



St. Helen's College

Health & Safety Policy

This is a whole-school policy which includes the Early Years Foundation Stage

Structure of the policy

This policy is divided into three sections:

1. A statement of the employer's general policy with regard to health & safety.
2. The organisation for implementing the policy, including the allocation of functions to individuals.
3. The arrangements for carrying out the functions allocated to individuals and monitoring the effect of the safety policy.

1. Section One: Statement of general policy

2. Section Two: Organisation for implementing the policy

2.1 Employer responsibilities

2.2 Contractor responsibilities

2.3 Delegated responsibilities

- a) Business Manager
- b) Senior Leadership Team, team leaders & subject co-ordinators
- c) All members of staff
- d) Class teachers
- e) Premises Manager
- f) Admin staff/welfare assistants
- g) Pupils
- h) Visitors

3. Section Three: Arrangements for carrying out and monitoring the policy

- 1) Competence and training
- 2) Supervision of pupils
- 3) Security
- 4) Evacuation procedures
- 5) Illness, Accident, Incident, Near Miss & Disease Reporting
- 6) First aid
- 7) Storage and administration of medicines
- 8) Hygiene, personal cleanliness and food handling

- 9) Hygiene and cleanliness of school
- 10) Electrical safety
- 11) Hazards and the school environment
- 12) Control of substances hazardous to health (COSHH)
- 13) Gas safety
- 14) Legionnaires disease
- 15) Manual handling
- 16) Noise
- 17) Personal Protective Equipment and Clothing (PPE)
- 18) Management of asbestos
- 19) Display Screen Equipment (DSE)
- 20) Slips, trips and falls
- 21) Vibration
- 22) Risk assessment
- 23) Driving
- 24) Violence
- 25) New and Expectant Mothers at Work
- 26) Children and young people at work
- 27) Disabled Persons Including Temporarily Disabled
- 28) Work at height
- 29) Work equipment
- 30) Workplace transport
- 31) Out of school activities
- 32) Consultation with employees
- 33) Dissemination of information
- 34) Monitoring
- 35) Critical Incident

Section One - Statement of general policy

1. The employers (the Principals of St. Helen's College) are responsible for supervising the safety policy of the school, in respect of the health, safety and welfare of staff, pupils and visitors to the school premises and in respect of all activities carried out on or off the school premises, where these are arranged under the auspices of the school.
2. The aim of this statement is to ensure that all reasonably practical steps are taken to establish and maintain a safe and healthy working environment throughout the school.
3. The ultimate responsibility for all school safety organisation and activity rests with the employers, who must ensure that the safety policy is adequate, is effectively managed, its performance is monitored and that any necessary amendments are made. This responsibility cannot be delegated.
4. The employers recognise the need to consult with staff on health and safety matters and in allocating health and safety functions, are aware of the need to discuss specific duties and responsibilities with the individuals concerned, mindful of their competence in such areas.
5. The employers will, where necessary, seek expert advice on the risks to health and safety in the school and will cooperate fully with official agencies in such matters, acting promptly on recommendations and advice.
6. The employers will ensure the provision of sufficient information, instruction and supervision to enable all people working on site and the pupils to avoid hazards and contribute positively to their own safety and ensure that they have access to health and safety training.

7. The cooperation of all staff, pupils and visitors is essential if the arrangements for ensuring the health and safety of the school are to be successful.

Section Two - Organisation for implementing the policy

2.1 Employers' (Principals') Responsibilities. The Principals retain ultimate responsibility for the Health and Safety policy and its implementation.

2.2 Contractors' responsibilities

See Contractors' General Policy.

2.3 Delegated Responsibilities

Some of the responsibilities for the implementation and maintenance of the policy have been delegated to the following:

a) The School Business Manager (Safety Officer), who will:

- advise on matters of health, safety and welfare within the school and make recommendations for improving the procedures laid down;
- coordinate safety advice given by specialist advisors and those with executive authority;
- monitor the implementation of the policy in general;
- coordinate the implementation of the approved safety procedures in the school;
- arrange an annual general review of premises, plant and practices and advise the Head on matters requiring attention;
- conduct/coordinate an annual specific risk assessment for all activities concerning the school and maintain records of the assessment, informing the Head of the outcomes;
- ensure that risk assessments are conducted for all new equipment, practices, activities etc. which are introduced into the school, informing the Head of the outcomes;
- review from time to time
 - the provision of first aid in the school and
 - the emergency regulations;
- maintain equipment and keep records of such maintenance;
- maintain records of all fire drills/practices, noting evacuation times and any problems encountered;
- co-ordinate staff training in safety matters and keep records of such training;
- ensure that fire alarms are tested on a regular basis, and that a log of the tests is maintained by the Premises Manager;
- monitor the accident books to identify patterns and risks and refer the findings to the Head;
- investigate serious or recurring accidents, reporting the findings to the Head and arrange for appropriate authorities to be informed as necessary;
- be responsible for the management of asbestos and
- be responsible for the management of Legionella.

b) Senior Leadership Team and Subject Leaders (Art, ICT, PE, Science)

These staff shall:

- have a general responsibility for implementing the school safety policy in their own departments or areas of work;
- where necessary, draw up departmental procedures to ensure a safe working environment, carrying out risk assessments as and when required and monitoring the effectiveness of such procedures and assessments ;
- assist the Business Manager in carrying out the annual risk assessment and safety review;

- pass on health and safety information received to the appropriate people, to enable other staff, pupils, visitors and guests to avoid hazards and contribute positively to their own safety;
- advise the Head on safety matters within their areas, including the provision or maintenance of plant, tools, machinery and equipment and
- bring to the attention of the Business Manager and Head any health and safety issues requiring attention.

c) All members of staff

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

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met and
- familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- be familiar with the Health & Safety Policy and any and all safety regulations as laid down by the school;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- observe standards of dress consistent with safety and hygiene;
- check that all equipment is in good and safe working order;
- not make unauthorised or improper use of machinery and equipment;
- use the correct equipment and/or tools for the job and any protective equipment or safety devices, which may be required;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe and
- take an active interest in promoting health and safety and suggest ways of reducing risks.

d) Teachers

Class teachers are responsible for the safety of pupils in the classroom and when participating in activities organised by the school on or off site. They should:

- exercise effective supervision;
- be familiar with emergency procedures as set out in the policy;
- be familiar with the special safety measures to be adopted in their own teaching areas and ensure that they are applied;
- follow safe working procedures, using protective clothing and guards where necessary;
- give clear instructions and warnings as often as is necessary;
- carry out risk assessments for any new activity proposed or new equipment introduced and
- make recommendations to the SLT for promoting health and safety.

e) The Premises Manager

The Premises Manager and his assistants will:

- carry out routine repair and maintenance;
- advise on repair and maintenance requiring specialist contractors;
- ensure all signage (e.g. fire escape routes, trip hazards, etc.) is appropriate & maintained;

- undertake portable electrical appliance testing on a 2 yearly cycle;
- report hazards;
- make a regular check on the adventure playgrounds, keeping a record of such checks and any resulting action;
- monitor the electrical testing programme and maintain records of the tests;
- liaise with contractors carrying out regular maintenance re safety;
- ensure the fire extinguishers are maintained by outside testers annually and
- ensure the alarms are tested regularly, and maintained by Morgan Fire twice yearly.

f) Administration & welfare staff

As appropriate they will:

- be aware of health and safety regulations;
- actively monitor working practices in the office ;
- assess any items in use with regard to COSHH regulations;
- advise the Head and Business Manager on matters of health and safety in the office;
- manage Cambria front door and security entry systems;
- log all visitors, issuing visitor badges where necessary;
- dispatch completed accident investigation forms;
- administer first aid, if appropriate;
- ensure first aid equipment is up-to-date & available;
- monitor unwell children;
- supervise the storage, administration and return of medicines brought to school;
- maintain up-to-date contact /medical details for all pupils and
- maintain up-to-date registers of pupils with specific medical problems (e.g. asthma, anaphylaxis) and ensure the appropriate dissemination of such information.

g) Pupils

The pupils will:

- exercise personal responsibility for their own safety and that of others;
- observe standards of dress consistent with safety and hygiene;
- observe all the safety rules of the school;
- respond to instructions given in an emergency and
- use and not wilfully misuse, neglect or interfere with things provided for their safety.

h) Visitors

Regular visitors and other users of the premises are required to be aware of and observe the safety rules of the school. In particular, parents helping out, on or off site, should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Section Three - Arrangements for carrying out functions

1) Competence and Training

At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis, for example as a result of risk assessments or accident investigations; through site inspections or audits and arising from changed legislation or standards.

All employees [and subcontractors] are inducted in the contents of this policy by a member of the SLT with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- their legal duties, as set down in both criminal and civil law;
- the findings of risk assessments;
- arrangements for first-aid;
- fire, evacuation drills and other relevant emergency procedures;
- expected standards of behaviour and housekeeping;
- how to report accidents, incidents and 'near-misses';
- how to report unsafe conditions or other safety concerns and
- any special hazards and control arrangements affecting the workplace.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities. We also provide specific training for maintenance staff.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by including the topic as a standing item on staff meeting agendas.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the training programme is carried out by the Deputy Head.

The effectiveness of training is evaluated by the use of end of course assessments and management reviews. Records of training including the date, name of delegate, tutor details and contents of the course, are held by the Deputy Head.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

2) Supervision of pupils

See Supervision Policy.

For further details please refer to:

- St. Helen's College First Aid & Welfare Policy
- Staff Handbook.
- St. Helen's College Funtasia and Holiday Club Health & Safety arrangements.

3) Security

We are duty-bound to devise adequate measures against vandalism, theft, arson and assaults on both pupils and staff. To this end the school will do all in its power to ensure the:

- Personal security of pupils, staff and visitors
- Security of buildings and grounds
- Forging of optimum relationships with pupils, parents, neighbours and the local community
- Vigilance of everyone connected with the school to safeguard security.

Access:

- The gates will be open at the following times: 8.00 - 8.40; 15:00 – 15:30 (Lower School); 15:20 – 16:00 (Upper School).
- Entry at other times will be controlled by the office staff or Funtasia staff through the front doors.

Visitors:

- All visitors will report to, or be directed to, the Upper or Lower School office.
- All visitors must be clearly identifiable and their presence on the premises known and recorded.
- Any visitor not identified as such should be challenged politely by staff.
- Any unauthorised visitors should be reported immediately.
- Pupils should not challenge any unidentified visitor, but should report their concerns to an adult immediately.

Staff who are working alone at school should:

- be responsible for the security of the buildings that they use. In general, keep all doors (except fire doors) locked when you are inside, and set alarms as appropriate when you leave;
- try to arrange for at least one other member of staff to be present, in case of accident or intrusion and
- in the event of an intruder entering out of hours, make no challenge, but phone 999 immediately.

4) Evacuation Procedures

It is the duty of all members of staff to carry out the procedures as outlined:

- Fire drills will be held once each term conducted by the Head.
- The Business Manager will keep a record of all drills.
- A fire practice will be held early in each term.
- Regular fire appliance training is provided for all staff and staff must be able to use fire extinguishers if it is safe so to do.
- All fire appliances will be checked and serviced annually by the supplier and regular visual checks will be made by the Premises Manager.
- The fire alarm will be tested by the Premises Manager and twice yearly by Supplier.
- Fire alarm call points will be tested monthly by the Premises Manager and records kept.
- The school is a no-smoking zone.
- Risk assessments relating to fire prevention are reviewed annually, or immediately should new risks be identified.

5) Illness, Accident, Incident, Near Miss & Disease Reporting

It is our policy that all injuries and accidents, however minor, are recorded. Staff are instructed in this policy, on starting work with the school. All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Business Manager with the assistance of our Health and Safety Advisor.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The Business Manager is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for ten years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Health & Safety and/or SLT meetings.

See also St. Helen's College First Aid & Welfare Policy.

6) First Aid

It is the school's policy that a qualified First Aider will always be on site when pupils are present.

Based on the school's first aid needs assessment, the following minimum numbers of qualified first aiders will be maintained.

- 1 Welfare Officer, suitably trained (3 day First Aid at Work) and experienced, to supervise first aid across the school, manage first aid at the Upper School, and care for all pupils, staff and visitors. The Welfare Officer is the school's Appointed Person for First Aid.
- 1 Welfare Assistant, suitably trained (3 day First Aid at Work) and experienced, to manage first aid at the Lower School, deputise for the Welfare Officer, and care for all pupils, staff and visitors.
- 13 members of staff (10 school staff - this includes 3 staff that also work in Funtasia and 3 Funtasia staff) trained in paediatric first aid (2 day qualification), principally to attend to children in the EYFS but also to provide care for older pupils as necessary.
- 41 additional members of staff (school and/or Funtasia) trained in paediatric first aid (1 day qualification) to provide care for all pupils.
- 2 (1 for each site) members of staff trained to use the automated external defibrillator (AED) to provide care for all pupils, staff and visitors.
- All staff trained annually in asthma awareness and treatment, and the use of the epipen.
- 6 members of staff hold the First Aid at Work qualification

The Welfare Officer, assisted by the Welfare Assistant, is responsible for ensuring that these numbers are maintained and that training currency is kept up to date.

At Lower School seven members of staff are qualified with Paediatric First Aid; our Welfare Officer, three TALAs and three members of the After School Club, so that there is always a Paediatric First-Aider on site while children are present.

See St. Helen's College First Aid & Welfare Policy.

7) Storage and Administration of Medicines

See St. Helen's College First Aid & Welfare Policy.

8) Hygiene, Personal Cleanliness & Food Handling

See St. Helen's College First Aid & Welfare Policy.

9) Hygiene & Cleanliness of School

See St. Helen's College First Aid & Welfare Policy.

10) Electrical Safety

The school will comply with the Electricity at work Regulations (1989) and the advice contained in the HSE's Electrical Safety in Schools guidance documents.

- The Business Manager will arrange for fixed wiring checks to be carried out at least every 5 years by an external contractor, and will deal with any remedial actions identified.
- All portable electrical appliances, plugs, sockets and wiring will be checked regularly by the Premises Manager. Checks will involve a visual inspection of the device, its cable and plug. When checked, plugs will be labelled with the date and initials of checker.
- All appliances brought into school by staff or pupils must be checked before use.
- All staff will be vigilant when using portable appliances, reporting defects for immediate repair/assessment by the Premises Manager. Appliances found/suspected to be faulty should not be used. Unusual sounds in switches should be reported immediately.
- The use of trailing wires should be avoided or kept to an absolute minimum and wires should never be hidden under carpets as the risks of fire and damage are considerable.
- Extension leads for playground use should be unwound completely and their positions indicated clearly to alert other users of the playground.

11) Hazards and the school environment

- All staff are required to identify possible safety hazards and should report their findings to the Business Manager.
- Minor repair requests should be noted in the Premises Manager's running maintenance log on the server.
- Defects in heating, lighting, ventilation etc are to be reported to the Business Manager who will consult the Head should urgent remedial action be required.
- Fire risks are dealt with specifically by the Fire Risk Policy.

12) Control of substances hazardous to health (COSHH)

- Only substances or materials, which have been assessed in accordance with the COSHH Regulations, may be used in school.
- All substances or materials must be used in accordance with the hazard data sheets obtained from approved educational suppliers.
- The catering & cleaning contractors are responsible for:
 - making assessments of all the materials used;
 - ensuring that their staff are made aware of any hazards and
 - ensuring that all reasonable safety precautions are taken by their staff.
- The Premises Manager is responsible for the assessment of all gardening and workshop substances and for making recommendations as to their safe use and storage.

13) Gas Safety

- The Business Manager is responsible for ensuring that gas appliances are serviced and maintained in good working order.
- Boilers are serviced annually by a competent external contractor.
- All gas appliances are serviced and repaired only by competent external contractors.

14) Legionnaires Disease

The school has implemented arrangements to prevent the growth of Legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*'.

These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor (Shelter Tech UK Ltd);
- appointment of the Business Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment;
- the maintenance of records of all applicable maintenance and testing which are held at the school together with a copy of the risk assessment and details of the competent person who conducted it and
- monitoring by the Business Manager to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Business Manager reports this immediately to the Head and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

15) Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to the work of the maintenance team.

Specific manual handling risk assessments are undertaken by the Business Manager to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects (e.g. trolleys and sack barrows) and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to the maintenance team and the Business Manager monitors to ensure that it is used.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities by circulating risk assessments. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

16) Noise

Where our employees are at risk from high levels of noise we arrange for a specialist to undertake an assessment of noise exposure. As a result of these assessments we have implemented risk control measures including ear protection, using noisy machines outside and not in confined spaces and the limiting of exposure times.

The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable.

For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request.

Hearing protection has been selected as a result of the noise assessment to ensure that it provides the level of noise attenuation required. Employees who wear it are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing hearing protection.

17) Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

PPE is checked regularly and replacements are available on request in between inspections.

18) Management of Asbestos

A Type 2 survey was carried out by Scopes Asbestos Analysis Services Ltd. on 18/02/2010. This identified some Asbestos Containing Materials (ACMs) which were removed by specialist contractors.

All Saints Church have provided a copy of the asbestos survey completed for the Ducklings Kindergarten premises, and that no ACMs were found.

The School will arrange for an asbestos refurbishment and demolition survey to be undertaken by a UKAS accredited surveyor prior to any refurbishment/demolition work being undertaken. An asbestos management plan is held by the Business Manager.

The condition of materials is reviewed through ongoing vigilance of our maintenance team and also formally, on a six monthly basis, by the Premises Manager.

The risk assessment and management plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb ACMs is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database.

We have ensured that our in-house maintenance staff have received asbestos awareness training and specific familiarisation with the ACMs in our building/s.

In the unlikely and unfortunate event that asbestos materials are accidentally disturbed, our emergency plan will be immediately implemented.

Our staff undertake work at other sites e.g. Methodist Hall & All Saints Church Hall. Where possible we obtain information in advance of the locations of ACMs and pass this information to these staff with relevant instruction on how to avoid any disturbance. Where a member of staff is to undertake work which will involve disturbing unknown materials or suspected ACMs, they are required to seek information from local management to check the location of ACMs. If in doubt, they are instructed to stop work and consult with the Business Manager. Our employees are not permitted to undertake any work which may damage or disturb asbestos.

19) Display Screen Equipment

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided to assist in the control of these hazards.

Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

Software is selected for its suitability for the task and ease of use. Users have access to IT support via the Network Manager.

Users are able and are encouraged to take regular breaks away from screen work.

Workstation assessments conducted by the Business Manager identify any particular improvements required to individual workstations and these are implemented by the Head. The outcome of assessments is shared with each 'user'.

Staff use mobile devices including laptops, tablets, smart phones etc. whilst on the move, they are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

Workstation assessments are reviewed annually and also whenever there has been a change to the workstation or the tasks undertaken.

Records of workstation assessments are retained for at least 5 years and master copies are retained by the Business Manager. As display screen assessments may contain health information, they are filed confidentially.

Eye and eyesight examinations are paid for by the school and provided by a local Opticians for those staff identified as DSE users and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated 'users' are provided with training in the hazards of display screen use, the precautions for safe working, include when working on the move, and the arrangements for

obtaining eye and eyesight testing. This training is provided when they first begin working with display screen equipment.

Employees are encouraged to promptly report any problems, including health concerns, to the Business Manager, who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Agency staff are provided with basic instruction on the adjustment of the chair to supplement the general safety training which they should have received from their employer.

20) Slips, Trips and Falls

We have reviewed all of our premises for slips, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a termly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition]. External step edges are highlighted with paint where necessary for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staff are encouraged to wear sensible footwear.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

21) Vibration

Maintenance staff only use machinery occasionally and for short periods of time and so the risk posed by hand-arm vibration is unlikely to be significant.

Nevertheless we have ensured that employees are aware of vibration hazards, symptoms to look out for and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products.

Vibration exposure will be reviewed where there are changes in the equipment used or work patterns.

22) Risk Assessment

- It is not only a legal requirement, but also this School's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.
- The Head, the Business Manager and any other members of staff so delegated, will carry out the assessments according to their competence, experience and agreement.
- Training needs will be identified.
- Specialists will be consulted on matters which are beyond the school's competence to assess.
- For details refer to St Helen's College Risk Assessment Policy and associated detailed assessments.

23) Driving

Our maintenance staff and some teachers drive regularly for work purposes.

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives school vehicles, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. If there is any doubt about the validity of a licence and its content we contact DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded.

School vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by the Business Manager.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days by as appropriate, providing overnight accommodation, arranging for driver sharing or using public transport. Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks and unplanned overnight stays where required.

Employees are required to inform their line manager if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Within our staff handbook, we set out our expectations for driver behavior which includes:

- an expectation that they will adhere to road traffic laws
- normal limits for working hours when the day involves driving
- the need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- not driving under the influence of alcohol or drugs (including prescription drugs)
- not using a hand held phone when driving
- only using hands free phones for brief essential conversations in slow moving traffic or when stopped at the side of the road.

Vehicle accidents are recorded and investigated in the same way as other work related incidents, and improvements made to our policy as necessary to avoid a recurrence.

24) Violence

See St. Helen's College Anti-Violence Policy.

25) New and Expectant Mothers at Work

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work e.g. lifting of heavy objects. As a result new or expectant mothers are given assistance to remove the need for these actions to be undertaken.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from an occupational health specialist. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy.

26) Children and Young People at Work

Where young people/children are involved in work experience we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which we do not allow young workers to carry out e.g. sole supervision of children, the use of dangerous machinery and work involving hazardous exposure to noise or vibration.

27) Disabled Persons Including Temporarily Disabled

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities.

We also develop a personal emergency evacuation plan (PEEP) to cover persons with mobility problems or other issues which would inhibit escape for situations such as an emergency evacuation.

Relevant risk assessments [and the PEEP] will be reviewed at frequencies which take account of any change in the person's health condition.

28) Work at Height

Whilst we aim to avoid work at height we have identified the following situations where our staff may be at risk of falling from a height: painting and decorating, changing light bulbs, accessing high shelving, inspecting roofs, accessing our attic store, mounting wall displays and installing equipment.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Activities which we have identified as acceptable for work from ladders or step ladders are changing light bulbs, accessing high shelving, inspecting roofs, accessing our attic store, mounting wall displays and installing equipment.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of podiums/ tower scaffolding erected by a PASMA trained person/ the use of cherry pickers by RTITB or IPAF qualified operators.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. All work at height equipment including kick stools, step ladders and ladders, are subject to formal annual inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided. Ladders and step ladders intended only for use by maintenance staff are securely stored and locked.

Window cleaning contractors are required to submit their risk assessment and method statement to demonstrate that the risks of falls from height are adequately controlled. Their work is monitored periodically to ensure that they are applying the safe methods of work submitted.

Our staff do not carry out work on our roof/s and where such work is required we employ competent contractors using appropriate safe systems of work and controlled under a permit to work.

Any other work at height required would be considered on a case by case basis with input from our Health and Safety Advisor.

29) Work Equipment

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment is subject to portable appliance testing by a trained in house tester. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out.

Defects are reported to line managers who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

Fixed machinery is inspected 6-monthly as well as by users and on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment.

30) Workplace Transport

Our premises include four staff car parks, two of which are used also for delivery vehicles. We have undertaken a risk assessment to cover these areas and identified the risk control measures required. Drivers are asked to take great care accessing/egressing the car parks, especially at drop off and pick up time, and deliveries are timed as far as possible to avoid these times.

All company vehicles are subject to a maintenance programme: the Business Manager makes these arrangements and also ensures that vehicles for use on the highway are licensed, insured and MOT'd where applicable. All maintenance records are kept by the Business Manager.

Defective vehicles are taken out of service whilst awaiting repair or replacement.

Safe methods of loading are exercised to ensure security of the load during transit and adherence with load limit rules.

31) Out of School Activities

All out of school activities will be in accordance with the Safety Policy, OEAP National guidance at: <https://oeapng.info/> and Health and Safety Executive Guidance Notes. For details refer to St Helen's College Educational Visits Policy.

32) Consultation with Employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The school adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the school may consult by way of the Health and Safety Committee or regular staff meetings if deemed appropriate.

33) Dissemination of information

- The Head will ensure that new employees are briefed about safety arrangements, in particular to ensure that they are given a copy of the school's Health and Safety policy and the opportunity to read it before starting work. This will be a routine part of the induction process for new staff. For further details refer to the St Helen's Induction Policy.
- Health and safety will be discussed at the staff meeting at the beginning of each academic year and thereafter as and when the need arises.
- The Senior Leadership Team will discuss health and safety on a regular basis, passing on information/instructions through head of subject/subject meetings.
- Urgent matters will be communicated to staff by email.

Monitoring

Consideration of Health, Safety and Welfare matters will form an item on the agenda of the Senior Management Team meetings, to discuss the implications of the annual risk assessment and health and safety review.

The School is monitored for Health & Safety by a number of external organisations (e.g. annual H&S review undertaken by Hettle Andrews, insurance surveys, ISI compliance inspections and EHO food hygiene inspections for the kitchens).

Monitoring accident/incident reports

- The Business Manager will report all accidents to pupils and staff to the Head and call attention to any, which indicate that any alterations to equipment, premises, routines or procedures are needed.

Critical Incident

Please refer to critical incident plan.

The Head will receive reports from the Business Manager on:

- complaints and hazard reports from staff and visitors;
- visits from HSE/ Fire Service Inspectors;
- DfES guidance or advice;
- guidance from HSE and
- staff training.

Where deficiencies are identified or action is necessary the Head will ensure that:

- action is allocated to individuals;
- time limits have been set and
- both immediate and long-term remedial action are identified in the case of hazards.

Signed

(Responsible Person)

Dated

Author(s)	SEC
Date	September 2018
Review Frequency	Annual
Next review	July 2019