

Hale Preparatory School



Health and Safety Policy

2022-2023

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Preface

This is the Health and Safety Policy for Hale Preparatory School, which will be referred to as 'the School'.

The document contains information that must be followed to ensure the continued health, safety and welfare of the School's employees and contractors while complying with the legislation governing our work.

This is a comprehensive document that comprises the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- Arrangements for Managing Health and Safety.

Health and Safety Policy Statement

This is a general statement of the intentions of the School regarding Health and Safety. The policy statement is signed and dated by the Head Teacher. It therefore indicates that Health and Safety is highly regarded, with full commitment from the most senior level of the School.

The Organisational Duties

This section commences with a chart showing the safety structure of the School. A list of individual responsibilities of personnel and contractors follows it.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management to ensure that the School complies with current legislation and reduces the risk to all persons affected by the works carried out on the School's behalf.

To reduce accidents and incidents, all personnel and contractors must adhere to the policies while undertaking the School's undertakings.

Where help is needed, the School engages the Health and Safety support services of Compliance Health and Safety Ltd to provide competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The School – Hale Preparatory School

Compliance – Compliance Education
Ltd

HSE – Health and Safety
Executive

Health and Safety Policy Statement

By its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, DoE and the Independent School Inspectorate Regulation and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the School has produced the following statement of policy in respect of Health and Safety:

We aim to achieve a working environment free of work-related accidents and ill health, and to this end, we will pursue continuing improvements from year to year.

The School recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all accompanying legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to the duties required, namely:

- Provision and maintenance of safe plant and systems of work. i.e. all statutory requirements are met.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel with the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through providing refresher training as appropriate.
- Promoting awareness of Health and Safety and good practice through effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme depends on all employees' participation and cooperation.

All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually, as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the School, and technological advancements that affect the School's activities.

Copies of this Health and Safety Policy Statement will be displayed on the school website. The full School Health and Safety Policy will be available to employees on the school website.

All Employees, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

Signed: Head Teacher

Date:

Review Date: Sep 2023

Policy Review

The School shall review its Health and Safety Policy annually or more frequently if deemed prudent. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the School.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant School appointments and relevant technological advancements.

The appointed Health and Safety advisors will complete the Policy review with the School's appointed personnel. Evidence of the Policy review will be summarised in the table below.

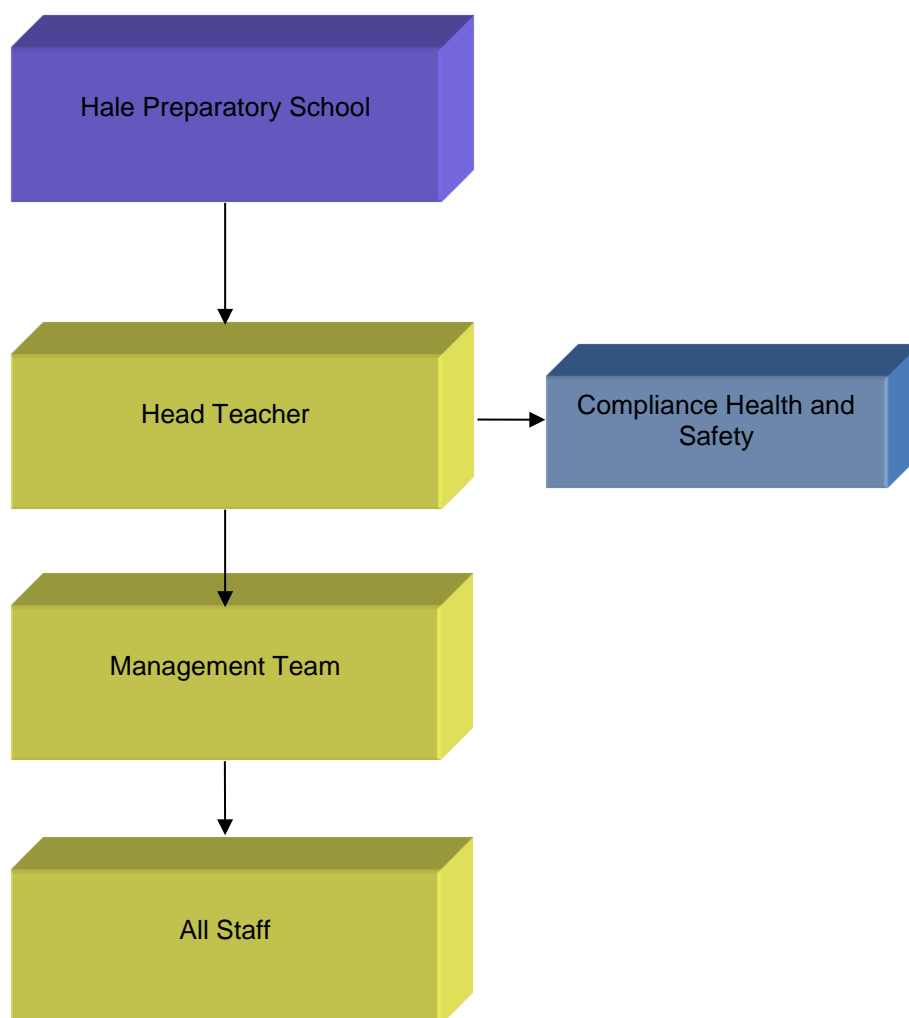
Revision Control

Compliance		Keith Wilkinson	Advisor Signature	K Wilkinson
School Approval				
Version Number	Date	Summary Details		By Whom
001	24/08/2020	Public Health Control of Disease Act added to Policy		G Marshall
002	02.09.2021	Annual Review		K Wilkinson
003	20.09.2022	Annual Review		K Wilkinson
		Annual Review		

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The School has identified and included specific responsibilities about Health and Safety related to each post in the organisation.



Hale Preparatory School
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HALE,
Cheshire
WA15 9AS

Compliance Education Ltd
Business First
25 Goodlass Road
Liverpool
L24 9HJ

Telephone Numbers:

Office: 0161 928 2386

Telephone Numbers:

Office

0800 6128
612

Keith Wilkinson

07946
333763

Responsibilities

Head Teacher

The Head Teacher is responsible for ensuring that the School fulfils its legal responsibilities, that Policy objectives are achieved, and that effective management is in place to achieve the policies concerned with health, safety and welfare. The Head Teacher will also ensure that School policies are reviewed as appropriate to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will allocate the resources necessary to maintain sound and efficient Health and Safety arrangements.

Management Team

The personnel appointed to these job roles implement this Health and Safety Policy daily. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are followed. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training, including Health and Safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity and carrying out workplace inspections and advising, as and where necessary, on improving working methods, investigating accidents and dangerous occurrences, and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.

- They know their responsibilities for implementing this Health and Safety Policy and those of the employees they are responsible for.
- All accidents, incidents, near misses, and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They know and implement all safe working practices and procedures.
- Ensuring all necessary arrangements regarding emergency plan(s) and procedures are made and maintained.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities done by School employees will not create a risk or hazard to anyone (employees or non-employees).
- Ensuring that no operation carried out by contractors will place employees or public members at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all School procedures are adhered to at all times.

Health and Safety Advisor

The School has appointed COMPLIANCE as their Health and Safety Advisor and source of competent advice to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the School management team on implementing this Health and Safety Policy, establishing schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School knows statutory obligations and recommended Codes of Practice.
- Advising the School management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the School management team and Employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections, which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.

- Maintaining statutory safety records, making statutory safety returns, and maintaining Health and Safety records required by the School.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Staff

All staff of the School will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the School in meeting its statutory duties.
- They care reasonably for themselves and others affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to the Head Teacher or Deputy Head Teacher(s).
- They are fully conversant with all emergency procedures applicable to their work area.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to the Head Teacher or Deputy Head Teacher(s).
- Where an employee identifies any hazardous condition in their opinion, the situation is immediately reported to the Head Teacher verbally, by telephone or e-mail.
- During their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided, and otherwise approved by the School.
 - Provided by the Client or Contractor with specific authorisation that employees of the School may use them.
 - Provided for unrestricted use by members of the general public.

Staff Responsibilities. All staff must.

- Be constantly aware of any safety hazards and be alert to the possible causes of accidents.
- Appreciate the importance of reporting any faults in machinery or equipment immediately.
- Handle electrical equipment carefully and report any faults in wiring or plugs
- Understand that any accidents must be entered in the official Accident Book

- Be aware of the location of First Aid Boxes and Fire Extinguishers.
- Wear sensible and appropriate footwear
- Understand the correct methods of lifting and handling loads
- Take care of pupils in the same way that a prudent parent would do so.
- Ongoing training is carried out in staff briefings, including risk assessment.

School-Appointed Contractor/Consultant

The School may require, from time to time, the services of Contractors/Consultants to undertake specialist or nonroutine work activities that School employees cannot undertake. All Contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency. A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the tasks they have been employed for.
- Will be required to ensure that their work is carried out safely and that their operatives have been given adequate training.
- Where a Contractor/Consultant brings ten persons or more onto the School premises, they must nominate a 'Safety Supervisor'. This person must liaise with the Head Teacher and COMPLIANCE to handle all safety, health and welfare arrangements. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to monitor and supervise the personnel responsible for carefully ensuring compliance with all relevant regulations and the School Health and Safety Policy requirements.
- Contractors/Consultants are reminded of their responsibilities, not only to their employees but also to all other contractors' employees and others who may be affected by their work, including members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous nature are contemplated, they must provide risk assessments and discuss and agree on the most suitable method of carrying out the operation with the School before commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their personnel, requiring regular inspection or testing, must be maintained and tested. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.

- Where equipment is to be used that is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School to ensure adequate steps are taken to reduce exposure to School employees.
- Contractors/Consultants are requested to ensure that their employees properly use any welfare facilities provided by the School and that they cooperate fully with the Head Teacher.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has occurred.
- Contractor/Consultants must provide evidence they have been DBS checked before they are allowed on site during term time.

Designated Responsibility Summary

Topic	Responsible Persons/Department
Health and Safety Policy Review	Mrs R Vayro / Mrs K Leyland
Health and Safety Administration	Mrs R Vayro
Facility administration	Mrs R Vayro
Health and Safety training	Mrs R Vayro
Premises risk assessments	Mrs R Vayro / Mrs K Leyland (supported by COMPLIANCE)
Work activity risk assessments	Mrs R Vayro / Mrs K Leyland (supported by COMPLIANCE)
Display screen equipment assessments	Mrs K Leyland (supported by COMPLIANCE)
Manual handling assessments	Mrs R Vayro (supported by COMPLIANCE)
COSHH assessments	Compliance Education (supported by COMPLIANCE)
Fire risk assessments	Mr M Connor (supported by COMPLIANCE)
Expectant/New mother risk assessments	Mrs K Leyland (supported by COMPLIANCE)
First Aid	Mrs K Busby (supported by COMPLIANCE)
Emergency Planning	Mrs R Vayro (supported by COMPLIANCE)
Vetting Contractor/Consultants	Mrs R Vayro (supported by COMPLIANCE)
Monitoring of Health and Safety in the workplace	Mrs R Vayro (supported by COMPLIANCE)
Site inspections	Mrs K Leyland (supported by COMPLIANCE)
Audits	Mrs K Leyland (supported by COMPLIANCE)

Accident, Incident and Near Miss Investigations	Mrs R Vayro / Mrs K Busby (supported by COMPLIANCE)
Gym Equipment/Games	Mr S Busby
Kitchen Safety	Mrs C Humphries

Management Arrangements

Visitors and Third Parties

School premises

Visitors to the School premises may not be aware of the risks associated with the site; therefore, all visitors must:

- Proceed; a staff member will meet them at the front door on arrival.
- Be made aware of the School requirements and rules for visitors.
- Be accompanied by the person they are visiting, responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work locations under the School's control may not be aware of the risks associated with the site. Therefore, all visitors must:

- Have authorisation from a School representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The management team recognises that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by their work.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

The Health and Safety Team will be provided with all relevant additional training/information/advice, enabling them to undertake the Health and Safety responsibilities allocated to them. Health and Safety Team members will ensure that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

The school will be guided by the Health and Safety at Work etc. Act 1974, DoE and the Independent School Inspectorate Regulation regarding what training is required. The Management Team will use this information to create a rolling Employee Training and Development plan, which will be reviewed annually, as a minimum, by a nominated member of the Management Team, assisted, if required, by the appointed Health and Safety Advisor.

An annual training plan will be established after reviewing the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

All training records will be recorded, and copies of attained certification will be kept in the training folder.

Lone Working

The School endeavours to avoid lone working whenever possible. However, the Management Team knows that employees may be required to work alone at the School premises or when attending off-site meetings or training courses. The School recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees will have access to a telephone or mobile (or they can use their own), enabling communications between them and their appointed member of the School Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments compiled for the activity they are working on.
- Ensure they adhere to any systems developed for protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected return time).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the School base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise).

Refusal to Work on the Grounds of Health and Safety

The School will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) know that their continued employment will not be affected in the event of any invoking of this policy.

The School will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and considering all factors.

Employees, self-employed and contractors/consultants of the School will always exercise diligence in monitoring their safe working environment for themselves and others in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following: If any situation arises that an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues are.
- If a member of the School Management Team cannot be immediately contacted, the relevant work should stop.
- The most senior staff member will check that no instructions or information are available to resolve the issue.
- If the School Management Team member does not support the concern, a 'second opinion' will be sought to verify or support the findings.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the School.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the School premises.

An appropriate investigation of any accident, incident or near miss will be carried out by The Head Teacher, assisted by the appointed Health and Safety Advisor if required. The investigation will establish the actual or underlying cause of the incident and enable the School to instigate additional control measures to prevent reoccurrence.

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which require them to report and record some work-related accidents by the quickest means possible. The legislation was updated in October 2013, and a new list of specified injuries was implemented to replace the major injuries category.

Incapacitation means the worker is absent or cannot do work they would reasonably be expected to do as part of their normal work.

The School has a responsibility to maintain records of over-three day-injuries still.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

The School will report:

- deaths;
- specified injuries;
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days;
- non-fatal accidents to non-workers (e.g. members of the public)
- certain occupational diseases;
- dangerous occurrences – where something happens that does not result in an injury but could have done;

If an accident has occurred in a work situation, then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Management Team ensures that the School premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate concerning ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The client provides Welfare facilities when employees are required to work away from the School premises. When these facilities are not available, the Management Team ensures that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within 10 hours) or a purpose-built mobile oasis unit comprising a sufficient number of toilet and washing facilities (where works are expected to exceed 10 hours).

The Manual Handling Operations Regulations 1992

The School is aware of the requirements placed upon it by the regulations. To meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

- So far as is reasonably practicable, avoid hazardous manual handling.
- Conduct a suitable risk assessment for hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable, reduce the risk of injury from hazardous manual handling.

The Management Team will conduct manual handling risk assessments, assisted by the Health and Safety Advisor, and will take into account the following:

- The task completion and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment as they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell the Head Teacher or Deputy Head Teacher(s) if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, e.g. PC/laptop users, must complete a workstation self-assessment form. Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and the types of work being completed.

The School will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Management Team ensures that all relevant training and information is provided to employees to enable them to safely undertake the work involving DSE.

The Health and Safety (Consultation with Employees) Regulations 1996

The Management Team recognises that having and maintaining a mechanism for communicating relevant Health and Safety information is important in establishing an ongoing positive Health and Safety culture. To this end, the School will consult with employees on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example, the introduction of new equipment or new systems of work.*
- The contact details of the person nominated as the School's competent person regarding Health and Safety.*
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or eliminate these risks, and what employees should do if they are exposed to a risk.*
- The planning/organisation for Health and Safety training.*

Additional information is displayed via the HSE poster displayed in the workplace, all safety information will be displayed in the staffroom, and the Management Team will deliver verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by participating in discussions with their supervisor/line manager. Any required actions from the discussions are agreed upon with both parties and escalated through the Head Teacher for opinion and rectification where necessary. Any action taken due to the information given by an employee will be communicated directly to them.

The School fully involves or will involve, non-English speaking employees, including labour only. The Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents readily available on the HSE website in different languages. If required, pictograms and interpreters will aid these documents and any specific site instructions.

The Electricity at Work Regulations 1989

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. The user will visually check electrical equipment to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.*
- Checking that the plug is correctly wired (but only if they are competent to do so).*
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.*
- Checking that the plug is not damaged and the cable is properly secured, with no internal wires visible.*

- Checking the electrical cable is not damaged. It has not been repaired with insulating tape or an unsuitable connector (the damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggest the equipment is overheating.
- Ensuring trailing wires are positioned so they are not a trip hazard and are less likely to get damaged.

Suppose employees are concerned about the safety of the equipment. In that case, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

The Personal Protective Equipment at Work Regulations 1992

The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or work re-organisation. The School will ensure a sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specifications.

The employee's and sub-contractor's duty is not to misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier, and an appropriate assessment made of the risks from that substance will be undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative, less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the School premises.

Following the assessment, any substance or material with flammable content will be stored in a separate area and held within a metal fire retardant cabinet.

To comply with the legislative requirements placed upon it, the School will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice to *Design and operate processes and activities to minimise the emission, release, and spread of substances hazardous to health. Consider all relevant routes of exposure – inhalation, skin absorption, and ingestion – when developing control measures.*
 - *Control exposure by utilising measures proportionate to the health risk.*
 - *Choose the most effective and reliable control options that minimise the escape and spread of substances hazardous to health.*
 - *Where adequate exposure control cannot be achieved by other means, provide suitable Personal Protective Equipment in conjunction with other control measures.*
 - *Check and review regularly all elements of control measures for their continuing effectiveness.*
 - *Inform and train all employees on the hazards and risks of the substances they work with and the use of control measures developed to minimise them.*
 - *Ensure that introducing control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances that can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another is reduced as low as is reasonably practicable.

The Work at Height Regulations 2005 (amended 2007)

The school's policy is to comply with the Work at Height Regulations 2005, which apply to all work at height with a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travelling to or from a place of work.

By these regulations, the School will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where the fall risk cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the following must be followed:

- If an alternative means of carrying out work removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, as safely as is reasonably practicable.

For all work at height, the School will:

- Use the most suitable equipment.
- Give priority to collective protection measures (e.g., guard rails) over personal protection measures (e.g., safety harness).
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Plan for emergencies and rescue.
- Take into account weather conditions that could endanger Health and Safety.
- Ensure that those working at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure that the equipment is appropriately inspected.
- Ensure the risks from fragile surfaces and falling objects are properly controlled.
- Take account of the relevant risk assessments that have been carried out.

The Regulatory Reform (Fire Safety) Order 2005

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will identify the measures it needs to take

to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains current and valid and to reflect any significant changes that may have occurred.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to remind all employees, visitors, contractors, etc., of the emergency evacuation procedure.

The Management Team will control the fire procedures, assisted by the Health and Safety Advisor.

The Provision and Use of Work Equipment Regulations 1998

The School will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All School tools and equipment users will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on using work equipment are readily available to all employees for review.

All tools and equipment purchased and used by employees will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked before use, ensuring all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the School. Employees must liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The equipment will be removed from service to prevent use, and a suitable replacement will be acquired.

The School knows that an immediate replacement is not practical for larger equipment, such as a fixed piece of machinery. In this circumstance, the Management Team will arrange for someone with the relevant competency and skill set to complete a suitable repair.

The School may occasionally need to hire equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The Management of Health and Safety at Work Regulations 1999

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed by the relevant legislation using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded, and copies are held at the School premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for Young Persons and expectant/New Mothers groups.

The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The School has appointed COMPLIANCE as its source for Health and Safety assistance and competent advice.

COMPLIANCE will conduct random site visits if agreed with the School. The site visit will be used to monitor performance and ensure that all employees are aware of and implementing the standards that have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit detailing topics discussed and any actions required for completion.

The COMPLIANCE Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the school's legislative compliance level. At least one member of the Management

The team will participate in the audit process and provide answers and documentary evidence on behalf of the School.

The Health and Safety (First Aid) Regulations 1981

The School ensures that sufficient employees are identified and trained in emergency aid and are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises, and it is the responsibility of the First Aid personnel to ensure that the kits are checked regularly and remain suitably stocked.

Protection of Young Persons

The School will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety due to their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

New and Expectant Mothers

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the School stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment of the employee in question. Suppose this risk assessment has identified any risks to the Health and Safety of a new or expectant mother or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation. In that case, the School will take action to remove, reduce or control the risk. If the risk cannot be removed, the School will take the following actions:

Action 1 – Temporarily adjusts the employee's working conditions and hours of work or, if that is not possible:

Action 2 – Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 – Suspend her from work on paid leave for as long as necessary to protect her Health and Safety and that of her child.

Violence and Aggression

As an organisation and a Management Team, the School will not tolerate harassment and violence. This stance is followed throughout the School and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Harassment and violence will be treated as disciplinary offences (including dismissal or, if appropriate, criminal action). The list below is an indicator of what constitutes harassment or violent conduct. It is not an exhaustive list, and the management team may consider other issues as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

The School will not tolerate false accusations of harassment or violence, which may result in the accuser facing disciplinary action.

The School will provide support via the Management Team to anyone subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that support is provided to employees when necessary to prevent and deal with the risks of harassment and violence.

The School will conduct risk assessments for their work activities and include/consider employee risks from violence and aggression.

This process includes:

- Planning – considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how – in particular, consideration is given to those working alone.

- *Communication methods* – Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- *Recording the risk assessment and informing staff of the procedures and controls to follow.*

Suppose the risk assessment identifies a risk of violence or aggression. In that case, the School will develop a procedure that will clearly define the School's views and stance on zero tolerance towards violence and aggression in the workplace.

The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

The School will ensure that lifting equipment will be assessed to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- *Strong and stable enough for its particular use and marked to indicate safe working loads.*
- *Positioned and installed to minimise any risks.*
- *Used safely, i.e., competent people plan, organise, and perform the work.*
- *Subject to ongoing thorough examination and, where appropriate, inspection by competent people.*

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. These regulations cover various equipment, including cranes, forklift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

The Dangerous Substances and Explosive Atmospheres Regulations 2002

The School will ensure that where a dangerous substance is, or is liable to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined, and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the School will:

- *Reduce the amount of dangerous substances to a minimum.*
- *Avoid any minimal release.*
- *Control the release at source, i.e. by extraction systems.*
- *Prevent the formation of an explosive atmosphere.*
- *Following any release, the collection, containment, and removal will be controlled and safely.*
- *Avoid ignition sources.*
- *Segregate incompatible substances.*

- Ensure that containers of dangerous substances will be appropriately labelled, clearly identifying the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to safeguard themselves and other employees at the workplace where a dangerous substance is present.

The School will put procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

Occupational Health

All new employees are required to sign a fit-for-work form.

Health risks are included within the School risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

The Management Team completes ongoing monitoring of Occupational Health at appropriate intervals and includes using a health questionnaire.

Vulnerable Persons

The School recognises that some of our employees and pupils may require extra or different facilities or assistance and will take reasonable steps to meet these needs. The Head Teacher will keep records of known disabilities or special requirements in an emergency. If you have a disability or any concerns about your health and safety at work, please discuss it with your Head Teacher/Manager. Vulnerable persons will generally cover disabled people, pregnant, young persons (from 0 to 18 years of age), lone workers, people working from home and public members where they are at risk or affected by work activities.

The Health and Safety Manager must ensure that risk assessments are carried out per the School's policy and may, in some circumstances, be required to specify alternative procedures to meet an individual's specific needs.

Constant supervision of vulnerable employees and pupils is not always possible or necessary. However, management's responsible for providing appropriate guidance, training and overall control of employees and pupils at work.

Depending on the risks involved, the experience and competency of the employee will determine the extent of supervision of the vulnerable employee or pupil, which will always be a management decision.

Asbestos

Asbestos is monitored on an annual basis. The last inspection was in September 2023.

Legionella

The school ensures a biennial legionella risk assessment is completed by a competent person and that all recommendations are actioned promptly.

The school caretaker has received legionella awareness training; therefore, the school carries out all water testing, temperature checks and flushing.

Annually, a sample of the school's water is taken and sent off to be analysed by Smart Water Testing.

On-site vehicles

No vehicles are on the school premises during term time. Contractors can enter the school grounds from the back entrance during holidays and weekends.

School's safety and rules which relate to the safety of those within the school building

- *When moving about the school building, children must walk in an orderly manner.*
- *All corridors and stairs are kept clear of obstacles such as bags/briefcases*
- *Children must not interfere in any way with electrical plugs or fittings*
- *Children may not leave the school building without an attendant guardian (except in the cases of older children whose parents have submitted written permission)*
- *Parents are requested to inform the school if a child is to be collected by someone other than usual.*

Stress

The Head Teacher has an open-door policy and will endeavour to help and support his staff sensitively and constructively. The Head Teacher will keep a confidential record of this in his office when necessary. Compliance will conduct an impartial stress risk assessment with the individual.

Public Health (Control of Disease) Act 1984 was amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020

The school recognises that staff and pupils will suffer from various types of illness and infections. However, no one knows exactly when the school will be faced with having to deal with a potentially contagious illness in its community and, therefore, will work closely with The Health Protection Team (HPT), have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise and support.