



Health & Safety Policy

PART 1. STATEMENT OF INTENT

Sir Thomas Fremantle School will:

- take all reasonable steps to provide and maintain safe and healthy conditions for students, employees and others who may be affected by the School's activities.
- ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School.
- consult with employees on matters affecting their health and safety.
- regularly evaluate and review the health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation or other changing circumstances.
- ensure that the necessary information, instruction and training to employees and others, including temporary staff, to ensure their competence with respect to health and safety.
- take steps to ensure, as a minimum, compliance with all relevant health and safety legislation and seek to exceed these where there is a demonstrable benefit.
- provide the necessary resources in the form of finance, equipment, personnel and time to implement this policy. Expert advice and assistance will be obtained where the necessary skills are not available within the school.
- ensure that health and safety is fully integrated into the management and decision making processes within the school, as it is recognised that health and safety rates equal to all other school functions.

Sir Thomas Fremantle School:

- expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and

safety of others. The School will ensure that health and safety is an integral part of every role and will monitor health and safety performance along with other duties.

- will ensure procedures are established for the safe use and handling of substances and ensure that safe equipment and plant are provided for employees and non-employees.
- will ensure a system is in place for investigating accidents and near miss events and take appropriate action to reduce the likelihood of their occurrence.

All Governors will take an Active role in the interest in health and safety matters and the Chairman of Governors will appoint a member or members of the Governing body to carry out an annual audit of the schools health and safety policies and procedures and report back to the board with its findings.

PART 2. POLICY OBJECTIVES

These are Sir Thomas Fremantle School's objectives:

- To work towards the prevention of occupational injury or ill health to all involved in or affected by the school's activities.
- To ensure that those using premises are not subjected to unacceptable risk as a result of activities of those working for the school.
- To actively manage Health and Safety, and to encourage constant awareness amongst all employees with regards to Health and Safety.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in the school's Policies.
- To maintain an annual formal review of achievement by Governors appointed by the Chairman of Governors to carry out an audit and report on any deficiencies found in the schools policies and procedures
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety.

PART 3. ORGANISATION

DUTIES OF THE GOVERNING BODY.

1. In the discharge of their duty the Governors, in consultation with the Headmaster, will:

- seek sufficient training to make itself familiar with the requirements of the Health and Safety at Work, etc, Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the management of Health and Safety at Work Regulations 1992 (SI 1992 No. 2051);
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- annually assess the effectiveness of this policy and ensure that any necessary changes are made;
- identify and evaluate all risks relating to:
 - I. accidents;
 - II. health;
 - III. School-sponsored activities (including work experience).
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to students, staff and others;
- create and monitor the management structure.

2. In particular the Governors undertake to provide:

- a safe place for students and staff to work including safe means of entry and exit;
- plant, equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take account of all appropriate:
 - I. statutory requirements;
 - II. codes of practice whether statutory or advisory;
 - III. guidance whether statutory or advisory.
- supervision, training and instruction so that all students and staff can perform their School-related activities in a healthy and safe manner. All 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 at induction or as soon as practically possible before an employee commences any relevant work requiring specialist training. Wherever training is required by statute or considered necessary for the safety of students, staff and others then the Governors will ensure that such training is provided. Students will receive such training as is considered appropriate to the School-related activities which they are carrying out. All training will be regularly updated;
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- adequate welfare facilities.

- professional consultant advice if required to support existing resources

3. So far as is reasonably practicable the Governors, through the Headmaster, will provide adequate resources to implement this policy, making arrangements for all categories of staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:

a) this policy;

b) all other relevant health and safety matters;

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

Key Action Points for Governors

The Governing Body should make itself familiar with the Health & Safety at Work Act 1974 and have an overview of the various Regulations/ pieces of legislation which affect school activities and operations. In addition to this, the Chairman of Governors should ensure that through audit, the Schools officers are implementing and complying with the Health and safety Regulations and relevant pieces of legislation

RESPONSIBILITIES OF THE HEADMASTER & BUSINESS MANAGER

1. The Chair of Governors has delegated day to day responsibility for organising health and safety and welfare to the Headmaster & Business Manager. As well as the general duties which all members of staff have, the Headmaster & Business Manager has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the School (other than independent contractors and those under their control) and will take all reasonably practicable steps to achieve this end through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

2. The Headmaster & Business Manager are 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. The Headmaster of the Junior School is responsible for Health and Safety within the Junior School including and in the EYFS department.

3. In particular, the Headmaster & Business Manager will, as far as is reasonably practicable:

- 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;
- ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus and any hazardous

substances, so that each task is carried out to the required standards and so that risks are properly controlled;

- ensure, at all times, the health, safety and welfare of students, staff and others using the School's premises or facilities or services or attending or taking part in School-sponsored activities;
- ensure safe working conditions for the health, safety and welfare of students, staff and others using the School's premises and facilities;
- ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus and any hazardous substances, so that each task is carried out to the required standards and so that risks are properly controlled;
- consult with members of staff, including safety representatives, on health and safety issues;
- ensure that annually, site audits are carried out to update risk assessments to action accordingly by the department affected by such audits
- carry out periodic reviews and safety audits on the findings of the risk assessment;
- identify the training needs of students and staff and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- encourage students, staff and others to promote health and safety;
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay;
- encourage all employees to suggest ways and means of reducing risks;
- collate accident and incident information and, when necessary, carry out accident and
- incident investigations;
- monitor the standard of health and safety throughout the School, including all School-based activities, encourage students, staff 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;
- monitor first aid and welfare provision;
- with the Governors, monitor the management structure.
- The Business Manager will call and chair a health and safety committee meeting at least once per term

Key Action Points for the Headmaster and Business Manager

Ensure that there are sufficient Human resources who are suitably trained to enable the school to fulfil its Health and Safety obligations. Ensure that regular Health & Safety meetings are held and staff informed of the outputs and actions required.

BUSINESS MANAGER WILL BE RESPONSIBLE FOR:

satisfactory provision and periodic checking of fire appliances, alarm systems, emergency lighting, smoke and heat detectors, fire doors and exits and the provision of satisfactory means of escape;

- the control of all possible fire hazards;
- liaison from time to time with Buckinghamshire Fire & Rescue Service;
- arrangements for the safe handling and storage of combustible materials and waste disposal;
- instruction of staff on safety precautions as and when necessary;
- informing the Headmaster of any problems or unsatisfactory practices immediately
- ensuring all maintenance and grounds works are carried out safely.
- annually reviewing the fire risk assessment
- monitor the control of Legionella
- monitoring of Radon
- (with Winslow Centre staff) monitoring the control of asbestos.

Key Action Points for the Estates Business Manager

Ensure all necessary legislative requirements are met and control all works with a significant hazard

ALL STAFF are responsible for:

- reading and complying with the contents of this document and for signing and returning the acknowledgement sheet to the Business Manager;
- reporting any defects in accordance with the standard procedure detailed;
- fitting safety guards where provided before using any equipment;
- obtaining help before lifting heavy loads;
- ensuring that they are properly trained when manually handling students with disabilities

- storing, when not in use, dangerous substances in locked storage lockers provided;
- storing flammable liquids away from heat, and if applicable, in special storage places provided;
- switching off electrical equipment at the plug or circuit breaker when not in use and removing the plug from the socket each evening;
- not overloading electrical power points **and not using multi adaptors**
- storing tools and equipment safely when not in use;
- checking, before use that they have received relevant training on the use of ladders and that ladders or similar equipment are in a sound condition and during use they are tied at the top and footed by another person if the task being performed is hazardous or has been identified by a risk assessment as a task requiring this action;
- ensuring that all students are made aware of safety procedures and rules that apply to the activities they undertake.

IF IN DOUBT ASK FOR HELP OR ADVICE

Comply with the school's health and safety policy and procedures at all times.

RESPONSIBILITIES OF EMPLOYEES

Under the Health and Safety at work Act etc. 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the School have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work.
- comply with the school's health and safety policy and procedures at all times.
- report all accidents and incidents in line with the reporting procedure.
- co-operate with school management on all matters relating to health and safety.
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- report immediately to the Site manager any serious or immediate danger;
- ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Key Action Points for All Staff

Make themselves familiar with the Health & Safety at Work Act 1974 and pay particular attention to areas of significant risk, i.e. Sciences, DT use of machinery, outdoor activities

Ensuring that safe systems of work are followed at all times.

STAFF MADE RESPONSIBLE BY THE HEADMASTER FOR HAZARDOUS ACTIVITIES are to ensure that risk assessments are drawn up and that safe systems of work are maintained and revised periodically:

In particular:

a) outdoor activities, including sailing, climbing etc.

b) sports, athletics, swimming and other associated activities.

c) science laboratories

d) workshop practices in the Design Centre, including pottery and ceramics, stage lighting and production

PART 4.

ARRANGEMENTS

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APPENDIX 1 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headmaster is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in Business Manager's office and reviewed on an annual basis. An emergency pack containing registers and contact information will be kept in reception at all times.

Fire Instructions

These documents are made available to all staff and included in the School's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site. Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

It is vitally important to maintain fire security of all areas by ensuring that fire doors are not wedged open. Fire doors contain the spread of smoke and fire and staff should at all times educate students under their care as to why doors should not be left wedged open.

EMERGENCY PROCEDURES

In case of a fire:

Dial 9-999 on an internal telephone and ask for the Fire and Rescue Service to come to -----

Fire and Evacuation

Fire and emergency evacuation procedures are posted in each classroom and around boarding accommodation; these procedures will be reviewed at least annually. Emergency contact and key holder details are maintained by the Estates Business Manager.

Fire Drills

Fire drills in school buildings will be undertaken termly as directed by the Headmaster and a record kept in the Fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should make themselves aware of the nearest location and type of portable fire fighting equipment and receive basic instruction in its correct use.

Appendix 2 - Inspection/Maintenance of Emergency Equipment

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by **The Winslow Centre Team** and a record kept in the Fire log book. Normally regular testing of fire alarms will be weekly at a time determined by the Headmaster and Senior Team.

Any defects on the system will be reported immediately to the Business Manager and Winslow Centre Manager.

A fire alarm maintenance contract is in place with **tbc** and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by **tbc**

INSPECTION OF FIRE FIGHTING EQUIPMENT

FTS undertakes an annual maintenance service of all fire fighting equipment.

Weekly, **the Works** Department (on a rolling programme) checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **the Works Foreman**

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by **the Winslow Centre Team** and bi-annually by **tbc**

Test records are located in the Business Manager's Office

MEANS OF ESCAPE

Daily, **Centre Manager and Business Manager or other member of SLT** should check for any obstructions on exit routes and ensure all final exit doors are operational.

Appendix 3 - First Aid and Medication

See also separate detailed First Aid Policy

Transport to hospital: If the First Aider considers it necessary, the injured person will be sent directly to hospital and Parents and/or guardians should be informed. No casualty should be allowed to travel to hospital unaccompanied. The decision to call for an Ambulance can be taken if the first aider or person dealing with the incident deems this action necessary

Student Accidents: The school will follow the procedure for completion of incident/accident records in accordance with boarding standards guidelines. Basically all pupil accidents should be recorded to the School Medical Centre and parents should be informed.

Staff Accidents: All staff accidents must be recorded on the Accident book form and handed to the Business Manager. All accidents must be investigated by the injured staff line manager. Accident books are located in the school office (reception).

Blood Spillages

The procedure for dealing with blood and body fluid spillages is:

Disposable gloves and apron should be used when cleaning up any spillage other than water. Body fluids such as vomit, blood, urine and faeces pose an infection control risk.

For small quantities use undiluted Liquid Hypochlorite 1% (e.g. Milton) applied onto the blood/body fluids, then wipe over the area with a paper towel / tissue and finally rinse the area with plain water.

For larger amounts drop a paper towel over the blood to soak up the excess fluid, and then pour the Liquid Hypochlorite 1% (e.g. Milton) over the towels leave for two minutes. Finally scoop up the debris into a clinical waste bag.

If this is not available then use either paper towels or tissues to mop up the area. These must be placed in a clinical waste container along with the apron and gloves. The area should then be thoroughly cleaned and dried.

Should there be obnoxious fumes, then the area will need to be well ventilated.

Administration of medicines

All medication will be administered to students in accordance with the School Medication Policy.

No member of staff should administer any medicines unless appropriate consent has been given.

All medications kept in school are securely stored in the drug cabinets which should be secured.

Where children need to have access to medication i.e. asthma sufferers, and cream applications, these can be self medicated

Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

Staff taking students on trips must ensure that they are aware of any health conditions of students. This information is located in the health care files.

Appendix 4 - Accident Reporting Procedures

STAFF

In accordance with the School Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses to the Medical Officer or Estates Business Manager.
- Violent incidents and verbal abuse. (see policy)
- Accident books are located in the School Office and are used to record all minor accidents to staff.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary by the **Business Manager**.
- The **Subject Lead or SLT** will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible, and should be reported to the Works Department.

STUDENTS

Any accident involving premises defects must be reported to the **Business Manager**. The first aider will form a professional opinion as to whether the accident is serious enough to inform parents

Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on **0845 300 9923**.

In the event of an incident resulting in

- Students or other non-employees being taken to hospital as a result of an injury on School premises
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including weekends and holidays)

must be reported to the HSE within 15 days of the incident occurring.

All RIDDOR cases must be reported to the **Headmaster**.

See below a summary of RIDDOR guidelines as set by the HSE:

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULAR (RIDDOR) SUMMARY

1. There is a legal requirement that all employees inform their employer, and that the employer inform the Health and Safety Executive of certain major accidents and dangerous occurrences arising out of or in connection with work. Failure to report such accidents or dangerous occurrences is an offence.

2. Accidents involving major injuries must be reported where any person, employed by the School or not, suffers a major injury which arises out of or in connection with work. A major injury is defined as:

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm other than a bone in the wrist or hand.
- Fracture of any bone in the leg other than a bone in the ankle or foot.
- Amputation of a hand or foot.
- Loss of sight of an eye. OR:

- Any other injury which results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation. **NB This includes injuries incurred by students whilst playing School sport which result in hospitalisation.**

3. Certain dangerous occurrences must also be reported. A list of these is shown on a separate sheet – if in doubt make a report.

4. Employees are required to report any accident or incident referred to above to their Subject Lead or SLT member.

5. All School employees must report major accidents involving boys and girls which occur on School property to the following Reporting Officers in order of priority:

- The trained first aider
- The Headmaster.
- The Business Manager.

6. Information must be given to the Reporting Officer at the earliest possible moment, in person or by telephone, and must be confirmed in writing using the accident/incident reporting forms.

7. The Health and Safety Co-ordinator is responsible for reporting to the Health and Safety Executive any major incidents or dangerous occurrence, and for retaining copies of any such report for at least one year, and for taking all practical steps to inform the Health and Safety Executive if a death should occur of a person involved in a major accident within one year of the accident.

Appendix 5 - Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain SLT or the Subject Lead permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc. A spare mobile phone can be obtained from the Business Manager for loan to assist any member of staff.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

Appendix 6 - Health and Safety Information and Training

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation:

The Health and safety committee meets termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

The committee members are: **tbc**

Communication of Information:

Minutes of the H & S Committee meeting minutes are sent out to all staff.

The Health and Safety Law poster is displayed in the Staff Room.

A copy of the Health and Safety minutes are posted on the Common Room notice board

HEALTH AND SAFETY TRAINING:

Health and safety induction training will be provided and documented for all new employees by the member of staff conducting the lesson and a copy given to the Business Manager.

The Headmaster & Business Manager are responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held by the Business Manager who is responsible for co-ordinating Health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headmaster & Business Manager will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Master's, line Managers or Business Managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

Appendix 7 - Work Equipment

All staff are required to report to **the Business Manager** any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/ disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by **the Winslow Centre Team**.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Curriculum

Subject Leads and Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Subject Leads will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Fume Cupboards

The Subject Lead for Science will be responsible for ensuring that all fume cupboards and extraction systems are serviced annually in accordance with the Control of Substances Hazardous to Health Regulations (2004) (COSHH) and all records kept for 5 years.

See below, table of equipment and commentary:

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair

| EQUIPMENT | RESPONSIBLE PERSON (WHO CAN ASSESS RISK) | AUTHORISED USERS OF THE EQUIPMENT | AUTHORISED PERSON FOR INSPECTION AND REPAIR | INSPECTION PERIOD (eg TERMLY, ANNUALLY) |
|--|---|--|--|--|
| Gas appliances (includes school catering equipment, boilers, food tech etc.) | Tech staff nominee | Tech Staff | Competent qualified Engineers, | Annually |
| PE and play equipment | Lead for Boys or Girls PE | All PE Staff | Nominal approved contractor by sports staff | Annually |
| LEV, dust extraction /fume cupboards | Subject Lead for Science | Science Staff | Approved contractor | 14 monthly (max) Records of these examinations must |

be kept for a five
year period.

| | | | | |
|----------------------------------|----------------|------------------|-------------------------------------|--------|
| Technology Equipment | Head Art/DT | Technology Staff | Approved contractor | Yearly |
| Art/Design Equipment | Head of Art/DT | Art Staff | Approved contractor | |
| Portable electrical equipment | | All Staff | Technicians and Works Department | |

Appendix 8 - Flammable and Hazardous Substances

Within curriculum areas (in particular Science, DT and Art) then **subject leads** are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, Substances which fall under the *"Control of Substances Hazardous to Health Regulations 2004"* (the "COSHH" Regulations).

In all other areas the School's nominated person responsible for substances hazardous to health is

The Cleaning Team

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use
- PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance in Managing Ionising radiations and radioactive sources. The member of staff in charge of radioactive sources (RPS) is **the Lead for science** who responsible for ensuring all records pertaining to radioactive sources are maintained. The Lead for Science will be responsible for appointing a competent person to inspect all radioactive substances in accordance with CLEAPSS and the Managing of Ionising Radiation and Radioactive Materials Regulations (1999) The Lead for Science has a separate Departmental Health and safety Policy to ensure safe working practices and procedures in the science departments (Physics, Chemistry and Biology).

Appendix 9 - Lifting and Handling

This document sets out the commitment of the Sir Thomas Fremantle School to meeting the requirements of the Manual Handling Operations Regulations 1992, as amended. It requires that the potential for harm to staff and students as a result of undertaking manual handling operations is either prevented, or where that is not reasonably practicable, is adequately controlled.

To achieve compliance with the requirements of this Policy and Procedure, the School recognises the importance of its role in placing day-to-day responsibility with each head of department.

The requirements of this Policy are based on the principle that staff and/or students shall not undertake manual handling tasks having the potential to cause harm, unless they have, in the first instance, been risk assessed. Where the risk assessment identifies it to be necessary, prior to an activity being undertaken, and appropriate training shall be provided, together with any essential manual handling and personal protective equipment being available.

It is not the purpose of this document to provide a comprehensive guide to the Manual Handling Operations Regulations. It does, however, provide an outline of their requirements and the action to be taken. Supplemented with the training that will be available to those designated to undertake the manual handling risk assessment process, it will enable comprehensive management action to be taken to control potential hazards and risks at the departmental level.

Section 1 – What Is Manual Handling?

Manual Handling is the term used to describe the movement of loads by human effort being applied either directly to a load or indirectly by means such as hauling on a rope or pulling a lever. It includes transporting a load that may be moved or supported by the hands or any other part of the body such as the shoulder. It also includes the intentional dropping or throwing of a load. Mechanical assistance, such as the use of a sack truck, may reduce but not eliminate manual handling since effort will still be required to move, steady or position a load.

Manual handling does, therefore, cover all aspects of the physical effort involved in the lifting, pushing and pulling of loads.

Section 2 – What is required under the regulations and what do managers need to do?

Where staff and/or Students are required to undertake manual handling activities, ensure that the following hierarchy of risk control measures is in place as required under the Regulations:

(i) Eliminate or avoid the need for hazardous manual handling

Undertake a review of manual handling tasks to establish, in the first instance, whether these need to be undertaken or whether less hazardous options are available. For the tasks remaining, identify who might be harmed in undertaking them, how, and the harm that may be caused.

(ii) For those manual handling activities that remain, assess the risk of injury

Departmental assessments shall be conducted by those trained to do so (such training normally being provided by a Consultant trainer). Further guidance on the risk assessment process can be found in Appendix 9A to this document.

Most assessments will require just a few minutes observation to identify ways to make an activity easier and less risky, i.e. less physically demanding. In doing so they will also identify any existing controls and whether these are adequate.

Ensure that staff undertaking manual handling activities are involved in this risk assessment process.

(iii) From the information gathered from the assessment, reduce the risk of injury

Take such action as is identified to be necessary from the risk assessment. This will include:

- The provision of information, instruction and training to those required to undertake manual handling tasks;

It may include:

- The provision of such equipment (e.g. sack truck) as may be identified to be necessary to reduce the risk of injury, so far as that is reasonably practicable.
- Ensuring that 'safe systems of work' are in place;

(iv) Review the assessment and revise it if necessary

Having implemented the controls, ensure that they are periodically reviewed and revised.

Where the risk assessment establishes that funding is required to implement improvements they shall be met from the departmental budget. In the event that financial resources do not permit such action, the matter must be referred without delay, to the next level of management.

Staff/Pupil Responsibilities

Staff and students have a responsibility not to undertake any manual handling activities that may cause themselves or others harm and adhere to the information, instruction and training provided. They must immediately bring instances having the potential to cause harm to the attention of their immediate line manager.

Section 4 – Manual Handling Risk Assessments and Training

Managers & Subject Leads shall ensure that no member of their staff undertakes risk assessments until trained to do so and that personnel undertaking manual handling duties are provided with sufficient information, instruction and training and, where appropriate, equipment to undertake tasks safely.

The Business Manager & SENCo are available to assist with the identification of the need for, and the undertaking of, risk assessments and wherever possible, provide the training identified to be necessary. They shall also provide advice and assistance to managers and those undertaking risk assessments, on the action they need to take to ensure the safe execution of manual handling activities undertaken by them, or on their behalf.

Section 5 – Monitoring Compliance with the Requirements of this Policy

The duties prescribed under this Policy are designed to ensure the safety of personnel. All staff have an absolute duty to comply with any Health and safety Policy

'Safe System of Work'

This will include the requirement for information, instruction and training and may also include elements such as are identified below which may only be possible to determine in the light of the actual situation, on the spot, at the relevant time:

- A physical environment that is 'safe' in which to undertake specific tasks.

- The sequence in which tasks may need to be undertaken.
- The provision of an adequate level of supervision.
- The provision of written instructions.
- The provision of the correct equipment.
- Such other measures as may be appropriate based on the level of risk involved.

Appendix 9A Guidance on Carrying Out a Manual Handling Risk Assessment

Introduction

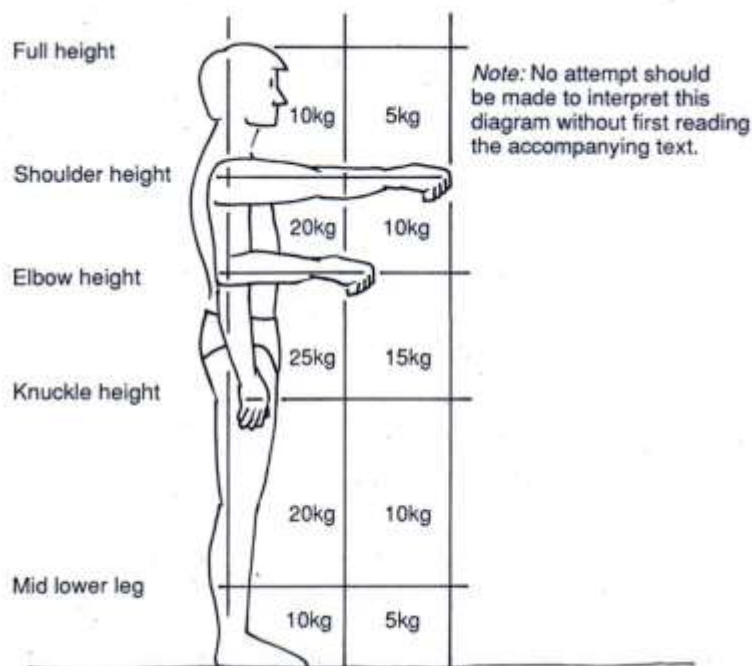
This Appendix to the School Manual Handling Policy and Procedure explains how to conduct a manual handling risk assessment. The text is largely taken from the Health and Safety Executive's publication *Manual Handling (Manual Handling Operations Regulations 1992) – Guidance on the Regulations*

Although this information will enable straightforward manual handling risk assessments to be undertaken, reference should be made to the HSE publication (and the School Health and Safety Coordinator) in the event of a detailed or complicated assessment needing to be completed. Copies of the HSE publication are available from the Health & Safety Coordinator

Undertaking Risk Assessments – the Stages

You must firstly identify the manual handling operations that cannot be avoided and which present the potential to place staff and/or students at risk. This does not mean that every task needs to be assessed and the Health and Safety Executive have developed a filter to screen out straightforward cases. The filter (Figure 1) is based on a set of numerical guidelines that provide an approximate boundary within which a load is unlikely to create a risk of injury sufficient to warrant a detailed assessment. It is believed that the use of the guidelines will provide a reasonable level of protection to around 95% of men and women. However, even those operations lying within the boundaries identified should be avoided or made less demanding wherever it is reasonably practicable to do so.

Figure 1



Guidelines for lifting and lowering (refer to Figure 1)

The guidelines assume that the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position. They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. For example, if a load is

held at arm's length or the hands pass above shoulder height, the capability to lift or lower is reduced significantly.

The basic guideline figures for identifying when manual lifting and lowering operations may not need a detailed assessment are set out in Figure 1. If the handler's hands enter more than one of the box zones during the operation, the smallest weight figures apply. It is important to remember, however, that the transition from one box to another is not abrupt; an intermediate figure may be chosen where the handler's hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.

The basic guideline figures for lifting and lowering are relatively infrequent operations – up to approximately 30 operations per hour. The guideline figures will have to be reduced if the operation is repeated more often. As a rough guide, the figure should be reduced by 30% where the operation is repeated once or twice per minute, by 50% where the operation is repeated around five to eight times per minute and by 80% where the operation is repeated more than 12 times per minute.

Even if the above conditions are satisfied, a more detailed risk assessment should be made where:

- the worker does not control the pace of work;
- pauses for rest are inadequate or there is no change of activity which provides an opportunity to use different muscles;
- the handler must support the load for any length of time.

Guidelines for carrying

Similar guideline figures apply to carrying operations where the load is held against the body and is carried no further than about 10 m without resting. If the load is carried over a longer distance without resting or the hands are below knuckle height then a more detailed risk assessment should be made.

Where the load can be carried securely on the shoulder without first having to be lifted (as for example when unloading sacks from a lorry) the guideline figures can be applied to carrying distances in excess of 10 m.

Guidelines for pushing and pulling and for handling while seated.

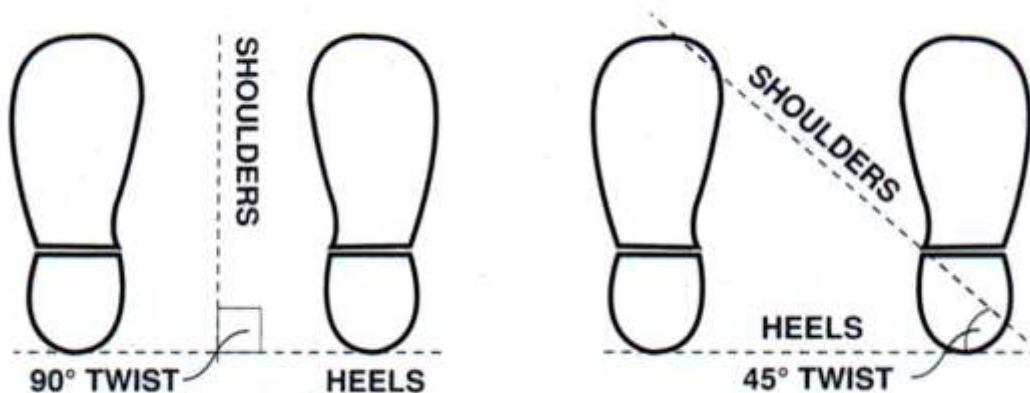
In the event of operations involving the pushing, pulling or handling of loads while seated needing to be risk assessed, then information on the guidelines applicable to these operations is available from the College Health & Safety Adviser.

Other considerations: Twisting

In many cases, manual handling operations will involve some twisting (see Figure 2) and this will increase the risk of injury. Where the handling task involves twisting and turning, therefore, a detailed risk assessment should normally be made. However, if the operation is relatively infrequent, and there are no other posture problems then the filter can be used. In such cases, the basic guideline figures shown above should be reduced if the handler twists to the side during the operation. As a rough guide, the figures should be reduced by about 10% where the handler twists through 45°

Figure 2

Remember: The use of the guidelines does not affect the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. The guideline figures should not, therefore, be regarded as safe weight limits for lifting. They are an aid to highlight where detailed risk assessments are most needed. Where doubt remains, a more detailed risk assessment should always be made. Even for the majority of fit, well-trained individuals working under favourable conditions, operations which exceed the guideline figures by more than a factor of about two may represent a serious risk of injury. Such operations should come under very close scrutiny.



Remember: The use of the guidelines does not affect the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. The guideline figures should not, therefore, be regarded as safe weight limits for lifting. They are an aid to highlight where detailed risk assessments are most needed. Where doubt remains, a more detailed risk assessment should always be made. Even for the majority of fit, well-trained individuals working under favourable conditions, operations which exceed the guideline figures by more than a factor of about two may represent a serious risk of injury. Such operations should come under very close scrutiny.

Appendix 10 - Health and Safety Monitoring and Inspections

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by **the Winslow Centre staff, Headmaster and Business Manager**.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the School's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a self audit and submit this to the **Business Manager**.

Responsibility for following up items detailed in the self audit report will rest with the **Business Manager** in conjunction with the Health and Safety Committee.

A named governor will be involved to undertake inspections on an annual basis and report back to the full governing body meetings.

Appendix 11 - Asbestos

The Control of Asbestos Policy is held in the Winslow Centre Site Team Office in accordance with The Control of Asbestos Regulations 2012(CAR)2012

The asbestos register is also held by the Winslow Centre Team and will be made available to all staff and visiting contractors. All contractors must, prior to **any** work commencing on the fabric of the building or fixed equipment read and acknowledge by signature that they know the location of any identified asbestos and the procedures should they locate new or suspected asbestos.

The School's Asbestos Authorising Officers is the **Winslow Centre Site Manager**

Any damage to materials known or suspected to contain asbestos should be reported to **The Winslow Centre Site Team**.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to **the Business Manager**.

The changes to the Regulations in 2012 means that some non - licenced work now needs to be notified to the HSE, for the avoidance of doubt no works are permitted on or with Asbestos on Sir Thomas Fremantle School site, all works will be carried out by an approved licenced asbestos company via the Business Manager.

Appendix 12 - Risk Assessments

General Risk Assessments

The school risk assessments will be co-ordinated by the **Subject Leads and The Headmaster**.

All risk assessments should be communicated to the persons who are at risk and those persons at risk should sign and acknowledge that they have read and understood the risk assessment, records of all personnel who have received risk assessments should be kept in case of a claim and proof that staff have carried out "all that was practicable to mitigate risk".

These risk assessments are available for all staff to view and are held centrally.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by their **Line Manager**.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Subject Leads and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc.

Rules for off site visits are given at **Appendix 13**

Appendix 13 - Offsite visits

See separate policy on Trips and Visits

Appendix 14 - Work at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The School's nominated persons responsible for work at height is **Business Manager and Winslow Centre Site Team**.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces are properly controlled.
- a Safe System of Work is submitted for all tree, scaffold and cherry picker work

Work at height is classed as any work where you require something to stand on to carry out a task. Only authorised step ladders/ladders/tower scaffolds or cherry pickers should be used. **Under no circumstances should chairs or other items be used to work at height.**

NO MEMBER OF STAFF OR PUPIL SHOULD ATTEMPT TO WORK AT HEIGHT WITHOUT FIRST BEING FORMALLY TRAINED

The Work at Height Regulations 2005 are applicable to all school employees

Appendix 15 - Display Screen Equipment

It is the policy of Sir Thomas Fremantle School to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment.

The School will fulfil its obligations by:

- a) the assessments of workstations, using a self-assessment approach using the form below supported by the health and safety coordinator or health and safety coordinators assistant
- b) the provision of suitable work equipment
- c) the provision of information and training for users
- d) the provision of eye testing for users and the provision of spectacles where they are required solely and specifically for DSE work
- e) making arrangements for regular breaks for employees working with DSE

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations (amended 2002)

Workstation Assessment/Self Assessment

Workstation assessment should be carried out by all staff that spend a considerable time using Display Screen Equipment, occasional users are not covered under the Regulations. The self assessment form is self explanatory and assistance can be provided by the Health and safety coordinator in filling this form out.

The assessment shall be reviewed if major changes are made to equipment or furniture; if workstations are relocated; if the nature of the work changes; or if the health of the user changes. Good practice would be to review the assessment every 1 – 3 years.

Minimum Requirements of Workstations

Workstations and equipment must comply with specific minimum requirements as laid down in the DSE Regulations. These include, for example, a chair with seat height adjustment, seat back adjustment and a stable base (usually 5 wheels/ castors); a desk which provides adequate space; a monitor which tilts and swivels and has a clearly readable screen.

There are minimum standards which apply to all elements of the workstation, including the keyboard, the mouse, the environment and the software. These are summarised below

- a) The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.
- b) The keyboard should be tiltable and separate from the screen; sufficient space in front of the keyboards; matt surface; easy to use; adequate and contrasting symbols on keys. The mouse should be suitable for the task.

- c) The work surface must be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space.
- d) The work chair should be stable allowing the user easy movement and a comfortable position. It should have adjustable height (seat); adjustable height and tilt (seat back). Footrests should be available on request.
- e) There should be space necessary for the operator to change positions
- f) The lighting should be satisfactory with appropriate contrast between screen and background; prevention of glare through positioning of artificial light
- g) Positioning must prevent sources of light such as windows causing distracting reflections on the screen
- h) Noise must not cause distraction of attention or disturbance of speech
- i) Heat must not be excessive such as to cause discomfort and an adequate level of humidity should be established and maintained
- j) The software systems must be suitable for the task, easy to use, and adaptable to the level of the users knowledge.

Responsibility of Users

It will be the responsibility of all DSE users to:

- a) carry out self assessment
- b) seek advice from the Health and Safety coordinator
- c) repeat self assessment as and when changes occur as given above

Laptop Computers

Laptops must comply with the regulations where they are in prolonged use (eg for periods of 1 hour or more and on most days. Because the regulations state that the keyboard and screen must be separate, specific modifications will be required to lap tops in prolonged use, there are several options:

- a) Place a laptop on a specially made platform and use a separate mouse and keyboard
- b) Use the laptop with a separate monitor
- c) Use the laptop with a docking station
- d) Connect the laptop to a desktop using a keyboard video mouse (KVM)

Responsibilities of the Employer

- a) Ensure that all employees receive adequate information and training for DSE workstations

Further information and guidance can be obtained from www.hse.gov.uk/pubns/indg36.pdf

Appendix 15 A Display Screen Equipment Self-assessment

DSE WORKSTATION ASSESSMENT

For Assessor use:

| | |
|---|--|
| Workstation location and number (if applicable) | |
| User: | |
| Checklist completed by: | |
| Date of assessment: | |

For follow up use:

| | | |
|--------------------------------|-----|----|
| Assessment checked by: | | |
| Any further action needed? | Yes | No |
| Follow-up action completed on: | | |

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by the workstation assessor and/or H & S coordinator/department. Any decisions should be recorded in the 'Action to take' column. In the first instance, direct queries to your health and safety coordinator. Assessors should check later that actions have been taken and have resolved the problem.

The checklist only covers the workstation and the physical and work environment. Consideration has to be given to the working task including the duration of work at the workstation, work patterns, pattern of rest/breaks, electrical safety, etc. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity.

Appendix 16 - Vehicles on Site

Parking

Sir Thomas Fremantle School has designated car parking area to the front of the main school entrance. :

Speed Limit

The on- site speed limit across the site 5 MPH.

Vehicle Movement around Staff & Students

All staff are to be aware of the dangers posed by moving vehicles around students and staff.

All reversing Large Goods Vehicles (LGVs) must have a **“Banksman”** and any major contracted works where LGVs are on the premises must have a safe system of work with a strict control policy. The person responsible for supervising works where LGVs are involved must ensure that deliveries are avoided at peak times, i.e. when students are leaving.

Appendix 17 - Contractors/Visitors

CONTRACTORS/VISITORS

All contractors must report to **The main reception**, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on Child Protection, fire procedures, local management arrangements and vehicle movement restrictions.

The **Business Manager** is responsible for monitoring areas where the contractor's work that may directly affect staff and students.

All contractors must be accompanied to the area where they are to carry out works and introduced to subject lead responsible for that area.

All Contractors/workers must see the Asbestos register and sign to say that they acknowledge the rules relating to working near asbestos and the exact location of any asbestos containing materials.

Prior to works commencing where there is deemed to be a significant hazard, a full risk assessment and method statement will be required, either written or electronic.

Works will not be permitted in term time where there is a significant risk to staff and students
The person responsible for hosting the visitors must ensure that they receive the necessary induction to comply with the Health and Safety at Work Act etc 1974. The key issues are:

- Fire evacuation procedures and means of escape
- Child protection
- Hot works permits
- Notified of any specific hazards which may cause them harm

The Winslow Centre Site Manager holds a full set of rules for contractors.

Appendix 18 - Minibuses

The Business Manager is responsible for the undertaking checks on and the operation of minibuses following guidance contained in the **Staff Room**.

She is responsible for the maintenance and yearly road tests required, including Tax, Mot and servicing.

Staff requesting to use a Minibus should book this with the **School Office**. They must ensure that they check the vehicle for damage and that it has the correct amount of oil and fuel required for their journey. You must enter your name, department and the intended purpose of your journey in the Green log book located in the minibus.

Any defects must be logged and reported to the **Business Manager** as soon as possible.

The procedure for accidents and emergencies, i.e. breakdowns etc is clearly laid down in the School Transport Policy and the emergency rescue details are displayed on each vehicle windscreen.

Before setting out on a journey each driver should ensure that there is:

- A first aid kit
- A Warning Triangle
- Torch
- No obvious defects, worn/damaged tyres, all lights, horn and indicators work
- Sufficient fuel
- Seatbelts are in working order

Drivers are reminded that seat belts must be worn by all passengers, this is a legal requirement and a driver responsibility.

All drivers should take particular care in the event of a breakdown when carrying passengers, especially on a Motorway

Appendix 19 - Stress

Introduction

Sir Thomas Fremantle School are committed to protecting the health, safety and welfare of all employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the School. Subject Leads and SLT links are responsible for implementation and the school is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with all staff on all proposed action relating to the prevention of workplace stress.
- The School will provide training for all managers and supervisory staff in good management practices.
- The School will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The School will provide adequate resources to enable managers to implement the School’s agreed stress management strategy.

Responsibilities

Senior Managers & Subject Leads

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation

Human resources

- Give guidance to managers on the stress policy.

- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

Raise issues of concern with your Safety Representative, line manager or occupational health.
Accept opportunities for counselling when recommended.

Safety representatives

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.

Appendix 20 - Legionella

The school complies with advice on the potential risks from Legionella as identified in the **Health & Safety Guidelines**

The Site team will be responsible for identifying and flushing rarely used outlets on a monthly basis and after school holiday periods. Water temperature checks will be undertaken on a monthly basis in accordance with L8

The Winslow Centre site team will ensure that any showers or other areas where water droplets are formed are disinfected and de-scaled on a quarterly basis.

The school has a planned preventative maintenance programme in place to monitor Legionella and the Business Manager and Works Foreman are responsible for the implementation of the Management plan to control Legionella

Appendix 21 - Members of staff responsible for Health and Safety

Darren Lyon – Headmaster
Neale Pledger – Deputy Headmaster
Rene Houpe – Business Manager

Members of the Governor's Health and Safety sub committee:

Chris Brown – Chair of Premises Committee

Appendix 22 - Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headmaster or Business Manager (as appropriate) 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 of this document. The Headmaster, or Business Manager (as appropriate) will seek to ensure that, so far as is reasonably practicable, hirers, contractors and others who use the School's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the School's premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the following requirements of this section. When the premises are hired to persons outside the employ of the Governors, it will be a condition for all hirers, contractors and others using the School's premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors

- 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 students of the School.

All contractors who work on the School premises are required to be competent in their work and to ensure safe working practices by their own employees under the provisions 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.

In instances where the contractor creates hazardous conditions and these are known to the Headmaster or Business Manager (as appropriate) and refuses to eliminate them or to take action to make them safe the Headmaster or Business Manager (as appropriate) will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governors draw the 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.

For the avoidance of doubt, a copy of this School policy is made available to each contractor who, in turn, will furnish the School with a copy of their own Health & Safety Policy.

All hirers must receive induction and essential information on fire & evacuation procedures and contact telephone numbers in case of emergency, i.e. maintenance issues etc. It will be the Events Manager's responsibility to prepare a written brief of these details in accordance with **appendix 26**.

Appendix 23 - Emergency Plans

The Headmaster and Business Manager will ensure that an emergency plan is prepared to cover all 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 emergency plan.

The plan will address such foreseeable incidents as fire, explosion, suspicious package, telephone warning and unauthorised intrusion, be agreed by the Governors and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governors.

A separate disaster recovery plan is held in the Business Manager's office which covers the above issues.

Appendix 24 - Security Arrangements

Securing of Buildings

The Winslow Centre Site Team are responsible for securing of buildings after each day's events, however all staff should take responsibility for their own department at the end of a working day, i.e. shutting windows, turning lights out and locking up.

Security Patrols

The Winslow Centre Site Team will carry out a final lock up security patrol between 21.15hrs and 2200hrs, during the lock up the School Marshal will fill out a security log and note any security breaches, these breaches of security will be reported to the Business Manager and Headmaster or Deputy Headmaster the next working morning.

Appendix 25 - Reporting of Defects

Staff should report defective equipment or broken and damaged furniture to the Business Manager as soon as practically possible. Broken items in the Art Room or other shared areas should be reported to the Winslow Centre site team.

Out of hours defects which are of a health and safety / life or death nature should be reported to the Schools duty member of staff on the emergency telephone number **tbc**, Staff should note that this number is for extreme emergencies only.

Should any of the above systems fail, especially out of hours callouts, then staff may contact our nominated Contractors, **but only in extreme circumstances**.

List of approved Contractors

Electrical Problems

Tbc

Plumbing & Heating

tbc

Fire Alarms

tbc

Building Issues & Blocked Drains

tbc

APPENDIX 26 - ELECTRICAL RULES

ALL ELECTRICAL APPARATUS AND CABLES CAN BE DANGEROUS. The following rules have been prepared solely for your safety and other's after consulting electrical experts whose job it is to prevent needless risk of fire or electrocution. Please observe the rules carefully. If in doubt, please ask the Business Manager, who, if she thinks fit, can obtain advice from a qualified Electrician.

If an appliance is brought from your home to the School it must be without any defects and fitted with a 13 amp plug. No temporary wiring or alterations to any appliance is allowed. Energy Conservation is also an important consideration within these rules. Significant economies can be made by simply switching off lights and electrical appliances when they are not needed. This applies to all buildings, but in particular to Classrooms, offices and the staff kitchen. Unauthorised appliances such as kettles, toasters, fridges, rice boilers and heaters will be removed.

The following rules apply:-

1. Any defects in School electrical fixtures or equipment should be reported to the Business Manager.
2. With regard to an appliance fitted with a 13 amp plug by the manufacturer or supplier, the plug must not be removed from the appliance. The appliance and the wiring must not be tampered with in any way.
 - a. All appliances not supplied with a 13 amp plug by the manufacturer or supplier must be fitted with an approved type of 13 amp plug (eg to British Standards with partly insulated live and neutral pins) by a competent person prior to being brought to the School (consult the School Electrician).
 - b. Fuses within the plug must be of the correct rating. Under no circumstances should a fuse size greater than 5 amp be used for any appliance.
 - c. Hair driers or other devices/appliances which are rated at over 1kw should not be used in a trailing extension
 - d. 4-gang trailing extensions should be no longer than 2m long
3. Computers. Computer hardware (ie monitor, printer, etc) may have several 13 amp plugs which will need to be installed safely. A four way trailing socket pre-wired with a 13 amp plug is the only type acceptable. When installed, the trailing socket must be visible and kept away from radiators, hot pipes and any materials. Computers and associated hardware need to be sited on a firm base.

4. Any equipment which is found to be defective or incorrectly wired will be disconnected and a report made to the Business Manager. Owners may be held responsible for any damage caused by their equipment.
5. DO NOT use two way adaptors – use ONLY multi-way training sockets.
6. DO NOT remove or tamper with the covers from the fuse boxes, switches, sockets, junction boxes, distribution boards, circuit breakers or any other electrical fixtures or equipment provided by the School.
7. DO NOT allow flexible cables to touch any metal fitting, eg radiators, pipes, window frames.
8. DO NOT use a plug to feed more than one appliance.
9. DO NOT fit in an appliance a bulb of higher wattage than that recommended by the manufacturers, eg some desk lamps and shades are stamped “maximum “x” watts”. In any case, no desk lamp bulb may exceed 60 watts.
10. DO ensure that all appliances and installations are in safe electrical condition eg
 - a. flexes and their insulation must be in good condition and properly fitted to the plugs; check that the cable clamp in the plug grips the flex insulation firmly
 - b. backs must be fitted properly on radios, amplifiers, tape recorders etc
 - c. metal table lamps, brass lamp holders etc which do not have earthing facilities are not permitted.
11. DO ensure that combustible materials (eg curtains, paper) are kept well clear of lamps, shades, appliances etc.
12. DO NOT cover flexible cables, fixed cables, sockets or switches with posters, cushions, mattresses, carpets etc.
13. Private electrical equipment may only be connected to the School electrical supply if it is of a proprietary manufactured brand (ie the complete unit must have been built in a factory, must not have been modified, not constructed from a “kit”). Any other private electrical equipment must be first inspected by the School Electrician (or other persons authorised by the Estates Business Manager) and their decision will be final as to whether permission is given to connect such equipment to the School supply.
14. Only sheathed cables are permitted; single none sheathed (figure of 8) cables must not be used for mains connected appliances. Very old lamps etc, fitted with single type cables must not be brought onto School premises. This type of wiring does not comply with the Electrical Safety Regulations.

In summary common sense applies and if you are in any doubt please contact the Business Manager.

Agreed by the Full Governing body

Signed by: Chair of Governors Date

Signed by: Mr D J Lyon; Headmaster Date