

Health and Safety at Work Policy

2018 - 2019



TBAP AP AND SPECIAL ACADEMIES

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Part One

CONTENTS

General

The Duties of the Board

The Duties of the Head of School

The Duties of Senior Staff

The Duties of All Members of Staff

Hirers, Contractors and Others

Training

Codes of Practice

Health and Safety Inspections

Risk Assessment

Crisis Management

First Aid

Review

1 GENERAL

1.1 The TBAP Multi-Academy Trust Board notes the provisions of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 2000 and the Workplace (Health, Safety and Welfare) Regulations 1992.

The Employer is responsible for seeing that the Health & Safety Policy of their school is monitored and reviewed on a regular basis. It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.2 The aim of the Board is, "To provide a safe, healthy working and learning environment for staff, pupils and visitors."

1.3 The arrangements outlined in this statement and the various other safety provisions made by the Board cannot prevent accidents or ensure safe and healthy working conditions. The Board believes that only the adoption of safe methods of work and good practice by every individual can secure everyone's personal health and safety. The Board will take reasonable steps to identify and reduce hazards to a practicable minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in school-sponsored activities. In their turn, employees have an obligation to:

Take reasonable care of their own and others' health and safety.

Co-operate with their employers by following the school's Health & Safety Policy

Carry out their activities in accordance with training and instruction given.

Inform the Employer of any serious risk in matters of health and safety

2.0 THE DUTIES OF THE TRUST BOARD

2.1 In the discharge of its duties the Board, in consultation with the CEO, will:

(a) Make itself familiar with the requirements of the Health and Safety at Work Act 1974 etc and Local Education Authority's framework for Health and Safety and their structure for meeting the requirements of the Act within the academy and for the academy wherever it operates even if this should be off site. Other major health and safety legislation and codes of practices which are relevant to the work of the academy, in particular the Management of Health and Safety at Work Regulations 1999.

(b) Make sure that there is an effective and enforceable policy for the provision of health and safety throughout the academies.

(c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

(d) Identify and evaluate risks relating to:

(i) accidents

(ii) health

(iii) school-sponsored activities

(e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

(f) Create and monitor the management structure.

2.2 In particular the Board seeks to provide:

(a) A safe place for staff and pupils to work including safe means of entry and exit

(b) Plant, equipment and systems of work which are safe

(c) Safe arrangements for the handling, storage and transport of articles and substances

(d) Safe and healthy working conditions that take account of all appropriate:

(i) statutory requirements

(ii) codes of practice whether statutory or advisory

(iii) guidance whether statutory or advisory

(e) Supervision, training and instruction so that staff and pupils can perform their school-related activities in a healthy and safe manner. Staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff pupils and others then the Board will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities, which they are carrying out. Training will be regularly updated.

(f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

(g) Adequate welfare facilities

2.3 So far as is reasonably practicable the Board, through the CEO, will make arrangements for staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

(a) Health and Safety policy

(b) Other relevant health and safety matters

(c) The instruction and training that will be given to employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

(d) Safeguarding Policy

3.0 THE DUTIES OF THE EXECUTIVE HEADTEACHER

3.1 As well as the general duties which all members of staff have (see 4.0), the Executive HT will through the Head of School, have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the middle leaders, senior members of staff, teachers and others as appropriate. The Executive HT may delegate many of the functions to ensure the health and safety of all persons, however, the responsibility cannot be delegated.

3.2 The Executive HT is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Executive HT expects the Heads of School to:

(a) Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school

(b) Promote at all times, the health, safety and welfare of the staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities

(c) Promote safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities

(d) Promote safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled

(e) Consult with members of staff, including the safety representatives, on health and safety issues

(f) Arrange systems of risk assessment to allow the prompt identification of potential hazards

(g) Carry out periodic reviews and safety audits on the findings of the risk assessment

(h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

(i) Encourage staff, pupils and others to promote health and safety

(j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay

(k) Encourage all employees to suggest ways and means of reducing risks.

(l) Collate accident and incident information and, when necessary, carry out accident and incident investigations

(m) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

(n) Monitor first aid and welfare provision

(o) Monitor the management structure, along with the Board members

THE DUTIES OF SENIOR MEMBERS OF STAFF / SENIOR LEADERSHIP TEAM

As well as the general duties which all members of staff have (see 5.0), middle leaders, senior members of staff and team leaders have responsibility for the maintenance and development of safe working practices and conditions for their area of control and all related activities.

In particular, the senior managers are required to:

Provide the CEO and Board members with information on how health and safety issues are being addressed within their area of control

Ensure risk assessments are completed for all the significant hazards in areas under their control

Conduct regular inspections of the areas within their control and ensure hazards are removed promptly

Investigate accidents that occur in areas of their control looking for root causes and what action should be taken to prevent a recurrence

Disseminate information to all relevant staff and others who are affected by the work undertaken in their area of control

Supervise staff to ensure that appropriate health and safety measures are being followed and good practice is being carried out

Regularly discuss health and safety issues with staff

Identify health and safety training needs for their staff and arrange for them to attend suitable courses and set a personal example

5.0 THE DUTIES OF MEMBERS OF STAFF

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

(a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

(b) As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

(a) Familiarise themselves with the safety policy and any and all safety regulations as laid down by the Board

(b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils

(c) See that all plant, machinery and equipment is adequately guarded and certificated

(d) See that all plant, machinery and equipment is in good and safe working order

(e) Not make unauthorised or improper use of plant, machinery and equipment

(f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied

(g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled

(h) Report any defects in the premises, plant, equipment and facilities which they observe

Take an active interest in promoting health and safety and suggest ways of reducing risks.

Set a personal example to pupils and visitors

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Head of School then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

6.2 The CEO, Head of School or Facilities Manager/Site Manager or Business Support Professional will seek to ensure that hirers, contractors and others who use the school premises conduct

themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the Board, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board and that they will not without prior consent of the Board:

(a) Introduce equipment for use on the school premises

(b) Alter fixed installations

(c) Remove fire and safety notices or equipment

(d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the premises are required to promote safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc. Act 1974.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his care from risk of injury.

6.7 The Board draws attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that 'no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

7.0 TRAINING

7.1 Training needs are assessed every year by the Board and adequate resources will be made available to ensure identified training needs are addressed effectively. The timescale for any training to be completed will be identified as part of the risk assessment and annual appraisal process.

8.0 CODES OF PRACTICE

8.1 In consultation with the Board, the CEO will approve (where necessary) codes of practice for the observation of safety requirements in school.

8.2 From time to time the Department for Education (DfE), Local Authority (LA), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

HEALTH AND SAFETY INSPECTIONS

9.1 Competent persons must inspect and examine the plant and equipment at appropriate intervals. The information on this is uploaded to the Smartlog health and safety compliance system under, information / Building certificates. Copies of reports are to be kept for future reference purposes. Additionally, the following issues need to be considered:

- Fixed and portable pressure systems including bulk gas storage facilities - Examinations are arranged by the lab technician. Records are uploaded to Smartlog
- Emergency electrical stop buttons - Examinations are arranged and records are uploaded to Smartlog
- Guards, safeguards and safety devices fitted to work equipment (including machines) - Examinations are arranged by the site manager/head of departments. Records are uploaded to Smartlog

Departments are expected to carry out risk assessments and an inspection of their own areas of responsibility at least once per year. The written record of this work will be forwarded during the appropriate term to the TBAP Chief Operating Officer.

The TBAP Chief Operating Officer will arrange for additional inspections and risk assessments to be carried out as and when required.

10.0 RISK ASSESSMENT

10.1 The Head of School will ensure that risk assessments of the premises, methods of work and all school-sponsored activities, where there is a significant risk, are conducted annually (or when changes are made). This will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of all such surveys will be reported to the Board.

10.2 The Local Authority guidelines for Risk Assessment information are available on the LA website: http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141758_School_health_safety_and_business_continuity.asp

10.3 When necessary, the school will then assess more specific risks, either arising from particular hazards or as identified by legislation, in accordance with later documents in this policy.

10.4 The legislation also requires the school to establish written procedures to deal with foreseeable situations that could present serious and imminent danger to those on the premises. Written evacuation procedures are therefore needed. Fire risk is the main matter to be considered and all evacuations will be conducted in accordance with the written instructions prepared by the Fire Marshall. Other risks include any bomb threats.

Procedures are required to be written, kept up-to-date and need to include statements on the responsibilities of individuals delegated to take action. All procedures will be well practiced.

10.5 New and expectant mothers at work

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

TBAP Maternity, Paternity, Adoption & Shared Parental Leave Policy

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141758_School_health_safety_and_business_continuity.asp

11.0 CRISIS PLAN

11.1 The Head will ensure that a crisis or emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss

This sequence will determine the priorities of the crises plan.

11.2 The plan, appended, will form part of the Health & Safety Policy document and will be agreed by the Board and be regularly rehearsed by staff and pupils. The result of such rehearsals will form part of the regular risk assessment and the outcome highlights will be reported to the Safeguarding Committee.

12.0 FIRST AID

12.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. Named First Aiders are listed on Smartlog and are known to the local Business Support Professional.

12.2 The number of certificated first aiders will not, at any time, be less than the number required by law.

12.3 At the discretion of the Board and through the Head of School and other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Board after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Board as that being sufficient to meet the needs of all foreseeable circumstances.

12.4 Supplies of first aid materials will be held in the first aid area. This location will be determined by the Head of School. The materials will be checked and monitored regularly by the designated first aider. Any deficiencies made good without delay.

12.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

12.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.

13.0 REVIEW

13.1 The Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

PART TWO

PROCEDURE AND ARRANGEMENTS

CONTENTS

ACCIDENT/INCIDENT/DANGEROUS OCCURRENCES/ILLHEALTH REPORTING

ASBESTOS

BUILDING MAINTENANCE AND REPAIR

CHEMICAL SAFETY INCLUDING STORAGE OF FLAMMABLE SUBSTANCES)

DISPLAY SCREEN EQUIPMENT

ELECTRICAL SAFETY

ENFORCEMENT

FIRE PREVENTION

FIRST AID

INFECTION

LADDERS AND WORKING AT HEIGHT

MANUAL HANDLING

NOISE

PERSONAL PROTECTIVE EQUIPMENT

PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

RADIATION

SAFETY SIGNS & STATUTORY NOTICES

SPORTS ACTIVITIES

STRESS

VEHICAL ON SCHOOL PROPERTIES

VIOLENCE AND AGGRESSION

ACCIDENT/INCIDENT/DANGEROUS OCCURRENCES/ILLHEALTH REPORTING

1.1 The Local Authority guidelines are available on the LA website:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141758_School_health_safety_and_business_continuity.asp

ASBESTOS

Seek advice from as per the guidance in the Council Health and Safety Handbook

A survey of where asbestos is suspected/known has been undertaken and this information is kept in the Facilities Manager / Head of Business Development & Operations Office.

4.0 CHEMICAL SAFETY

4.1 The Control of Substances Hazardous to Health Regulations, 2002 (COSHH)

These regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them. The regulations are comprehensive and apply to activities such as science, art, pottery, technology, school cleaning, office work, work carried out by the maintenance department and the (site manager) Business managers and to a wide variety of substances found on the school's premises. The regulations also apply to hazardous substances produced by any activity e.g. dusts from woodworking, fumes from welding and biological agents.

4.2 The regulations require an assessment of the risks to health associated with all the school's work activities involving hazardous substances before employees and others (including pupils) are exposed. In many cases the risk assessments need to be in writing and are held in the Site Manager's office labeled COSHH Register.

4.3 In some circumstances, departments will make use of existing written assessments available in specialised texts e.g. CLEAPSS Risk Assessment for Technology in Secondary Schools. There are also COSHH 'aids' available e.g. the CLEAPSS Hazards which are used in the Science department and have proved to be very useful. However, it is likely that for many hazardous substances such ready prepared assessments will not be suitable, sufficient or available. For instance, substances hazardous to health are used in art, photography and pottery, and standard assessments are not widely available for these. Risk assessments will therefore have to be prepared as necessary.

Hazardous substances are:

- Substances classified as being very toxic, toxic, harmful, corrosive or irritant. These substances are commonly labeled with a hazard pictogram; (Never decant into unlabelled containers. All containers of hazardous substances should be properly labeled with the substance name and the appropriate hazard pictogram)
- Substances with a maximum exposure limit (MEL) or workplace exposure limit (WEL); the technical data sheets should indicate these and the Health and Safety Executive publication EH40 - 'Occupational Exposure Limits' lists MEL and OES.
- a biological agent;
- dust of any kind, when present as a substantial concentration in air;
- substances similar to those in the above categories.

4.5 Not all hazardous substances are commercially obtained. Hazardous substances are often byproducts of processes carried out in the school e.g. fumes produced from soldering, dusts from woodworking, legionella pathogens which may be contained in some of the clean water systems, pathogens and dangerous atmospheres found in dirty water systems and deep drains, and allergens from the bodies of laboratory animals and insects.

4.6 Prohibitions Schedule two to the regulations lists a range of substances for which there are various prohibitions, e.g. recognised carcinogens and benzene, and these will not be used in the school.

4.7 The use of benzene, and any substance containing benzene in a concentration equal to or greater than 0.1 per cent by mass, is prohibited for all purposes except use in industrial processes and/or the purpose of research, development and analysis.

4.8 Action to be taken - Assessment of health risk

There is a requirement for the school to make suitable and sufficient assessments of the risks created by the particular work with substances hazardous to health and of the steps that need to be taken to meet the requirements of the regulations. In addition, the assessments will be reviewed regularly (at least every five years) or when it is suspected that previous assessments are no longer valid for some reason e.g. after there have been significant changes in the work. The form for full written assessments is given on the last page of this sub section.

Middle Leaders are responsible for making sure that all the hazardous substances used in the individual school departments are identified, listed and that systems are devised to keep the inventories up to date.

Technical data sheets are available from the suppliers of the substances and these must have been obtained for all the hazardous substances used.

When preparing the assessments any appropriate MEL or OES must be identified and taken into account, as should the other identified hazards shown on the technical data sheets. Assessments must also consider: Whether it possible to use a non-hazardous or a less hazardous substance;

The risks of using the substance in the particular activities under consideration. This means taking into account the quantities used, the dilutions and where the substances are used e.g. in a confined area or in open air;

] Risks associated with spills, etc., of substances which can be as important as those associated with normal usage. It is essential that comprehensive spill kits are provided where appropriate.

Control of exposure

It is necessary, so far as is reasonably practicable, to prevent or adequately control exposure to hazardous substances by measures other than personal protective equipment. This usually means the provision of control measures like fume cupboards and local exhaust ventilation (LEV) e.g. for woodworking machines, for brazing processes etc. Control measures must be properly designed, work effectively and must be properly used. For example, the LEV should be designed so that fumes are drawn away from the breathing zone.

Respiratory protective equipment (RPE) which is provided will be suitable for the wearers, the exposure, and will be HSE approved or manufactured to an approved standard. RPE is to be stored when not in use in a clean, dry place. Employees have a legal duty to use the RPE when provided by the school.

Maintenance of control measures

Control measures are to be maintained in efficient working order and in good repair. Engineering controls need to be thoroughly examined and tested. In the case of the school's local exhaust ventilation plant and dust extraction equipment; this will be carried out at least once in every 14 months by the design technology department

Non-disposable respiratory protective equipment must be examined, and if appropriate, tested, at suitable intervals; i.e. filter respirators must be in good condition and filters must always be within the 'use by' date. Heads of department must ensure that respirators are inspected for visual defects once per month.

Records of all inspections, examinations and tests are to be kept for at least five years by the TBAP Multi-Academy Trust's Head of Business Development & Operations

Monitoring of employees' exposure

Although this is not usually required in schools at present, monitoring of exposure is to be carried out when it is necessary to ensure that exposure is being adequately controlled.

It is required in school:

- when failure or deterioration of the control measure could result in a serious risk to health;
- where it is necessary to demonstrate that a maximum exposure limit (MEL) or occupational exposure standard (OES) is not exceeded.

Records of the monitoring carried out are to be kept for at least 40 years in the case of the personal exposures of identifiable employees/pupils and for five years in any other case.

Health surveillance

Although this is not usually required in schools at present, health surveillance needs to be carried out when, through the circumstances of the exposure to a substance, there is the likelihood of an identifiable disease or adverse ill health effect occurring and there are valid techniques for detecting signs of the disease or the effect. For example, health surveillance is appropriate when sensitisers are used. Some paints and welding/soldering fumes can be sensitisers - see the technical data sheets for hazard information.

Employees are to have reasonable access to their health records which shall be kept for at least 40 years from the date of the last entry.

Information instruction and training

Staff (and pupils) working with any substance hazardous to health are to be provided with information, instruction and training sufficient for them to know the nature of any risks created by the exposure and any precautions which need to be taken (the results of air monitoring, and information on the collective results of any health surveillance).

Conclusions

Carrying out the necessary assessment work is a vital part of compliance with the regulations. The purpose of carrying out assessments is to ensure that sensible decisions are reached about how to work with hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form is included on the next page. Curriculum Coordinators may wish to make use of this or prepare their own.

Storage of flammable liquids and petrol

The amount of flammable liquids kept outside proper storage and in any classroom or working area is to be kept as small as is reasonably practicable. Containers, when not in use, are to be stored in metal bins or cupboards manufactured to an appropriate Standard e.g. BS 476. In each classroom or working area the total quantity stored in any such bin or cupboard will never exceed 50 liters. All vessels (whether full or empty and cupboards containing flammable liquids are to be kept closed when not in use. The metal containment is to be marked 'Flammable Liquids'.

Purpose designed bulk stores will be designed using Health and Safety Executive and Fire Authority Standards.

Only three gallons of petrol are allowed to be stored on the premises (that in the tanks of equipment such as mowers is not counted). This is the rule unless the Trust has obtained a licence from the Petroleum Officer.

DISPLAY SCREEN EQUIPMENT

5.1 The Health and Safety Display Screen Equipment (DSE) Regulations, 1992 covers all display screens, the majority of requirements of the Regulations apply only to those employees known as 'users'.

5.2 The definition 'user' depends on the nature of the DSE work and the extent that a person uses DSE. The terminology, 'user', applies to full and part time staff. Typically, two to three hours use daily classifies a person as a 'user'. It is likely that there are only a handful of 'users' at any one time in the school.

6.0 ELECTRICAL SAFETY

Additional internal requirements

Contractors employed to carry out additions, alterations and tests to the distribution system must be registered with the National Inspection Council for Electrical Installation Contracting.

'As-installed' drawings of the fixed installation are to be progressively made available and modified and updated when necessary.

Routine inspections and tests of all wiring and fixed electrical installations are carried out and records of the test results obtained and kept by the TBAP Business manager.

In addition to normal employee vigilance, there is an adequate inspection and maintenance scheme for all school owned and used (e.g. employee owned) portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by trained persons. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.

Portable Electrical Appliances

All equipment must be maintained, as far as is reasonably practicable, so as not to give rise to danger. This has generally been interpreted in past years to mean there is a need for an inspection and test by a competent person on an annual basis. The Health and Safety Executive has now provided written advice on how to maintain portable electrical equipment in offices and other low risk environments in IND(G)160L Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments (HSE leaflet).

This guidance recommends visual inspection only for items in offices and other low risk areas. Examples of items which no longer need testing are desktop computers and screens, photocopiers, fax machines, refrigerators, audio-visual equipment, all other office equipment, printers, vacuum cleaners and double insulated hand-held equipment, i.e. marked with symbol [0] (e.g. some electric drills).

The visual inspection, which can be carried out by any competent employee in the school, should be as follows.

After disconnection from the mains, the person carrying out the visual inspection should look for signs of;

- damage such as cuts and wear to the cable covering;
- any non-standard joints in the cable;
- the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible;
- damage to the plug itself such as cracked casing or bent pins;
- any burn marks or staining indicating that overheating has taken place;
- damage to the outer cover of the equipment.

In addition, the parent HSE Guidance on electrical testing (Health and Safety Executive Guide HS (G) 107 Maintaining Portable and Transportable Electrical Equipment ISBN 0 7176 0715 1) states that the inspection could also include removal of the plug cover to check that a proper file is being used, that the wires are attached to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage. The school is recommended to carry this out on the initial inspection and five yearly thereafter. Inspection of the plug does not apply to moulded plugs where only the flex can be checked.

All the steps of inspection should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

Examples of items still requiring annual testing are:

Science Departments

-scientific apparatus running off mains voltage and being used in the laboratory (but not refrigerators or office type equipment).

DT Departments and Maintenance and other workshops

-all woodworking and other machinery not permanently wired in to the distribution equipment, hand tools not doubly insulated.

Kitchens

-all machinery and tools not permanently wired in to the distribution equipment.

All departments

-extension leads, electric kettles and floor cleaners but frequency of testing two years.

The advice provided above here is for guidance. Experience gained should be used to review the actual frequency of inspection and testing.

Portable electrical items are clearly and uniquely identified by marking or labelling them with an identifying number. The date of the last inspection/test is kept in a register or indicated on the appliance label.

Employees have been instructed never to use defective equipment or never to allow it to be used. Such equipment will be removed from general circulation for repair which must be carried out before the equipment is allowed back into use.

Pupil-owned, domestic-type, electrical appliances that are used in boarding houses are not routinely tested. Written rules are provided for the pupils and their parents indicating that electrical equipment used in the School must meet appropriate UK or European Standards and be suitable for a UK distribution system. These electrical appliances will be inspected alongside other items/matters during routine visits to boarding accommodation. Equipment purchased outside the EC may not be brought into the School by pupils unless permission is obtained from the (site manager) Business manager

All portable electric tools used generally excluding those used in the teaching process but including those belonging to and used by contractors will, wherever practicable, be cordless.

Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note GS23.

Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions

Technical details on the practical application of the regulations are found in the supporting memorandum of Guidance issued by the Health and Safety Executive and British Standard 7671: 1992 Requirements for Electrical Installations (The IEE Wiring Regulations).

7.0 ENFORCEMENT.

The Trip Coordinator should be contacted immediately so that s/he may attend any meeting where the enforcing authority is present

FIRE PREVENTION

8.1 As per the guidance in the Council Health and Safety Handbook. A model fire risk assessment can be downloaded from:

http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141758_School_health_safety_and_business_continuity.asp,

This should be read in conjunction with the DfE's publication on Fire Safety in Schools.

8.2 Precautions to prevent injury in case of fire must be adequate in the circumstances and in accordance with the Fire Precautions (Workplace) Regulations 1997 and any Fire Authority requirements. Fire control activities supplement the precautions and receive the special attention of the Fire Officer.

8.3 Fire exit routes are to be kept freely accessible and clear of obstructions. Fire doors are not to be propped open. If fire doors need to be regularly kept open for any reason, their location should be notified to the Fire Officer. It may be possible to fit magnetic catches releasable by the activation of the fire alarm.

8.4 Final fire exit doors must always be open or be openable without a key (unless it is in a break glass compartment) during times when the premises are occupied. These final fire exit doors will be fitted, wherever practicable, with appropriate emergency exit door furniture.

8.5 Final fire exit doors and fire doors are to be identified by signs. Fire exit route directional signs are to be posted in all corridors and communication spaces.

8.6 Fire evacuation instructions, in appropriate safety sign colours, are displayed in every classroom, every other room which is occupied on a regular basis and in other areas as appropriate.

8.7 There is an adequate provision of fire extinguishers and fire blankets. However, the priority is to get all pupils, staff and visitors out of the school first and let the Fire Brigade deal with the fire.

8.9 There are termly practice evacuations of buildings. These are recorded in the Fire Log Book which is kept by the Site Manager.

8.10 Fire alarm points and systems including detection systems, emergency lights and firefighting equipment are inspected, tested and maintained. Records of weekly testing of fire alarm points, six-monthly testing of emergency lights and annual inspection of firefighting equipment and testing of fire alarm systems as appropriate are kept on the Smartlog system.

FIRST AID

9.1 First aid notices are displayed throughout the school premises to indicate the location of the first aid facility and the names of nominated first aiders and appointed persons.

9.2 The first aid boxes, which must be clean, have lids and be marked with a white cross on a green background, are to be kept stocked to the minimum prescribed in the approved content list (see below). Generally only those items which appear on the list are permissible. However, where specific risks have been identified, appropriate additions should be made. Contents should be regularly checked and when needed supplies should be ordered by the designated person

9.3 Positions for eye wash stations are to be identified, and sealed bottles of sterile eye wash solution (at least 900ml) or suitably-located taps should be provided.

9.4 At least one first aider is expected to be present during the normal school day and an Appointed Person is to be present as far as is practicable at all other times when teaching, other activities or work are taking place. The Local Authority (LA) recommends that there be at least two trained first aiders to ensure adequate cover, i.e. if one first aider is absent.

9.5 The total number of first aiders and appointed persons having been identified, through risk assessment, after all the relevant factors have been taken into account, including layout of premises, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities. The current list of first aiders and appointed persons appears in Part B of this policy.

9.6 First aiders are trained in accordance with the standards laid down by the Health and Safety Executive and need to be certificated. First aid certificates are issued for a three-year period only and at the end of this three-year period re-qualification and certification is necessary.

9.7 Appointed persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs. These responsible people are appointed in writing, and at least four contact hours of emergency first aid training will be provided for them.

9.8 First aiders must also be trained to administer first aid for identified and specific risks, e.g. the use of "EpiPen juniors" for children suffering a serious allergic reaction to something

Contents of first aid boxes

Sufficient quantities of each item are to be made available in every first aid box or container. In most cases these will be:

- one guidance card;
- twenty individually-wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which may be detectable for the catering industry);
- two sterile eye pads, with attachment;
- six individually wrapped triangular bandages;
- six safety pins;
- six medium-sized individually-wrapped sterile unmedicated wound dressings (approximately 10cm x 8cm);

- two large sterile individually-wrapped unmedicated wound dressings (approximately 13cm x 9cm);
- three extra-large sterile individually-wrapped unmedicated wound dressings (approximately 28cm x 17.5cm).

Contents of travelling first aid kits

The contents of travelling first aid kits need to be appropriate for the circumstances in which they are to be used. At least the following should be included:

- card giving general first aid guidance;
- six individually-wrapped sterile adhesive dressings;
- one large sterile unmedicated dressing;
- two triangular bandages;
- two safety pins;
- Individually-wrapped moist cleansing wipes.

INFECTION

10.1 Refer to LA

LADDERS AND WORKING AT HEIGHT

11.1 Refer to separate policy.

MANUAL HANDLING

12.1 Refer to separate policy

NOISE

13.1 Refer to LA

PERSONAL PROTECTIVE EQUIPMENT

14.1 Refer to LA

14.2 The areas within the school that require hearing protection are Music room and DT workshop.

PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

15.1 Pressure Systems and Transportable Gas Containers regulations, 1989

These Regulations apply to compressed air and steam Systems, including steam equipment found in kitchens and air receivers associated with technology. [The Regulations also apply to bulk LPG installations.]

The TBAP Multi-Academy Trust recognises the importance of the regulations that contain the following requirements:

- safe operating limits of pressure equipment and plant must be established;
- suitable written schemes will be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work;
- where the pressure x volume of the pressure vessel is greater than 250 bar litres, or the vessel contains steam, these written schemes will be certified by a competent person and the examinations will be carried out by a competent person at the intervals set down within the scheme. (Usually the competent persons will be the engineers employed by the Trust's insurer.);
- records will be kept of examinations and tests;
- adequate operating and emergency instructions should be provided;
- proper maintenance must be carried out and recorded.

The Board has drawn up plans to secure full compliance after making reference to the Health and Safety Executive document A guide to the Pressure Systems and Transportable Gas Containers Regulations, 1989 ISBN 0 11 885516 6.

Other internal arrangements

- all regulators, flashback arrestors and other pressure equipment used in conjunction with transportable compressed-gas containers are to be regularly inspected and maintained. Outside contractors will normally be engaged for this work;
- pressure cookers and small autoclaves used in the Biology department are to be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

RADIATION

16. Refer to LA

SAFETY SIGNS AND STATUTORY NOTICES

17.1 The Health and Safety (Safety Signs and Signals) Regulation, 1996 lay down certain requirements for safety signing including requirements as to colour.

Prohibition signs-must be red lettering on white background,

Mandatory signs-must be blue lettering on white background,

Warning signs-must be yellow lettering on white background,

Safe condition signs-must be green lettering on white background.

All new signs erected in the school will adhere to the recognised colour scheme and a programme of updating signs that do not comply with the colour scheme has been drawn up.

17.2 Statutory notices

'Health and Safety information for employees' posters are displayed in the staff room.

SPORTS ACTIVITIES AND SWIMMING

18.1 Some sports and outdoor activities are inherently hazardous where the risks of injury resulting from the inadequate/unqualified supervision of participants are proportionately large. Those in charge of these sports e.g. fencing, riding, swimming, martial arts, are holders of recognised and appropriate qualifications.

18.2 Rules for pupil swimmers, pupil rowers, pupil fencers, those engaged in outdoor pursuits etc, and the arrangements for their supervision must always be in writing.

STRESS

19.1 As per the LA guidance on dealing with occupational stress which can be downloaded from:http://www.lbf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141758_School_health_safety_and_business_continuity.asp

20.0 VEHICLES ON SCHOOL PROPERTY

20.1 Parking areas have been clearly marked and only marked spaces may be used unless special arrangements have been made.

20.2 When maneuvering and reversing vehicles it is essential that drivers, whilst taking the normal care needed for such an operation, keep in mind the fact that pupils:

Are the main users of the premises;

- Pupils can fail to observe vehicle movements; and
- Are often small in stature thus being more difficult to observe than most adults.

Great care is therefore required when driving on school premises.

20.3 School minibuses and coaches used for school transport are to be fitted with audible reversing alarms. Minibus and coach drivers should avoid reversing movements wherever practicable and must obtain adult lookouts for such maneuvers where necessary.

20.4 Only staff with a council minibus permits or equivalent is allowed to drive the school minibus.

The RoSPA guidance on minibus safety is the standard the school operates to with regard to the use of minibuses. It can be downloaded from:
http://www.lbhf.gov.uk/Directory/Education_and_Learning/Schools_and_Colleges/School_Staff_Zone/141758_School_health_safety_and_business_continuity.asp

21.0 VIOLENCE AND AGGRESSION

21.1 Refer to separate policy

This policy was agreed June 2017 and will be reviewed annually by the TBAP Trust Board

Date of next review: March 2019