

# Gatehouse School



## HEALTH & SAFETY

## POLICY

The covid 19 Health and Safety precautionary measures and risk assessment sets out changes to our main Health & Safety policy and must be read in conjunction with the Health & Safety policy and Public Health England Guidance and Government UK guidance.

## About Health and Safety

Health and safety aims to reduce injury and ill-health that arises out of work activities. Workplace injury and ill-health are mostly not the result of unusual or exceptional circumstances.

A comprehensive assessment of potential risks in all areas of the school and in all activities can prevent both injury and ill-health significantly. This is what the Health and Safety Policy at Gatehouse School sets out to achieve.

## About this policy

The academic and bursarial departments at Gatehouse School share the responsibility for implementing the Health and Safety Policy of the school specifically in relation to their particular department.

The issues concerned may differ between departments. This policy aims to address the whole range of issues that can arise.

The policy is a working document to help the Senior Leadership Team fulfil their responsibilities. The Bursar will be responsible for revising the policy from time to time and keeping it up to date

The policy contains procedures. It does not include risk assessments. These are filed separately.

### Who should read this policy?

This policy should be accessible to all staff at the school. As part of their induction training, all new staff should be shown how to access the manual either as a hard copy or preferably on the school computer network.

- All members of staff should read and note the Health & Safety Policy Statement and Section 2. Key Functions in Health & Safety Management, particularly in relation to their individual role.
- The Senior Leadership Team should read the whole policy and note issues of relevance.
- The Senior Leadership Team should identify relevant

# Gatehouse School

## HEALTH & SAFETY POLICY

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## **GATEHOUSE SCHOOL**

### **HEALTH & SAFETY POLICY STATEMENT**

Gatehouse School's policy is to provide, and maintain, safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such training & supervision as they need for this purpose. We also accept our responsibility for the Health & Safety of pupils, guests, visitors and contractors on the School's premises and for pupils, teachers and others when participating in off-site activities elsewhere. Our aim is to take all reasonable steps to create a safe environment for our pupils, staff and all others who visit Gatehouse School.

Gatehouse School is committed to achieving high standards; hence it follows that minimising risk to people and property is inseparable from all other school objectives. The school encourages the active participation of all staff in the achievement of our safety goals. We encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the school and the Works Committee which meets to consider Health & Safety issues on a weekly basis.

The allocation of duties to implement this policy is set out below:

- School Governors provide leadership by developing a culture within the school that incorporates health and safety into all activities.
- The Headteacher, Bursar and Health & Safety Coordinator ensure effective implementation of the policy by making arrangements for the involvement of staff at all levels in health and safety.
- The School's Health and Safety Consultant provides advice and guidance on policy and the effectiveness of School's procedures.
- The Headteacher and Bursar promote a responsible attitude towards health and safety by day-to-day management in accordance with the policy and provide a safe environment for all in their areas of responsibility. They also arrange induction training for new employees, maintain training records and ensure legal compliance with accident reporting procedures.
- The Senior Management Team and Support Staff monitor the ongoing effectiveness of facilities, equipment and systems, including emergency systems to ensure the safety of all at Gatehouse School.
- Staff, pupils, visitors and contractors are expected to take all reasonable care of themselves and for the health and safety of others at Gatehouse School and recognise that controlling health and safety risks is an essential part of everyone's daily life.

Our policy will be kept up-to-date and in line with changes in current legislation. To ensure this, the policy and the way in which it has operated will be reviewed regularly (see review box at the end of policy p39).

## 2. KEY FUNCTIONS IN HEALTH & SAFETY MANAGEMENT

### School Governors

- Ratify the health & safety policy.
- Monitor health & safety performance by receiving reports from the Health & Safety Coordinator.

### Bursar

- Appoint specialist health & safety consultant.
- To review health and safety audits and ensure that corrective action is implemented as necessary within agreed time frames.
- Annual review of health & safety policy.
- Attend weekly Works Committee meetings.
- Arrange annual inspections of water storage tanks
- Arrange annual service of gas boilers.
- Manage day-to-day health and safety matters in accordance with the school policy.
- Ensure the safety policy is understood and implemented by all staff.
- Check that any regular requirements and periodic inspections have been completed
- Arrange for portable appliance testing in accordance with the School's procedures.
- Ensure legal compliance with RIDDOR accident reporting procedures throughout the school.

### Health & Safety Coordinator

- Participate in the school Works Committee with specific responsibility for raising Health & Safety issues and ensuring action points are progressed.
- Review all accidents and near-miss incidents.
- Day-to-day management of curriculum based health & safety in accordance with this policy
- Ensure adequate site fire and emergency procedures are in place.
- Arrange for Senior Leadership Team to be informed and trained where necessary.
- Follow up on advice and guidance by the H&S Consultant (Universal Safety Management).
- Develop and assist in the implementation of the Health & Safety Policy / covid precaution measures.
- Conduct audits and inspections as requested.
- Respond to requests for information or for advice.
- Be responsible for ensuring Risk Assessments are completed in accordance with the separate Risk Assessment Policy; ensure risk assessments are filed and reviewed as necessary.
- Pass information received on health & safety matters to appropriate people.
- Help in accident or incident investigations where requested.

### Premises Manager

- Conduct weekly testing of fire alarm and emergency lighting systems

- Day-to-day management of health & safety relating to the school buildings, grounds and equipment.
- Arrange for premises staff to be informed and trained.
- Check procedures are followed in the department.
- Ensure all injuries and other accidents are reported and investigated.
- Provide general Health & Safety induction training for new premises employees.
- Manage COSH records and ensure compliance with all regulations
- Be responsible for the Asbestos Management Plan
- Be responsible for regular water temperature monitoring.
- Report health and safety problems to the Bursar.
- Arrange for the fire alarm systems and emergency lighting to be maintained
- Arrange annual inspection of fire extinguishers.

### **School Secretary**

- Sign in and out all visitors and records their presence in the building.
- Supervise Fire Drills and record evacuation times.

### **School Nurse**

- Be responsible for coordinating the School's First Aid provision
- Record all accidents within school hours. via COMPS
- Help in accident or incident investigations where requested.
- Participate in the school medical Committee.

### **Other non academic staff**

- Check work area is safe.
- Check equipment used is safe before use.
- Ensure protective equipment is used when needed.
- Bring problems to their line manager's attention.

### **Academic Staff**

#### **Headteacher**

- Act on directives from the Works Committee within an agreed time frame.
- Pass information received on health & safety matters to appropriate people.
- Bring to the attention of the Bursar any concerns relating to health and safety.
- Review health and safety issues with the Senior Leadership Team.
- Check health and safety procedures are being followed.
- Review accident and ill-health records and near-miss reports and take action as necessary.

#### **Teachers**

- Ensure the safety policy is understood and implemented by all pupils within the classroom and department.
- Conduct risk assessments before all practical work and ensure adequate control procedures are in place.
- Review risk assessments on completion of practical work and inform Senior Leadership Team of any hazards not adequately controlled.
- Carry out visual safety checks of classroom/work areas and equipment before use.
- Participate in Health & Safety inspections as required.
- Conduct risk assessments for all Educational Visits and review these following each Educational Visit to ensure lessons learned are applied to future excursions.
- Assist in accident investigation.
- Report any health and safety issues and areas of concern to the H&S Coordinator or Bursar.

## **All Employees**

- In addition to the specific responsibilities detailed earlier in this section all employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions.
- Wear and use all Personal Protective Equipment and safety devices that are provided by the School for their protection
- Observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed
- Must report all accidents, incidents and damage to their immediate supervisor.

## **2.1 WORKS COMMITTEE**

### **2.1.1 Overall aims**

To act as a focus for Health & Safety issues in the school and to ensure that all members of the school receive sufficient information and encouragement to maintain high standards of Health & Safety.

### **2.1.2 Terms of Reference**

- To monitor the school's overall Health and Safety Policy.
- To review all accidents and incidents with particular emphasis on action to avoid recurrence.
- To monitor accident statistics within the school looking for trends.
- To consider staff health and safety training needs.
- To promote health and safety awareness in the school and examine ways of achieving this.

### **2.1.3 Composition of Committee**

It is important that the committee contains a 'mix' of people covering a spread of department interests. Above all, members should be 'enthusiasts' for health and safety and at all times set a good example to others. The committee shall comprise, but not be restricted to:

- The Headteacher
- The Bursar
- The Deputy Bursar
- The Deputy Head

- The Health & Safety Coordinator
- The Premises Manager
- The Head of Games

#### **2.1.4 Frequency of meetings**

The committee will usually meet weekly during term times. Minutes will be taken and recorded.



## 3. HEALTH & SAFETY RISK ASSESSMENT

### 3.1 Risk Assessment Policy

The School has a separate Risk Assessment Policy which should be referred to. This can be accessed from the Policies Folder on "Teachers Area" of the school IT network.

A copy of the Risk Assessment Policy is included in Appendix B of this policy.

### 3.2 Objectives

The objectives set out in the Risk Assessment Policy are:

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by school activities have received suitable information on what to do.

That risk assessments are recorded and reviewed when appropriate

### 3.3 Specific Risk Assessments

Specific Risk Assessments are carried out by external contractors, on behalf of the School, periodically:

**Fire Risk Assessment** – annually – by Universal Safety Management

**Water Hygiene and Systems** – every two years – by Water Monitoring Ltd.

**Asbestos Management** – every 5 years or as required – by Redhills Analysts Ltd.

**Whole School Risk Assessment** - every two years – by Universal Safety Management

## 4. ACCIDENT REPORTING PROCEDURES

### 4.1 Definition

- An accident is any unplanned event that results in injury or ill-health of people, damage or loss of property, products, materials or the environment or a loss of business opportunity.
- Accident reporting is a formal written procedure, which must follow every accident.

### 4.2 Accident Reporting

- All accidents, no matter how minor must be recorded on CPOMS  
It is not necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries.
- In the event of death, a specified major injury or a dangerous occurrence (refer 3. below) the Bursar and Head must be notified immediately.
- In the case of minor injuries, property damage or near-miss incidents, it is the responsibility of each employee to complete an accident report via CPOMS if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than Gatehouse School staff, the School Nurse is responsible for completing the accident report within school working hours. If an injury or incident occurs during an after school club activity or in After School Club (ASC), then it is the adult responsible for that club to record the accident via CPOMS.

### 4.3 Legal Obligations

Reporting accidents and ill-health at work is a legal requirement. We have legal obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the subsequent Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2013 – collectively known as “RIDDOR”.

RIDDOR requires the reporting of work related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Further information and advice about RIDDOR reporting requirements can be found in the HSE Information Sheet EDIS1:

“Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)”

A copy of this document is included in Appendix B of this policy.

RIDDOR reports can, in most cases be filed online at: <http://www.hse.gov.uk/riddor/report.htm>

Fatal injuries and “specified injuries” should be reported by telephoning the

**HSE Incident Contact Centre: 0345 300 9923** (open Mon-Fri 8.30am to 5pm).

The list of “specified injuries” includes:

- > fractures, other than to fingers, thumbs and toes
- > amputations
- > any injury likely to lead to permanent loss of sight or reduction in sight
- > any crush injury to the head or torso causing damage to the brain or internal organs
- > serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- > any scalping requiring hospital treatment
- > any loss of consciousness caused by a head injury or asphyxia
- > any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### 4.4 Person responsible

It is the responsibility of the Bursar to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within ten (10) days of the injury or dangerous occurrence. The Head should be notified immediately of all major accidents.

#### **4.5 Accident Records**

From January 2004, the accident records must be compliant with the Data Protection legislation. This ensures that personal details of those injured are protected. Accident records are stored in line with our Data Protection Policy.

## **5. SAFETY TRAINING, INDUCTION & EMPLOYEE INFORMATION**

### **5.1 Legal Requirements**

Training is a legal requirement in many of the Health and Safety Regulations. Under Section 2 (c) of the Health and Safety at Work etc. Act 1974; there is a legal obligation for all employees to be: -

- Trained and provided with information, instruction and supervision.
- To ensure their health and safety so far as is reasonably practicable.

### **5.2 Responsibility**

It is the responsibility of all levels of management under the guidance of the Head and the Bursar to ensure that all employees receive safety training.

**Academic & Support Staff Department Heads** are responsible for induction training in all aspects of safety, which must be done on the first day of employment, and for the regular instruction of all employees under their control.

### **5.3 Health & Safety**

The **Bursar** is responsible for arranging specific courses to ensure health & safety training needs throughout the school are met. These will include: -

- First Aid and Emergency Aid.
- Health & Safety Qualifications.
- Fire Safety.
- COSHH.
- Manual Handling.
- Display Screen Assessment.

### **5.4 Induction training**

Induction training for all employees should include:

- How to report Health & Safety concerns
- Fire evacuation procedures
- Where to read the school's Health & Safety Policy
- Any relevant C.O.S.H.H. or other job related safety information.
- Who to go to if First Aid is required.

### **5.5 Training Records**

Proper training records must be produced and maintained for each member of staff and must contain records of induction, refresher and other training and must be available for examination when required.

### **5.6 On-going Training**

Training is an important element in ensuring health and safety at the School and will be conducted on a regular basis. In addition to induction training, The Senior Leadership Team will be expected to arrange on-the-job training on an as needed basis.

## **5.7 Training Objectives**

### **5.7.1 First Aid**

The HSE Guidance Document INDG214: "First Aid at Work – Your Questions Answered" provides advice and self assessment criteria regarding the number of first aiders and the training level required. A copy of this document can be found in Appendix B of this policy.

At Gatehouse School it is our policy to have at least two members of staff trained in Emergency First Aid at Work. There is also a requirement with the "Statutory Framework for the Early Years Foundation Stage" for us to have sufficient members of staff trained in Paediatric First Aid to ensure that at least one person who has a current paediatric first aid certificate is on the premises and available at all times when children are present, and must accompany children on outings.

### **5.7.2 COSHH Training**

- The Premises Manager be trained on COSHH assessment.
- ALL USERS of hazardous substances to receive training in the safe use of particular hazardous substances used and emergency procedures.

### **5.7.3 Manual Handling**

- The Premises Manager to be trained on Manual Handling assessment.
- ALL those involved in manual handling, where a risk remains despite the implementation of other control procedures, should receive manual handling training.

## 6. FIRE & EMERGENCY PROCEDURES

### 6.1 Introduction

- The **Bursar and Premises Manager** are responsible for ensuring that adequate fire and emergency procedures are in place.
- The **Bursar** is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.
- **All staff and pupils** have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school's contractors in the event of a fire or other emergency.

### 6.2 General Fire Precautions

The Regulatory Reform (Fire Safety) Order 2005 requires employers to formally assess the risk of fire to their employees at work as part of the general risk assessment required by the Regulations.

The above legislation requires employers to provide:

- Means of detecting fire and giving warning
- Means of escape
- Means of fire fighting
- The training of staff in fire fighting.

### 6.3 The School's Responsibilities

- An audible fire alarm system must be installed and must be capable of being heard in all areas of the school.
- All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.
- All fire alarm systems must be checked by operation at least once every 3 months. All false alarms must be investigated and the incident recorded.
- All areas of escape must be clearly marked and those exits kept free from all obstruction. No Fire Exits will be locked other than by crash bars and bolts or other similar approved devices.
- Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the accommodation and an Emergency Lighting System must automatically operate during evacuation if the main lighting system fails.
- Portable fire extinguishers of the correct type must be provided throughout all the school buildings. They should only be used in an emergency by those staff that have received training in the practical use of fire extinguishers.
- All equipment/apparatus provided to extinguish fires must be overhauled at least annually. It must be replenished immediately if partially or totally discharged whether by accident or design.
- A comprehensive Emergency Evacuation Procedure must be devised and occupants must carry out regular drills to ensure familiarity i.e. once each term. Copies of the Procedure must be conspicuously posted on Notice Boards.
- The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school.

### 6.4 Responsibilities of the Senior Leadership Team

- To ensure that all staff are aware of their responsibilities in the event that the school needs to be evacuated.
- Review the findings of the Fire Risk Assessment and take action where appropriate in accordance with recommendations made.
- Ensure all pupils, visitors, staff and temporary staff must be shown where the fire exits are situated.
- Report any faults with fire safety equipment to the Premises Manager immediately.
- Encourage staff to be vigilant in ensuring exit routes are kept free of obstructions.

### **6.5 Practical Fire Safety and Prevention for All Staff**

- All fire exit routes and fire doors must be kept free of obstructions at all times.
- Fire doors must be kept shut at all times and not held open by any means other than where Dorgard units are installed.
- Fire extinguishers and fire blankets must be stored on the correct wall bracket or fire station and not moved to other locations or employed for other purposes, e.g. door stop. They must be at readily accessible heights and conspicuously marked with an unobstructed sign at high level. Fire extinguishers must only be used by those staff who have received training in their practical use.
- Good housekeeping and tidy storage of all materials and waste will reduce the risk of a fire.
- Report any faults on electrical or gas equipment and cease the use of it if there is an obvious or real risk of a fire.

### **6.6 Fire Training**

General Staff training in fire evacuation procedure must include:

- Safe evacuation of pupils from the premises is the priority for all staff
- Keep calm, quiet and do not panic.
- Operate the nearest fire alarm point.
- If possible, turn off the gas or electric supply to all equipment
- Close doors and windows if practicable.
- Do not attempt to extinguish or smother the fire unless it is safe to do so.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated Assembly Point.
- The Senior person at the incident will take responsibility for reporting any missing staff to the Fire Brigade as soon as they arrive.

Only staff who have received fire training, including practical use of fire fighting equipment, must attempt to extinguish any small fire and then the following applies:

- Personal safety is paramount and no risks must be taken.
- If the fire gets larger, cease any attempts to extinguish it and leave the premises.
- Attempt to extinguish or smother the fire by using only the correct extinguisher or fire blanket. If in any doubt at all, do not attempt to tackle the fire.

All staff should undergo an approved fire-fighting course, which would include practical use of fire extinguishers.

## **6.7 Fire Evacuation Procedure**

Gatehouse School publishes a separate Fire Evacuation Procedure which should be followed at all times. Staff should be aware of this procedure.

A copy of the Fire Evacuation Procedure can be found in Appendix B

## **7. OUT OF SCHOOL VISITS** - Not currently proceeding with this due to covid.

Pupils are encouraged to enjoy a wide range of extra-curricular activities at Gatehouse School. A number of these will be conducted offsite and range from day/evening visits locally to trips abroad.

We take note of the HSE Guidance Document:  
"School Trips and Outdoor Learning Activities"  
a copy of which is included in Appendix B of this policy

### **Parental Consent**

Parents will be made aware of the likely risks and their management so that consent can be given or refused on an informed basis. Parental consent will be required for all such activities.

- Overseas trips, trips involving an overnight stay and hazardous activities will require specific consent. Parents will be given full information on the trip / nature of the hazardous activity.

### **Visit approval**

All off-site activities require approval from the Head.

For every educational visit there will be a Group Leader who manages the whole visit and approval will be conditional upon a satisfactory risk assessment and emergency arrangements. Any visit near water additionally requires an alternative plan B to be implemented in inclement weather conditions.

### **Competence**

The Head should set the standards of competence required for each type of visit and approve the assignment of competent staff.

### **Educational Visits Policy**

A separate policy exists which details all the procedures to be followed in respect of planning and participation in Educational Visits.

### **Review**

The Educational Visits Policy and any procedures should be regularly reviewed and informed by good practice.



## **8. HAZARDOUS SUBSTANCES**

### **8.1 COSHH ASSESSMENT**

#### **1. Definitions**

- Substances that are 'hazardous to health' include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) under other statutory requirements, agricultural pesticides and other chemicals and substances with occupational exposure limits. They also include harmful micro-organisms and substantial quantities of dust and indeed any material, mixture or compound used at work, or arising from work activities, which can harm people's health.

#### **8.2 Assessment**

- An assessment is required to identify all hazardous substances, which are used at each location. All cleaning products and other potentially hazardous products are listed on the following page and all hazardous products have been identified.
- All chemicals are purchased from approved suppliers and no other hazardous substances can be used under any circumstances.
- We have endeavoured to find the least hazardous chemical for each specific task - and we will substitute less hazardous chemicals if and when these become available. We rely to a large extent on the manufacturers and suppliers of these products to keep us abreast of new developments.
- The safety data sheets, which are easily accessible at all times, detail specific information about each of these substances. Our policy is to update this information whenever our suppliers provide new information, or whenever a new product is purchased.

#### **8.3 Staff Information**

- All staff who use these chemicals have been informed about the hazards - and know where to find information about each product should this ever be required. Staff training is conducted by the suppliers of these products on an annual basis.

#### **8.4 Personal Protective Equipment (PPE)**

- PPE (e.g. gloves) will be available for staff. All PPE will be kept in good condition and replaced as necessary.
- Hands should always be washed after using chemicals.
- Any cuts should be properly covered with a blue waterproof plaster, and then rubber gloves worn, before handling any chemical.

#### **8.5 Supervision**

- Department Heads must supervise staff especially those who have only recently been trained to ensure:
  - They are using chemicals in the correct way
  - PPE is worn where appropriate

#### **8.6 Pesticide Use**

- All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

#### **8.7 Science Teaching**

The Association for Science Education (ASE), publishes a handbook resource specifically for primary schools named "Be Safe". Gatehouse School staff are expected to follow the guidance in this publication a copy of which is available from the School's Science Coordinator.

The school's Science Coordinator, in conjunction with the Health & Safety Coordinator, will be responsible for ensuring that safe practices are adopted throughout the school in all practical aspects of the science curriculum.

## 9. MANAGEMENT OF ASBESTOS

### 9.1 Introduction

- Asbestos is no longer manufactured in the UK and is not used in new building materials. However, it has been used extensively in the past for many purposes and may be present in areas such as floor and ceiling tiles, cement cladding, gutters and pipe lagging. The risk from asbestos comes from inhaling its fibres, which can cause cancer in the chest lining and lungs. If asbestos fibres do not become airborne, e.g. if the asbestos is in good condition and not disturbed, exposure does not occur. People in the building and maintenance trades can be inadvertently exposed when working in buildings. This can lead to repeated exposure, which may be high depending on the tools being used.

### 9.2 Identification

- An inspection or survey of the premises has been carried out by a specialist contractor to establish if there is asbestos, how much and in what condition. All materials that cannot be ruled out will be presumed to contain asbestos. This inspection will be reviewed or repeated at intervals of not less than 5 years or after significant building work or alterations have been carried out.
- Materials may be sampled to establish whether asbestos is present.

### 9.3 Asbestos Register

- A detailed and accurate record of the findings will be made including, whether asbestos containing materials are present, where they are located, what condition they are in and what type of asbestos is there (if known).
- The Bursar will hold the Register.

### 9.4 Risk Assessment

- Where asbestos is present or liable to be present a risk assessment will be carried out to produce a ranking of materials that reflects the risk they present to people working on or near them.
- A standardised assessment approach based on that suggested by HSE in MDHS100 will be used.
- The assessment will consider the **hazards** the materials present to human health in terms of their likelihood of releasing fibres into the environments. The potential for fibre release can be determined by these factors (material assessment)
  - Type of material and properties (friability)
  - Type of asbestos used
  - Condition of material or sealant
- The **risk** they present to people working on or near them can be determined by considered these factors
  - Occupant activity
  - Likelihood of disturbance
  - Human potential exposure
  - Maintenance activity

### 9.5 Management Plan

- The **Bursar** will coordinate with relevant contractor to prepare and implement a plan setting out how the risks from any asbestos found will be managed based on the following.

<b>Good condition</b>
<ul style="list-style-type: none"> <li>• Monitor condition yearly</li> <li>• Employees, contractors, and other workers likely to disturb material informed</li> </ul>
<b>Minor damage</b>
<ul style="list-style-type: none"> <li>• Repair or encapsulate material</li> <li>• Label and monitor the condition of material 6 monthly</li> <li>• Employees, contractors, and other workers likely to disturb material informed</li> </ul>
<b>Poor condition</b>
<ul style="list-style-type: none"> <li>• Remove</li> </ul>
<b>Asbestos disturbed</b>
<ul style="list-style-type: none"> <li>• Remove</li> </ul>

- If the assessment indicates that any repair or removal work needs to be done this will be prioritised and carried out by a specialist/licensed contractor.
- Where asbestos-containing material is in a sound condition it will be left in place and labelled as such.
- If asbestos or anything suspected of containing asbestos is found during work in any area where asbestos has not been previously identified, work **MUST STOP**. The area will be protected from further damage and a specialist contractor consulted to sample the material and further actions determined on the result of analysis.
- Checks will be carried out to ensure that the material remains in a safe condition at a frequency dependant on the likelihood of damage (to be determined for each situation – each term or yearly) and that signs are still present, clear and readable. Records to be kept with the Register.
- Our policy is to review management options in cases of deterioration.

## 9.6 Information

- Information about the location and condition of asbestos containing materials will be provided to employees, building maintenance contractors, and other visiting contractors including telephone/computer engineers. Where applicable they will be told that there are potential risks to their health if they disturb it and of the possibility of coming across hidden asbestos materials.
- Contractors are not permitted to start work before they are given the relevant information on any asbestos present and are issued with a permit to work.

# 10. WORK EQUIPMENT

## 10.1 Definition

Workplace equipment is defined as ‘any machinery, appliance, tool or installation for use at work. This includes items such as hand tools, ladders, woodworking machines, power presses and fall arrest equipment.

## 10.2 Legislation

The two principal sets of regulations covering the safe use of work equipment are the “Provision and Use of Work Equipment Regulations 1998” (PUWER) and the “Lifting Operations and Lifting Equipment Regulations 1998” (LOLER).

- PUWER requires employers to select work equipment suitable for the work it is supposed to do and ensure it is used according to the manufacturer’s instructions.
- The regulations also require employers to inspect work equipment where significant safety risks could result from incorrect installation or relocation, deterioration, or as a result of exceptional circumstances.
- In addition, PUWER requires employers to assess all mobile work equipment that is used at a workplace and install appropriate safety devices, such as adequate braking devices, to enable mobile equipment to brake properly on gradients, or protective cages to protect operators in the event of mobile equipment rolling over.
- LOLER applies over and above the general requirements of PUWER in dealing with specific hazards and risks associated with lifting equipment and lifting operations.

## 10.3 Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving the use of work equipment.

## 10.4 Training and Instruction

It is the responsibility of the school to ensure that work equipment is operated in a safe and correct manner. Managers, supervisors and operators must receive adequate training and instruction on the safe use of work equipment and how to report any defects.

Training will include:

- All health and safety aspects arising from the use of work equipment;
- Any limitations on these uses;
- Any foreseeable difficulties that could arise
- The methods for dealing with them.

In addition to the above, for certain types of machine, specific training requirements exist and guidelines are available. These will be covered in detail in the specific risk assessments.

Training will be provided if there is a change in the working procedures or if any new technology or equipment is introduced into the workplace.

### **Employee responsibility**

Employees, especially machinery operators have a legal responsibility to ensure that work equipment is used in as safe a manner as possible. Machinery operators will be reminded of their responsibility as part of their training.

## 10.5 Lighting

Another essential requirement in ensuring the safe operation of work equipment is the provision of adequate lighting. The school is responsible for ensuring that lighting in the workplace will be sufficient to:

- Allow people to notice hazards and risks
- Be suitable for the environment and type of work;
  
- Allow people to see properly and discriminate between colours;
- Not cause glare, flicker or stroboscopic effects;
- Not result in excessive differences in luminance within an area or between adjacent areas
- Be suitably positioned so that it can be maintained or replaced, and disposed of safely.

### **Emergency lighting**

In addition, employers are required to provide suitable and sufficient emergency lighting where a failure in the artificial lighting would put employees at risk. Emergency lighting must also be tested and checked at regular intervals to ensure it works properly – the more hazardous the environment, the more frequently it needs to be checked.

## **10.6 Ventilation**

Good ventilation is also important for a safe and healthy workplace. The school is responsible for ensuring that workplaces are properly ventilated by an appropriate quantity of fresh or purified air so that stale, hot or humid air is replaced at a reasonable rate and that unpleasant smells are minimised.

Where mechanical ventilation systems are installed, these will be regularly tested, cleaned and maintained so that the system remains free of contamination and continues to work efficiently. However, in all cases, workers should not be exposed to uncomfortable draughts – and this applies whether air is supplied through a window opening or by an air conditioning system. This means that the direction of airflow has to be controlled where mechanical systems are used.

# 11 WORKING AT HEIGHT

## 11.1 Definition

The HSE defines work at height as work in any place – including at, above or below ground level – where a person could fall a distance liable to cause them personal injury.

In practical terms this covers a wide range of activities, such as:

- Using a ladder to carry out window cleaning, maintenance and other tasks;
- Working on a flat roof, scaffold or from a mobile elevated work platform;
- Working on the back of a lorry or climbing fixed structures to perform maintenance activities
- Working at ground level close to an excavation area that someone could fall into.

## 11.2 Legislation

The “Work at Height Regulations 2005” (WAHR) came into force on April 6, 2005. The overriding principle of these regulations requires employers to do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. The school must ensure that:

- Work at height is avoided where possible;
- Work equipment or other measures are used to prevent falls when working at height.
- Where the risk of fall cannot be eliminated, work equipment or other measures are used to prevent accidents.

The Regulations require the school to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected; the risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

## 11.3 Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving work at height.

## 11.4 Training and Instruction

It is the responsibility of the school to ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

## **12. MAINTENANCE**

### **12.1 BUILDINGS & EQUIPMENT**

- All buildings and equipment will be kept in good repair and condition and service contracts will be maintained for all major items.
- Work equipment must be maintained so that it continues to operate correctly and does not put people at risk.
- Maintenance activities will only be carried out by competent individuals who are trained to do the work and will be carried out in accordance with any manufacturer's recommendation relating to the equipment.
- Copies of all service contracts will be kept and all service visits under these contracts will be recorded.
- Any defects to equipment noted by users should be notified to the Premises Manager
- If a risk of injury exists, use of the equipment must stop.
- It is the responsibility of the individual to ensure classrooms etc. are secured when left i.e. windows shut, lights off.
- Corrective action taken in relation to any defect notified by user, service engineer or as a result of periodic inspection should be recorded. The Premises Manager should take action to stop use if deemed necessary by a competent person following an inspection.

### **12.2 ELECTRICITY AT WORK**

#### **12.2.1 Legislation**

The "Electrical Equipment (Safety) Regulations 1994" require that electrical equipment must be safe for humans and domestic animals, but also must not cause damage to property. Electrical equipment that satisfies the requirements of the 1994 Regulations must have the "CE marking" affixed to it. The Electrical Equipment (Safety) Regulations 1994 were revoked on 8 December 2016, but continue to apply to relevant products placed on the market prior to this date.

Electrical safety in workplaces is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under the HSW Act. The Electricity at Work Regulations 1989 establishes general principles of electrical safety. The Regulations not only require employers to prevent electric shock, but also have regard to all foreseeable risks. These should include the suitability, design, construction and installation of electrical equipment for specific tasks.

#### **12.2.2 Actions to comply**

The School will take all necessary steps to comply with the above Regulations. The School recognises that they have to introduce a formalised system of maintenance for all electrical systems.

- The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- The School will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises, the School will write to the pupil's parents to the effect that the School expects all equipment to be to a high standard of manufacture and maintenance.



- Portable Appliance Testing is carried out annually by a suitably experienced external contractor under the supervision of the Premises Manager.

### 12.3 GAS SAFETY

The gas supply only services the heating system boilers. The gas boilers are maintained in accordance with the manufacturers specification and are serviced annually. Only “Gas Safe” registered contractors are allowed to service the boilers or work on the gas supply.

The gas supply can be isolated from outside of the main building.

### 12.4 KITCHEN AND CATERING

Catering at Gatehouse School is under Holroyd Howe who takes care of every aspect of our catering. They are professionals in the field of school catering and are highly regarded.

They state: “It’s our Health and Safety policy of Holroyd Howe in partnership with our clients to promote, so far as is reasonably practicable, the health, safety, and welfare of our employees and people who are not our employees, but who may be affected by our work activities, including contractors, customers, and visitors.”

We recognise its responsibility for the safety of its pupils and staff and the need for awareness of the risk to individuals who may suffer from allergies or intolerances, particularly those that carry a life threatening reaction. The School recognises that we have staff as well as pupils on our roll who suffer from an identified allergy; most commonly these include peanut, tree nut, milk, egg, soy, wheat, fish and shellfish. Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of our staff to gain an understanding of the individual needs of the pupils in their care.

We seek to raise awareness; clarify practice and reassure staff by providing them with guidelines to adhere to when working with pupils who have an identified allergy.

We aim to identify the potential threats and the actions which the School and parents can reasonably take to prevent the presence of foodstuffs containing allergens in the School. We identify safeguarding and training requirements amongst staff and pupils in order to reduce, as far as possible, the risk of an allergic reaction.

Potential Risks:

- Any food on the School premises provided by ourselves or from outside.
- Food brought into school for food projects.
- Contact between persons who have handled foodstuffs known to present a risk of an allergic reaction (in or outside school) and allergy sufferers, without appropriate handwashing.
- Catering for our events.
- Misinterpretation or a lack of understanding of the differences between a life threatening ‘allergy’ or an ‘intolerance’ which may produce milder symptoms.
- Lists of ingredients not explicitly naming the allergen (e.g. casein and whey as milk derivative, arachis oil is another name for peanut oil).

All areas deemed unsafe for the children are behind closed and locked doors.

Food is checked for suitable temperature.

Holroyd Howe has an excellent rate of cleanliness and hygiene; all staff are **highly trained**.

## 13. LEGIONELLA CONTROL & WATER HYGIENE

### 13.1 Introduction

- Legionnaires’ disease is a potentially fatal type of pneumonia contracted by inhaling tiny airborne droplets containing legionella bacteria. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, spa baths/whirlpools and fountains and water features.
- Water systems must be operated so as not to allow proliferation of the organisms and to reduce exposure to water droplets and aerosol.
- The Approved Code of Practice and guidance, L8 “Legionnaires’ disease – The Control of legionella bacteria in water systems” gives practical advice on the requirements to meet regulations such as

### **13.2 Identification and risk assessment**

A specialist external contractor will be appointed to carry out a Risk Assessment.

### **13.3 Monitoring of precautions**

The contractor will carry out testing of water samples on a periodic basis as identified in the risk assessment. The Risk Assessment will also identify regular maintenance and testing which will be carried out by the school's staff on a regular basis.

Any maintenance issues or shortcomings with equipment or pipe work identified in the risk assessment will be rectified. The Bursar and the Premises Manager will be responsible for ensuring these tasks are completed within a reasonable time scale.

# 14. MANUAL HANDLING

## 14.1 Introduction

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling.

Our aim is to reduce the risk of injury to Gatehouse School staff and pupils. Before any manual handling task, the following points should be considered:-

1. Assess the weight of the load.
2. Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
3. If not, do you need help moving the load?
4. If more than one person is involved, you must work as a team with one person supervising.

You can reduce the risks of injury: -

- Store loads at waist height
- Use good handling technique (see training notes)
- Use task rotation
- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

## 14.2 Assessment

Where the risk assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Regulations should be followed.

The Regulations establish a clear hierarchy of measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

A formal assessment is not required for tasks that do not involve a significant risk of injury.

## 14.3 Guidance On Manual Handling Operations

The normal operation of a school will involve a degree of manual handling of items, the majority of which will be of insufficient weight to need further assessment.

The following guidance should be considered to see if the task could be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

### 14.3.1 Working Environment

- Floor surfaces are flat and firm without changes in level
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

### 14.3.2 Physical Capability

- Staff are physically fit **with no history of injuries or health problems** that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant

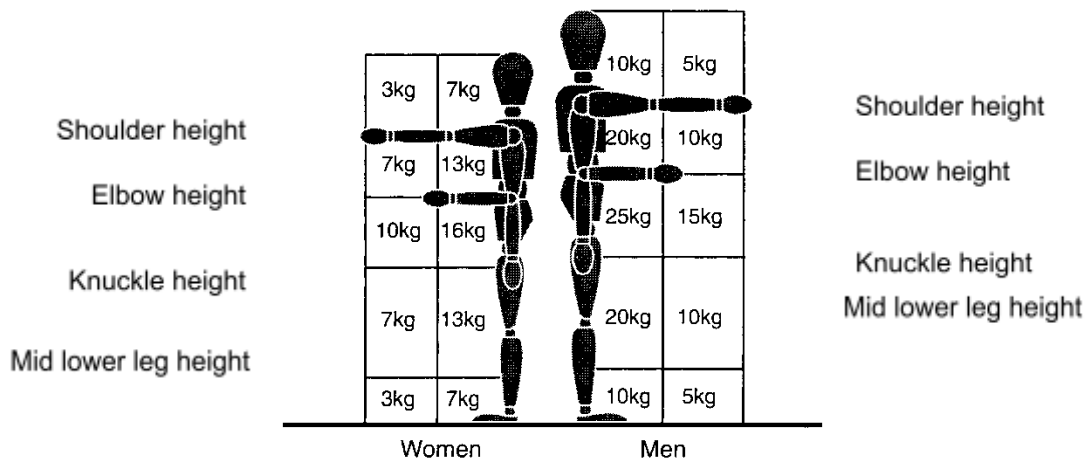
### 14.3.3 Procedures

- All staff should follow the advice given in this policy with regards to manual handling, lifting techniques and use of equipment

The following diagrams show the official advisory weights that can be lifted or lowered safely for 95% of working people. If the load passes through one or more of the different weight zones, the smallest weight zone must be used.

There is no need for further assessment if the following guidance is complied with:

### General Risk Assessment Guidelines



If the manual handling operation involves holding or lifting the load at arm's length, the maximum weight that can be lifted must be halved e.g. 20kg down to 10kg.

If the manual handling operation involves turning with the load, the maximum weight that can be lifted must be reduced by 20%, e.g. 20kg down to 16kg.

If the manual handling operation involves teamwork of two people then the weight that can be safely carried is two thirds of their combined total, e.g. 2 x 20 = 40kg down to 26kg.

## 14.4 Training

Appropriate training will be provided to all staff regarding the safe procedures for lifting and manual handling.

# 15. CONTROL OF CONTRACTORS

## 15.1 Introduction

It is important that the activities of contractors on site are properly co-ordinated. Many accidents involve contractors and it is essential to consider how their work may affect each other and how they interact with Gatehouse School's activities. There is a need for communication and close co-operation to make sure that all risks associated with the work are covered and all parties meet their obligations.

## 15.2 Application

- 'Internal contractor' – long-term 'permanent' contractor
- 'External contractor' - other than those above.

This procedure only applies to those carrying out work on the building or equipment.

## 15.3 Gatehouse School will: -

- Plan work involving contractors.
- Assess the competence of contractors before selection.
- Work with them at any stage when they are on site.
- Monitor and review work carried out by contractors.

## 15.4 Responsibility

- The Bursar and Premises Manager will be responsible for the operation of this procedure as it relates to building and maintenance works and any cleaning contractors.

## 15.5 Selection

- The competence of contractors will be checked to make sure proper provision has been made for controlling risks.

## 15.6 Planning

- A Specific Permit-to-work procedure will operate for more hazardous activities i.e. Hot Work

## 15.7 Working on site

- A manual signing-in and out records what contractors are on site at any given time.
- Contractors must sign-in and out at Reception and collect a red Visitor lanyard.
- Contractors will be assigned a site contact where General Access Permits have been issued and additionally a 'responsible person' in the case of specific permits to Work.
- Contractors will abide by Gatehouse School rules and regulations.

## 15.8 Keeping a check

- The Bursar and/or Premises Manager will keep track of progress until the job finishes. This responsibility may be delegated this to another site contact but the Bursar or Premises Manager will retain responsibility. For longer jobs the contractor will make contact with the site contact each day to communicate any health and safety issues that arise.

## **16. FIRST AID**

### **16.1 Definition**

First Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

### **16.2 Legislation**

Employers must inform employees of the first aid provisions, and nominate someone who will be responsible for first aid treatment within the school. The 'nominated person' should also take charge of the situation (e.g. call an ambulance) if a serious injury or major illness occurs.

### **16.3 Nominated Person**

At the school the 'nominated person' is the School Nurse.

### **16.4 First Aid Boxes**

The School Nurse is responsible for the upkeep of first aid boxes and for ensuring that staff know where the first aid boxes are located.

First aid boxes must be located where all staff have access – not locked in an office or cabinet.

### **16.4 First Aid Policy**

The school has a separate First Aid Policy which details all specific and non-specific procedures to be followed. It also includes a schedule of all first aid trained staff. Please refer to the school's First Aid Policy.

## **17. YOUNG PEOPLE AT WORK**

An assessment has been conducted to determine whether there are any special risks attached to young people working at Gatehouse School.

The assessment has been based on advice provided by the Health and Safety Executive (HSE) in their publication "Young People at Work – a guide for employers". -

The main risks that could affect young people largely relate to their inexperience, lack of awareness of existing or potential risk, and their immaturity.

As we do not employ people below the age of 18 years, the health & safety implications relating to young people are adequately addressed by our normal health & safety management procedures. Should this policy change, we will review our assessment.

## 18. NEW AND EXPECTANT MOTHERS

### 18.1 Responsibilities

The Management of Health and Safety at Work [Amendment] Regulations 1994 require employers to carry out an assessment of the risks to the Health and Safety of new and expectant mothers from any processes, working conditions or physical, biological or chemical agents to which they are exposed whilst at work

- A new or expectant mother means an employee who is pregnant, who has given birth within the previous six months or who is breastfeeding [no time limit].
- The School is not required to take any action until the employee has notified them in writing that she is pregnant, has given birth within the previous six months or is breastfeeding.
- Pregnancy should not be equated to ill-health but should be regarded as part of normal life and the Health and Safety implications for the employee can be adequately addressed by normal Health and Safety procedures.
- Employees should be informed of identified risks and what action is being taken to ensure they are not exposed to risks that could cause them harm.
- Where risks are identified and cannot be removed, the risk should be controlled. If there is still a significant risk giving rise to genuine concern, the school should take the following sequential action:
  - a. Temporarily adjust the employee's working conditions and/or hours of work. If it is unreasonable to do this or it does not avoid the risk then:
  - b. Offer suitable alternative work if any is available. If this is not feasible then:
  - c. Suspend her from work for as long as is necessary to protect her safety or health or that of her child. The decision to take this step must be referred to Head or Bursar as the employee would be on paid leave.

### 18.2 Risk Assessment:

- The main hazards to which the employee is exposed in Gatehouse School are manual handling, extremes of temperature, movement and posture, working with VDUs and general safety matters relating to the premises, e.g. slippery floors.
- Risk assessments for the above hazards have been carried out but day-to-day management of risk can only be undertaken at the workplace and responsibility for ensuring controls are implemented rests with the Head or other member of the Senior Leadership Team nominated by the Head..
- The risk assessments should be regularly reviewed. Whilst many of the hazards are likely to remain constant, the risks to the employee vary at different stages of the pregnancy.

### 18.3 Generic Assessments:

#### *Manual handling*

Hazard	Manual handling where there is a risk of injury, e.g. heavy weights or repeated and continual lifting.
Risk	Muscle strain, ligament damage or posture problems causing foetal lesions and/or likely to disrupt placental attachment.
Remedy	Address the specific needs of the employee and reduce the amount of physical work expected of her.



### *Extremes of temperature*

Hazard	Working in hot and humid conditions or in cold conditions.
Risk	Fainting and heat stress in hot conditions. Impairment of breastfeeding caused by dehydration. No specific problems from working in cold conditions.
Remedy	Reduce the amount of time spent in hot and humid conditions. Provide rest facilities and refreshments.

### *Movement and posture*

Hazard	Fatigue from standing and other physical work. Excessive physical or mental pressure. Working in confined workstation particularly during the later stages of pregnancy. Impairment of dexterity, agility, co-ordination, speed of movement, reach and balance increasing the risk of other accidents.
Risk	Miscarriage, premature birth, low birth weight, anxiety, raised blood pressure, strains and sprains.
Remedy	Ensure hours of work, the volume of work and the pace of work are not excessive. Ensure proper seating is available. Longer and more frequent rest breaks where possible. Adjust workstations or procedures to remove postural problems. Ensure all normal procedures are adopted to reduce the risk of accidents, e.g. preventing slippery floors and stairs by good standards of housekeeping.

### *Working with DSE*

Hazard	Stress and anxiety about the possible effects of radiation emissions from the display screen. Poor workstation layout and poor seating arrangements.
Risk	No proven links between miscarriages or birth defects and exposure to radiation when working with DSE. Posture problems causing foetal lesions and/or likely to disrupt placental attachment.
Remedy	Provision of proper workstation and seating arrangements.

## **18.4 Senior Management Team Responsibilities**

To inform the Bursar when they are informed that an employee is pregnant and when any decision is required to suspend the employee from work for Health & Safety reasons.

To regularly assess the hazards to which the employee is exposed and to do what is reasonably practicable to reduce or remove the risk using the criteria listed above and to record it on the assessment form. A template Assessment Form is included in Appendix A of this policy.

To ensure there are facilities for the employee to rest and to express and store milk if necessary.

To be aware of the following aspects of pregnancy that may affect the ability of the employee to work in a school environment:

Morning sickness	Early morning work
Backache	Standing - Manual Handling - Posture
Varicose veins	Standing - sitting
Haemorrhoids	Working in hot conditions
Frequent visits to toilet	Difficulty in leaving classroom or workstation

Tiredness	Length of working day
Balance	Problems working on slippery floors
Comfort	Problems of working in a small workstation

### **18.5 Employee Responsibilities**

To inform their Line Manager in writing when they know they are pregnant.

To provide the *Certificate of Confinement MAT B1*, confirming the pregnancy when requested in writing to do so.

To co-operate with the Headteacher or designated member of the Senior Leadership Team in carrying out regular assessments.

# 19. DISPLAY SCREEN EQUIPMENT

## 19.1 Introduction

The Health and Safety [Display Screen Equipment] Regulations 1992 ( amended regulations 2002) are designed to protect people, **the users**, who regularly or continually use display screen equipment, commonly known as a VDU.

The user is someone who habitually uses DSE as a significant part of his normal work, depends on it to do his job, has no discretion as to its use, uses it daily for prolonged spells of 1 hour or more and requires a high level of performance and concentration to complete the work satisfactorily.

The main health risks to the user, which can be associated with operating DSE, are physical problems [musculoskeletal, posture, repetitive strain injury], visual fatigue and mental stress.

## 19.2 Workstations

The workstation where the DSE is used should be assessed and should be suitable for the use.

### Display Screen

The characters on the display screen should be well defined, clearly formed, of adequate size with adequate space between them. The image on the screen should be stable with no flickering. The brightness and contrast between the characters should be easily adjustable. The use of anti-glare devices is not recommended.

The screen should swivel and tilt easily to suit the needs of the user; it should be possible to use it on a separate base or table and should be free of reflective glare and reflections.

### Keyboard

The keyboard should be tiltable and separate from the screen. There should be sufficient space in front of it to allow a comfortable and supported working position for the users hands and arms.

The keyboard should have a matt surface to avoid glare, and the symbols on the keys should be contrasted and legible.

### Work Desk or Work Surface

The work desk should be large enough to allow for the screen, keyboard, related equipment and documents to be arranged to find a comfortable working position for the user. It should have a low reflectance surface.

### Work chair

The work chair should be stable and should allow the user to find a comfortable position and to have freedom of movement.

- The seat of the chair should be adjustable in height.
- The back of the chair should be adjustable in height and tilt.
- A footrest should be available if required by the user.

## 19.3 The Working Environment

The working area should have suitable lighting, which gives an appropriate contrast between the screen and the background without glare or reflection and allows the user to easily read any other documents being used.

The workstation should be positioned where there is no glare or reflection from natural or other light sources. If necessary, windows should be fitted with suitable blinds to reduce this effect.

## 19.4 The Work Routine

If the use of the DSE involves continual or intense spells of use, the work should be planned so that breaks can be taken or other work carried out away from the screen.

Wherever possible, the work routine should be organised so that the DSE should not be used for continual periods exceeding one hour.

### **19.5 Eyes and Eyesight Testing**

The user of DSE is entitled, upon request, to have an eyesight test. The School pays for the cost of the test.

If the test shows that the user requires 'Special Corrective Appliances' [normally spectacles] to operate the DSE, these will be provided at the School's expense.

### **19.6 Training**

DSE users should be given information and training in the Health and Safety requirements needed to work with DSE in a safe manner. This must include how to adjust their chair and set up the workstation.

### **19.7 Risk Assessment**

A DSE Assessment Form template is included in Appendix A of this policy. The assessment form should be completed in all instances where the DSE is used for 1 continuous hour or more on a daily basis. If any of the questions produces a 'NO' answer, corrective action is required to remove the risk and ideally produce a 'YES' answer.

## 20. WORK RELATED STRESS

### 20.1 Definitions

The Health and Safety Executive (HSE) defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

### 20.2 Responsibility

It is the responsibility of all levels of management under the guidance of the **Head** and the **Bursar** to minimise ill-health as a result of work related stress.

This statement sets out our intentions to review the current situation and determine the best way forward for the school.

### 20.3 Main factors

The main factors (stressors) that can lead to work related stress have been defined by the HSE as:

demands                                  relationships

control                                      roles

support                                      change

### 20.4 Risk Assessment

To determine if there are problems within the school which are leading to or which could result in work related stress, and to define these problems in detail; senior management within the school will identify those areas considered to have the greatest potential for stress.

Please refer to Gatehouse School’s Wellbeing Policy. Staff have had training and refer to the policy when needed.

Our approach will be to focus on the concerns of the majority of employees. In this way, any actions taken by the school to address issues will have the greatest impact on staff as a whole. However, it is also important to address the concerns of individuals and small groups within the school.

### 20.5 Consultation

The next step will be to consult with employees to confirm the nature of any problems and agree what action could be taken to reduce stress levels. The exact method of consultation is yet to be decided but may take the form of small groups working on specific issues.

### 20.6 Action

Corrective action to resolve or deal with problems will then be implemented. Individual issues that have arisen should also be reviewed at this time.

### 20.7 Feedback & review

Staff response to any changes and corrective action will need to be closely monitored throughout. It is recognised that monitoring stress levels within the staff at the school will become part of the on-going management process.

## 21. LONE WORKING

Only a small restricted number of staff have access to the school premises outside normal working hours. It is acknowledged that there is potential risk associated with someone working alone on the premises.

The following procedures apply to lone working:

- Lone workers should let their whereabouts be known to others and keep in regular contact.
- If a staff member brings a visitor into the building with him/her, they must be made aware of the exit routes and emergency evacuation procedures.
- Lone workers should keep in range of a telephone or mobile phone with workable signal.
- Working at heights must not be undertaken by lone workers.
- Electrical maintenance/installation work or hot work must not be undertaken by lone workers.
- All persons must make use of control measures and equipment provided to minimise any risks when carrying out work.
- No person should be on the premises alone if they have any known medical conditions that could make it unsuitable or unsafe to work alone.

## **22. SCHOOL MINIBUSES - Due to covid-19 the school minibus transport service has been temporarily suspended.**

### **22.1 General**

The School operates a fleet of minibuses which are used for the transportation of pupils. This use includes:

- Morning pick up from home (or pre-arranged pick up point) prior to the start of the school day.
- Afternoon drop off to home (or pre-arranged drop up point) at the end of the school day.
- Transportation of pupils to weekly sessions at the local public swimming pool
- Transportation of pupils on educational visits
- Transportation of pupils to sports events
- Transportation of pupils for other curriculum activities
- Use by the Premises Manager or his staff on school business
- Other purposes as authorised by the Headteacher or Bursar

### **22.2 Legal Requirements**

The Bursar will ensure that the minibuses are maintained to a road legal standard, that the Road Fund Licence is paid, each vehicle has a valid MOT certificate and that adequate insurance cover is provided.

A "Section 19 Permit" is required for each minibus.

The Premises Manager will be responsible for ensuring daily safety checks are carried out on all vehicles. Particular attention will be paid to the condition of the tyres and checking all seat belts are in working order.

### **22.3 Drivers**

In most cases a driver will need to hold a D1 entitlement on his/her driving licence to legally be able to drive a school minibus. In some cases and with certain vehicles this is not required and individuals may legally be able to drive a minibus with a standard B entitlement on a UK/EU driving licence.

In all cases a driver must satisfy the Bursar or Premises Manager that he/she is competent to drive a minibus. Where deemed necessary this may include requiring an individual to undergo formal assessment or driver training.

The Bursar will keep a record of all authorised drivers' driving licence details. Where applicable, endorsement details will be shared with the school's insurers.

### **22.4 Driver's Declaration & Expectations**

An individual will be required to complete a declaration form, a copy of which is included in Appendix A of this policy, before being authorised to drive a school minibus. Drivers will be advised:

- Not to drive if under the influence of drugs or alcohol
- Not to drive when taking medication that warns the user of drowsiness
- Not to drive when ill
- Not to drive when fatigued
- Not to drive a vehicle that is in an unroadworthy condition
- To report any road traffic accidents you are involved in
- To report any changes to your driving license
- To report any changes to your original/current driver's declaration form held by the School
- To report any DVLA notifiable medical condition
- To carry out pre use checks on the vehicle to ensure that it is safe and legal to use
- To contact the School immediately in the case of a breakdown

- To drive with due care and consideration of other road users
- To adhere to the Highway Code at all times
- To drive with the vehicle lights on during the day when there is poor visibility
- To drive within the speed limits
- To plan your journey to allow sufficient time to complete it safely
- Not to use a hand held mobile phone whilst driving
- To use a hands free phone only when it is safe and legal to do so
- To use in vehicle technology only when it is safe to do so
- Keep your eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read
- To drive defensively and with courtesy to other road users
- To ensure the safety of any occupants by ensuring that seat belts are used correctly

## 22.5 Children on Minibuses

The number of children carried on the bus will never exceed the number of seats available. Each child must wear a seatbelt at all times and this must be checked by the driver before departure. It is the policy of the School not to allow children to sit in the front seat of a minibus. Only in exceptional circumstances, and only with the permission of a parent, will a child be permitted to sit in the front seat of a minibus and this is restricted to Year 5 or Year 6 children only.

## 22.6 Luggage and Other Goods

Luggage, sports kit or other items carried on a minibus must never be stored in such a way that it may prevent or restrict access to exits or prevent means of escape in case of emergency.

## 22.7 Lone Drivers / Chaperones

In some circumstances it may be necessary to have a second adult, or chaperone, on a minibus when transporting children. In other circumstances this may not be necessary. Each situation should be subject to a risk assessment. The main points to consider are:

- the age of the children travelling on the minibus
- any special needs of the passengers
- the length of the journey
- whether the journey is on local roads or partly on dual carriageways / motorways

Where a chaperone is not present a driver should immediately pull safely over to the side of the road and park the minibus before attempting to attend to the needs of passengers.

# 23. CIRCULATION OF VEHICLES ON SITE

## 23.1 Parking Area

There is a main parking area just inside the main entrance gates to the school which is fenced off from the main pedestrian entrance and playground. During school term time periods only school minibuses and other occasionally authorised vehicles use this area.

## 23.2 Playground Area



During school term time periods vehicles are only permitted into the playground are under the following circumstances:

- school minibuses for turning – by authorised drivers who are vigilant for children present in the playground – children are supervised by other staff to keep them away from the minibus whilst it is being manoeuvred.
- authorised contractors vehicles under the supervision of the Premises Manager or a member of his staff

Parking or turning is not permitted in the playground area during school term times between 8am and 5.30pm under any other circumstances. During school holidays or at other times outside of the school day vehicles may be permitted access to the playground but drivers' attention will be drawn to the need to be vigilant for pedestrians crossing the area or emerging from the buildings.

### **23.3 Parents**

Parents do not have vehicular access to the school grounds at any time.

## **24. SCHOOL SECURITY**

There are five possible points of entry onto the school site:

### MAIN GATE accessible from Sewardstone Road

This gate is only open between 8.30am and 9.00am and again between 3.00pm and 4.50pm with staggered collection time due to covid restrictions, when a "security person" is employed by the school to stand by the gate to ensure that only authorised access is available and that unsupervised pupils are unable to leave the premises. The remainder of the time access is only possible via an access call system with electronic gate release from the School Office. CCTV monitoring is in place so that office staff can see who they are letting in or out.

### SERVICE GATE accessible from Sewardstone Road

This gate is usually kept locked with access via security access card only or call button to kitchen (for delivery drivers access).

### DOOR TO EMERGENCY STAIRWELL

This door is generally only used for first access in the morning and last person out at night. It has a "yale" type rim lock keeping it secure. Access from the street is only possible to key holders.

### GATE BETWEEN PLAYGROUND AND CHURCH GARDENS

This gate is kept padlocked unless under supervision of school staff.

### GATE BETWEEN SPORTS PITCH AND CHURCH GARDENS

This gate is kept padlocked unless under supervision of school staff

## **25. SLIPS & TRIPS**

Slips, trips and falls are the most common cause of injuries in workplaces and the second highest cause of over 3 day injuries. They occasionally cause fatalities and the financial costs of slip and trip incidents are considerable. The majority of people in schools are not employees but pupils.

Premises staff take the following steps:

- Ensure lighting is maintained to ensure good visibility
- Keep paths and steps in good condition to provide a flat even surface
- Mark nosings of steps and stairs where appropriate
- Maintain handrails
- Regularly clear leaves etc. from outdoor areas
- Apply salt or other products to icy surfaces in winter
- Ensure that where trailing cables are used they are not placed across areas of footfall
- Ensure that corridors do not become obstructed from overflowing lockers etc.
- Be aware of anything which may be a trip hazard and take steps to minimise the risk
- Take prompt action to clear up any spillages which may be a slip hazard.

Although it will generally be the premises staff who take preventative measure all staff have a duty of care to be aware of anything which may be or may become a slip or trip hazard. If any member of staff becomes aware of a hazard they should take immediate steps to remove the hazard or restrict access to it and then notify a member of the premises staff as soon as possible. Potential hazards should be brought to the attention of the Health & Safety Coordinator or the Premises Manager.

Pupils should always be encouraged to walk, not run, inside the school buildings.

## **26. MONITORING OF SCHOOL PROCEDURES**

### **1. Introduction**

The School's Works Committee has the important task of monitoring the health & safety performance throughout the school. At each Committee meeting, participants will have the opportunity to report on health & safety performance within their area of responsibility.

### **2. External Audit**

Where considered appropriate by the H&S Committee, the school's external H&S Advisor will be asked to conduct a specific topic audit. A full General Health & Safety Audit will be carried out by the school's H&S Advisor every two years.

<b>Policy Name:</b>	<b>Health &amp; Safety</b>	<b>Last updated</b>	<b>April 2015</b> updated May 2017 updated March 2019 updated March 2020 updated Feb 2021
		<b>Governors Review</b>	<b>Spring Term 2021</b>
		<b>Next Review</b>	<b>Spring Term 2022</b>
<b>Date of last whole school General Health &amp; Safety Audit: (Audit deferred until completion of building works.)</b>			<b>Jan 2021</b>
<b>Next Health &amp; Safety Audit due:</b>			<b>Jan 2023</b>