staff become aware of hazards or risks to the health and safety of themselves or others they have a duty to report this information to their Head of Department who will in turn report this risk immediately to the Safety Officer.

### **38. SAFETY OF PERSONS WITH DISABILITIES**

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| Relevant legislation: The Equality Act 2010 |
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- 38.1 Mowden Hall School actively encourages and supports the inclusion of persons with disabilities but recognises that special safety considerations need to be addressed.
- 38.2 An individual assessment will be carried out in respect of any member of staff or pupil with a disability in order to assess their specific support requirements.
- 38.3 In the event of an emergency evacuation special arrangements may be necessary for persons with disabilities Personal Emergency Evacuation Plans (PEEPs) are plans for providing assistance in these circumstances. For further information see Section 33 Personal Emergency Evacuation Plans.

### **39. SCIENCE**

#### **39.1 Science Department Risk Assessment**

The Science Department Risk Assessment should be read in conjunction with Mowden Hall School's general Health and Safety Policy and, where separate, the detailed arrangements for implementing that policy in this school. The purpose of the Science Risk Assessment is to record the arrangements made in the Science Department to implement the policy in accordance with any Code of Practice or Guidance issued by the employer.

This Risk Assessment is maintained by the Science Department. It is kept available for consultation by staff and for inspection by visiting inspectors or a representative of the employer.

A copy of this document has been lodged in the school office and another passed to the employer for endorsement.

This document recognises the right of employees to be represented by health and safety representatives and their right to require a safety committee to be set up in the school. The Science Department will cooperate with any health and safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

### **39.2 Aims of the Science Department Risk Assessment**

It is the duty of all members of the science staff, i.e., teachers and staff who work in the department occasionally, technicians and other support staff e.g., learning support staff and Gap students

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work;
- to be familiar with this health and safety policy by periodic reference to it;
- to look out for any revisions;
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

### **39.3 Duties and Functions or Tasks**

The employer, Mowden Hall School (Cothill Trust), has the ultimate duty to ensure the health and safety of employees and others on the site.

The task of overseeing health and safety on this site has been delegated by the employer to the Estates Bursar. Within the Science Department, this task is further delegated to the Head of Science who has the particular function of maintaining this policy document.

For further information consult the Science Risk Assessment

## **40. SECURITY**

The following security measures are in place at Mowden Hall School:

- All entries to the buildings are through electric number key locks - the code is only given to employees of the Cothill Trust, the pupils and their parents.
- The entrance codes are changed frequently and at least once a term.
- There are additional number code locks on all entry doors into the boarding house.
- The main building is secured every night with members of staff carrying out a thorough Lock-up schedule.
- All visitors must sign in at the front entrance (there is signage requesting this) where they will be given a name badge and they will either be met at the front entrance or escorted to another member of staff.
- All staff are vigilant at all times and will approach any visitor on the site
- Pupils are taught to direct all visitors to the front entrance.
- Areas deemed to be 'risky' are all locked and out of bounds to all pupils.
- The Headmaster's and Main office are by the front entrance so it is possible to observe visitors arriving on the site.
- There are numerous signs upon arrival suggesting that the school is Private Property.
- All parking areas and front yards are well lit.

## **41. SHOOTING**

41.1 A formal Shooting Policy has been written by Cothill Trust and all Mowden Hall School staff should read and note the following criteria for the use of fire arms:

- All fire arms are to be stored privately conforming with legal requirements
- Fire arms are to be checked and approved by standard Police Checks

- No Shooting is allowed when there are children on site
- Only those with fire arms certificates should be allowed to shoot
- Shooting on site should be for Pest Control and not for sport

The above criteria must be strictly adhered to.

## **42. SMOKING**

Mowden Hall is a no smoking site. Staff must not allow smoking in or on the premises when children are present or are about to be present.

## **43. SWIMMING POOL**

### **43.1 Normal Operating Procedures**

The Swimming Pool provide a written notice of Pool procedures which identify, as far as is reasonably practicable, the potential risk factors involved, and a plan to avoid and deal with incidents. In doing this, a Normal Operating Procedures (NOP) document is laid down for the day to day running of the pool. The action to be taken in the event of an incident or emergency is then laid down in the Emergency Action Plan (EAP). The Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) which make up the Pool Safety operating Procedures,(PSOP) have been derived from a risk assessment.

All staff using the pool must be fully aware of the NOP and the EAP before undertaking poolside duties.

For further information see the following documents: Pool Safety Operating Procedures and the Swimming Pool Risk Assessment

## **44. TRAINING**

44.1 All new members of staff will receive induction training that will include at least:

- Fire procedures including evacuation
- Review of the Health & Safety Policy and Child Safety Policy
- First aid arrangements
- Risk assessments relevant to job
- Medical from/dietary requirements/issues noted by supervisor
- Accident reporting
- Car parking and traffic rules
- Welfare arrangements
- Manual handling training if required
- Use of Personal Protective Equipment
- Precautions required for any chemical, electrical and mechanical hazards
- Safety clothing
- Mobile phone policy

- 44.2 Appropriate health & safety training thereafter will be made available. Particular attention will be paid to the need to keep all appropriate members of staff informed of any new health & safety regulations or significant change of relevant standards etc.
- 44.3 Emergency procedure training for pupils with disabilities will be provided according to their individual requirements, as highlighted by their Individual Health Care Plan. This training shall be undertaken periodically.

#### **45. VISITORS**

- 45.1 All visitors to Mowden Hall School are required to report to Reception at the main entrance upon arrival. They will be asked to sign in at Reception and to the extent that it is practicable, all visitors will be directed to the staff member and/or department concerned with the visit
- 45.2 Visitors will be required to sign in and wear a visitor's badge.
- 45.3 At all times visitors should be the responsibility of, and, as far as possible, will be accompanied by, a member of staff.
- 45.4 Any member of staff receiving visitors is responsible for their safety until they have either left the School premises, been handed over to another member of staff, or signed out.
- 45.5 Visitors will not be permitted to wander around working areas for safety and security reasons. Should a fire alarm sound, or fire occur, the person accompanying the visitor shall take him/her to the fire assembly point.
- 45.6 Should an incident occur involving a visitor which results in injury, this will be recorded in the accident book and a thorough investigation carried out as soon as possible.
- 45.7 If the injury requires the visitor to attend hospital immediately or is fatal, the incident must be reported to the enforcing authority and our accident reporting system followed.
- 45.8 A School employee will be nominated to be responsible for visitors who are on site for a number of hours or days (e.g. auditors, inspectors, external consultants).

#### **46. VIOLENCE TO STAFF**

- 46.1 Mowden Hall School will not tolerate any instances of work-related violence, including verbal abuse, to our staff. No member of staff will be blamed for an instance of work-related violence caused by a pupil, parent or member of the public. All employees have the right to be treated with consideration, dignity and respect.
- 46.2 We will define work-related violence as: any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment. This is based on the Health and Safety Executive's definition.
- 46.3 Managers should:
- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
  - Record details of the incident where appropriate and give all employees involved in the incident full support during the whole process. We will also respond and consider seriously any suggestions made by staff about how to

improve violence prevention and management, and give feedback to staff about their suggestions, including whether it will be taken forward and if not, why not.

- Set a positive example by reporting all incidents of violence and abuse and not tolerating abusive behaviour from pupils, parents or members of the public.
- Respond to and, where possible, resolve incidents, ideally before they escalate.
- Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- Where possible, direct staff to appropriate support and advice after an incident has occurred. Encourage other staff members to support their colleagues, including those that might have witnessed the incident. If victims are particularly traumatised by the event, provide support where possible, such as time off work or changes to their tasks.
- If an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.

Managers have a responsibility to act in a way that does not incite or increase the likelihood of violence. They also have a responsibility to respond to any reports of violence. Any manager found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

- 46.4 All staff have personal responsibility for their own behaviour and for ensuring that they comply with this policy.

There are a number of things that staff can do to help prevent work-related violence:

- Offer good customer service and be aware of customer needs.
- Recognise the potential for work-related violence and take action to resolve it early on. Staff should take positive action and, for example, contact a manager if they think a pupil, parent or member of the public might cause problems.
- Don't accept instances of work-related violence directed towards you or others. Staff should report any instances of violence, threats or abuse, including any details about when it happened, who was involved and any relevant circumstances that may have contributed to the incident. Serious incidents should be reported in the accident book but minor incidents and incidents of verbal abuse should be reported to managers as they occur.
- Be supportive of colleagues who are victims or witnessed work-related violence.
- Suggest additional measures to managers which might help to prevent and manage work-related violence.

Staff have a responsibility to act in a way that does not incite or increase the likelihood of violence. Any staff member found to be encouraging or inciting violence may be subject to disciplinary action.

## **47. WORK AT HEIGHT**

Relevant Legislation: Work at Height Regulations 2005

### **47.1 Legislation**

The Work at Height Regulations 2005 requires an assessment to be undertaken before starting any work at height. If the assessment confirms that there is no alternative to working at height, then suitable work equipment should be selected, taking into account the nature of the work. You do this by using the following hierarchy of controls:

- avoid working at height if possible
- use an existing safe place of work
- provide work equipment to prevent falls
- mitigate distance and consequences of a fall
- instruction and training and/or other means.

### **47.2 Ladders & Stepladders**

The company will, in consultation with their employees:

- Carry out a risk assessment of work activities involving the use of ladders and stepladders
- Take all necessary measures to reduce any risk found as a result of the assessment
- Ensure all ladders and stepladders used are clearly identified and regularly inspected and maintained
- Ensure all ladders and stepladders are in good condition, and suitable for the tasks to be performed
- Maintain a record of inspection using the Laddertag system, which identifies each ladder and logs each inspection and repair
- Provide appropriate information and training to employees who use ladders or stepladders including information and training where their use is in a high risk environment such as:
  - Where there is a risk from falling items due to the work undertaken
  - Where members of the public could have access to the work area
  - The environment, ground, structure etc. is unstable.
- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength.

### **47.3 Inspection & Maintenance of Ladders**

A record of inspection will be kept which uses the Laddertag system. The Laddertag holder and insert identifies each specific ladder and logs each inspection and repair carried out on that ladder.

Further information on the safe use of ladders and stepladders can be found in the following document:

- Safe use of ladders and stepladders – INDG402

#### **47.4 Mobile Access Towers (also known as tower scaffolds or towers)**

Any work requiring the use of mobile access will be carried by suitably trained, certificated (PASMA) and competent staff. Mobile access towers can provide an effective and safe means of gaining access to work at height. However, inappropriate erection and misuse of towers are the cause of numerous accidents each year. Aluminium and thin-wall steel towers are light and can easily overturn if used incorrectly. Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out. Before selecting or specifying a tower, it must be decided that it is the most suitable item of equipment for the job.

Further information on the safe erection, use, stability, movement, inspection and dismantling of mobile access towers can be found in the following HSE document:

- CIS10 Tower Scaffolds

### **48. WORKPLACE SAFETY**

Relevant legislation: Workplace (Health, Safety and Welfare) Regulations 1992

The School will ensure that physical working conditions are comfortable and safe, with due consideration given to individuals with specific requirements in keeping with the needs of other staff.

Any problems or suggestions for improvements to the workplace should be reported to the Headmaster or the Maintenance Manager and it will then be investigated and necessary action to remedy the situation will be taken.

#### **48.1 Workplace Inspection**

In order to ensure a safe working environment, a process of proactive monitoring should be established. An inspection and monitoring system will assist with compliance to the Workplace (Health, Safety and Welfare) Regulations which requires that employers workplace 'shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair.' Inspection and monitoring is a key element of fulfilling the Companies responsibilities under these regulations.

Where appropriate, the equipment, devices and systems to which this legislation applies shall also be subject to a suitable system of maintenance.

#### **48.2 Temperature**

Although no upper limit is specified in regulations, indoor working temperatures should be 'reasonable for the comfort of staff' i.e. no less than 16°C for sedentary (office) work, or 13°C minimum for work activities involving strenuous effort. Staff should make appropriate, safe use of windows, air conditioning, fans and fixed / portable heating equipment to achieve a comfortable working environment.

#### **48.3 Ventilation**

This includes openable windows and mechanical systems. We will take effective and suitable measures to ensure that enclosed spaces are adequately ventilated with stale, hot or humid air being replaced at a reasonable rate. We will ensure, as far as possible, to provide ventilation for the avoidance of unpleasant smells and exhaust fumes. Where ventilation systems are installed, they will be fitted with an effective device that will give a visible or audible warning of system failure.



#### **48.4 Lighting**

We will ensure that lighting is sufficient to enable people to work, and as far as reasonably practicable, by natural light. Suitable and sufficient emergency lighting will be provided in any area where people at work may be especially exposed to danger in the event of failure of artificial lighting.

#### **48.5 Windows & Glazing**

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. If there is a danger of staff or pupils coming into contact with it, it should be marked or incorporate features to make it apparent. In order to comply with this element of the Workplace Regulations the School will need to establish if there is a foreseeable risk of people coming into contact with glazing and being hurt. If this is the case, the glazing will need to meet the requirements of the Regulations.

Openable windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not pose any undue risk to anyone.

Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window

#### **48.6 Technical and Storage Areas**

Definition: technical and storage areas are likely to be the responsibility of delegated persons and contain equipment and resources that are particularly hazardous. Only enter and operate tools and machinery if you have been authorised and trained to do so.

We will ensure the following:

- Provide appropriate training and instruction relevant to the degree of risk relating to that area
- Safety and Warning notices will be displayed in all areas

Particular concerns are:

- Wood dust in craft areas (wood dust is a recognised carcinogen)
- Pottery Clay dust containing silica

#### **48.7 Ice & Snow**

The School have a responsibility to ensure that driveways, paths, steps and play areas remain safe in wintry conditions. The Head Groundsman will have responsibility for the driveways and paths around the School. At weekends the Gardener living on site will assist with maintaining the safety of these paths. Stocks of grit are stored at the School to ensure that the driveway and paths can be kept open in a sustained cold period.