



NEWCASTLE-UNDER LYME SCHOOL

# Health and Safety Policy

May 2018

This Document is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website  
This policy applies to the whole School including the EYFS.

| NEWCASTLE-UNDER-LYME SCHOOL HEALTH AND SAFETY POLICY AND PROCEDURES INDEX |  |         |
|---|--|---------|
| PART ONE – STATEMENT OF GENERAL POLICY                                    |  |         |
| PART TWO - ORGANISATION FOR IMPLEMENTING HEALTH AND SAFETY POLICY         |  |         |
| PART THREE – IMPLEMENTING HEALTH AND SAFETY POLICY                        |  |         |
|   |  | Section |
|   | Responsibility of Staff                                | 1-4     |
|   | Legislation  | 5       |
|   | Sources of Advice                                      | 6       |
|   | Supervision of Practical Work                          | 7-15    |
|   | Accident, Incident, Near Miss and Ill Health Reporting | 15      |
|   | Anti-Bullying and Anti Cyber Bullying                  | 16      |
|   | Asbestos   | 17      |
|   | Children and Young People at Work                      | 18      |
|   | Control of Contractors                                 | 19      |
|   | Disabled and Temporary Disabled                        | 20      |
|   | Display Screen Equipment (DSE)                         | 21      |
|   | Driving  | 22      |
|   | Electricity  | 23      |
|   | ESafety, Mobile Devices and ICT acceptable use policy  | 24      |
|   | External visits and off-site activities                | 25      |
|   | Fire and other emergencies                             | 26      |
|   | First Aid  | 27      |
|   | Food Safety  | 28      |
|   | Hazardous and Dangerous Substances                     | 29      |
|   | Legionellosis  | 30      |
|   | Lifting Equipment and Lifting Operations               | 31      |
|   | Lone Working   | 32      |
|   | Manual Handling  | 33      |
|   | Medicine   | 34      |
|   | Minibus  | 35      |
|   | New and Expectant Mothers                              | 36      |
|   | Noise  | 37      |
|   | Performance Monitoring and Audit                       | 38      |
|   | Personal Protective Equipment and Clothing             | 39      |
|   | Slips, Trips and Falls                                 | 40      |
|   | Safer Recruitment                                      | 41      |
|   | Smoking, Drugs and Alcohol                             | 42      |
|   | Special Needs and EAL                                  | 43      |
|   | Swimming Pool  | 44      |
|   | Use of Premises by Outside Agencies                    | 45      |
|   | Vibration  | 46      |
|   | Violence   | 47      |
|   | Visitors   | 48      |
|   | Welfare  | 49      |
|   | Work at Height   | 50      |
|   | Work Equipment   | 51      |
|   | Workplace Transport                                    | 52      |
|   | General Precautions                                    | 53      |
| PART FOUR – RISK ASSESSMENT   |  |         |
|   | Risk Assessment  |         |
|   | Policy on Risk Assessment                              |         |
|   | Responsibility for Risk Assessments                    |         |
|   | Documentation  |         |

## PART ONE - HEALTH AND SAFETY STATEMENT OF GENERAL POLICY

1. The Governing Body of Newcastle under Lyme School recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all of its employees under the terms of the Health and Safety at Work Act 1974 (HSAW Act 1974) and all subsequent regulations, including those implementing EC Directives. It places great importance upon the health and safety of its staff, pupils and visitors.
2. The Governing Body will take all steps within its power to meet this responsibility at the School, paying particular attention to the provision and maintenance of:
  - A safe place of work and safe access to it paying particular consideration to the safety of pupils, parents, contractors and any others accessing the premises including contractors and those whom hire or undertake leisure activities.
  - A healthy working environment which will prevent accidents and cases of work-related ill health
  - Sufficient resources, information, instruction, training and supervision to enable all employees to avoid hazards, be competent to undertake tasks and to contribute positively to their own safety and health at work.
  - Safe arrangements for the use, handling, storage and transport of articles and substances.
  - Plant, equipment and systems of work that are safe.
3. The Governing Body have taken note of the provisions of Section 3(1) of the HSAW Act 1974 viz:

“It shall be the duty of every employer to conduct his undertaking in such a way to ensure, so far as is reasonably practical, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health and safety.”

and accept that they have a responsibility under this provision to take all steps which are reasonably practical towards maintaining the health and safety of pupils and others using their premises. The governing body will take all steps reasonably practical to ensure that all third parties utilised by the School adopt a similar policy. The Governing Body accept that they have ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Headmaster and Bursar.
4. The Governing Body will provide competent technical advice on safety and health matters where this is necessary to assist the Headmaster, the Bursar, and their supervisory assistants, in their tasks.
5. The arrangements outlined in this statement and the various safety provisions made by the Governors, cannot in themselves prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. Whilst every reasonable step will be taken to reduce hazards to a minimum all staff must appreciate that their own safety, and that of others, depends on their own individual conduct and vigilance. In this connection the Governing Body reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act:
  - To take care for their own safety and that of other employees, by their acts and omissions
  - To co-operate with the Headmaster and the Bursar so as to enable them to carry out their responsibilities successfully
  - Not to interfere with or misuse anything provided in the interest of health and safety
  - To obey all safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified in the school risk assessments or procedures.
6. The Governing Body requires all Heads of Departments and management at all levels to display a positive attitude towards health and safety and to instill this in those for whom they are responsible. When required Heads of Departments should issue their own Departmental Health and Safety Plan, subject to approval by the Governors, complementing this

policy. In addition the Governing Body expects all adults to remind pupils of the need to pursue the Governing Body's objectives in this respect.

7. The Governing Body is committed to ensure that the School operates in accordance with current legislation. The Governing Body is not, however, content to conform at the minimum acceptable standards but is determined to ensure that the best possible standards are met. They look to the Headmaster, the Bursar and to all members of staff to observe this policy.
8. The Governing Body recognises the need to consult with employees regularly on health and safety matters and they expect and encourage employees to bring to their attention, through their Head of Department, any matter relating to health and safety that is a cause for concern. Health and Safety will be a standing item on the Governors' Employment and Compliance Committee which will consider the termly Health and Safety reports and statistics on accidents to pupils and staff. They will make any recommendations for change, that require significant work to premises or funding, that are required by these reports as appropriate
9. A copy of this statement will be made available to all employees. It will be reviewed annually, or at any point where significant change is necessary, and may be supplemented in appropriate cases by further statements relating to the work of particular departments or employees. Such changes as are made will be brought to the attention of all employees. The review will pay due regard to:
  - a. Planning – The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the School will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
  - contractors in schools;
  - vehicle movements within the school grounds;
  - workplace arrangements, including housekeeping;
  - school trips;
  - centres licensed by the Adventure Activity Licensing Authority;
  - work experience arrangements;
  - violence to staff;
  - school security;
  - stress management;
  - letting of school premises to outside bodies;
  - pupils with special needs, i.e. manual handling;
  - any other site specific issue, e.g. swimming pools, etc.
- b. Organisation – A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.
  - c. Control – Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Signed: .....

Mrs E Gillow  
Chairman of Employment & Compliance

Date: .....

Policy reviewed by SMT: September 2017  
Policy reviewed by Governors: September 2017  
Next Review Due: October 2018

---

## PART 2 – ORGANISATION FOR IMPLEMENTING HEALTH AND SAFETY POLICY

### RESPONSIBILITY

#### **Governing Body**

Members of the Governing Body have ultimate responsibility for health and safety and they will take all steps that are reasonably practical to achieve safe performance. However, for practical purposes day to day responsibility for health and safety, in accordance with the Governors' policies, is devolved through the Headmaster and the Bursar as appropriate.

No Governor, Manager or employee of the School may undertake or authorize any activity which places employees, or others, in danger, or is in breach of legal requirements with respect to health and safety.

The Governing Body is responsible for:

- demonstrating leadership on health and safety matters at all times both as a group and as individuals
- revising the health and safety policy at least annually, on the advice of the Headmaster and Bursar
- review health and safety performance by receiving reports on health and safety review and performance
- receiving investigation reports of serious untoward incidents/work related ill health and responding to those reports
- ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively
- ensuring that the School has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary
- receiving update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes. And

#### **Headmaster**

The Headmaster has final and overall responsibility for Health and Safety within the School and in particular will:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- seek to ensure safe working conditions in those areas under his administrative purview in so far as consideration for the health, safety and welfare of staff, pupils and others using the premises for educational purposes is concerned
- pay regard to the need to maintain and develop safe working practices in education areas, in particular in the provision and the use of machinery and other apparatus.

#### **Bursar**

The Bursar has a whole School responsibility and will seek to ensure the safety of all buildings and sites, including the operation of maintenance, caretaking and cleaning services. In this capacity he will liaise with outside agencies, e.g. fire service, monitor

-

compliance with School policies, review health and safety procedures and make recommendations for the improvement of health and safety standards.

The Bursar, through the Catering Manager has a particular concern for safe working practices in the provision of catering services.

The Bursar will:

- take a leadership role on health and safety matters, along with the Headmaster, by setting a good example and acting promptly where deficiencies are identified
- allocate adequate resources to implement Health and Safety Policy
- ensure that the Health and Safety content of Governor's meeting agendas meets the policy requirements detailed above
- review this policy at least annually and more frequently where appropriate eg as a result of changes within the School, the work activities or legislation and guidance
- ensure that employers' liability insurance is maintained and that the current certificate is displayed in the main School reception notice board.
- Ensure that all School vehicles are insured for business use and for those authorized to drive them.

#### **Estates Bursar**

The Estates Bursar assists the Bursar in the operational management of the School and his health and safety role is therefore to:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- consult with employees on health and safety matters during team meetings
- plan the work of staff so as to avoid dangerously excessive working hours ensuring compliance with the Working Time Regulations
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals
- ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks
- ensure employees and contractors are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce.
- in the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied
- ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors are requested to provide adequate information for them to carry out their work safely and without adversely affecting others

- ensure risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, asbestos, legionella, manual handling, etc. as and where appropriate
- ensure risk assessments are acted upon and results shared with employees undertaking those activities
- arrange for the testing and inspection of fixed electrical installation every five years to highlight any remedial actions required
- arrange for the testing of portable electrical equipment using internal or external electricians
- ensure the fire extinguishers are serviced annually by a specialist contractor and ensure that the fire detection and emergency lighting systems are maintained by competent persons
- monitor that high standards of housekeeping are maintained, with corridors and exits remaining clear and unobstructed and kitchens/toilets in a clean condition
- test the fire alarm on a weekly basis and record the outcome and instigate any remedial action required
- ensure that staff understand the procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted
- ensure that sufficient fire marshals are appointed and trained
- implement fire safety measures specified in the fire safety risk assessment
- ensure that the no-smoking policy is strictly applied
- ensure that the building fabric and services are maintained in good condition and effective working order and records are maintained of all of the premises checks, testing and maintenance activities
- Ensuring that statutory inspections are completed by a competent person for all lifting equipment, pressure vessels/systems and local exhaust ventilation
- Ensuring that annual gas safety checks are completed on all gas appliances/systems by a competent person;
- report to the Bursar (or Headmaster) any health and safety concerns which they are unable to resolve

### **Health and Safety Coordinator**

The Health and Safety Coordinator has been allocated the specific responsibilities of:

- review the health and safety standards and practices of the School on an ongoing basis.
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs raised during the annual appraisal process
- retain training records for all skills and health and safety training undertaken by employees of the School
- keeping the Bursar advised of accidents and work related ill health issues which caused or had the potential to cause serious injury or ill health, any proposed changes to the premises, activities or management structure, any new hazards not already identified within risk assessments which have been brought to their attention, any visits or

correspondence with enforcing authorities, or any difficulties or delays in implementing Health and Safety advice received

- Investigating serious accidents, incidents and cases of ill health that are alleged to be work related and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Maintain the School's system for reporting health and safety issues and concerns
- maintaining arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensuring that relevant employees are made aware of those arrangements
- ensuring that management practices are consistent with statutory requirements in relation to safeguarding of children
- ensuring that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new started and whenever there has been a significant change in a job role or the working environment
- report to the Bursar (or Headmaster) any health and safety concerns which they are unable to resolve

### **School Nurse**

The School nurse will coordinate arrangements for the provision of first aid equipment and trained first aiders, and check the contents of first aid kits and replenish supplies as necessary

### **Line managers**

Other line managers will have responsibility for the safe operation of aspects of the School within their jurisdiction. Where necessary Heads of Departments should have their own Departmental Health and Safety plan.

### **All employees including contractors and visitors**

All employees must take care of themselves and others affected by their work and in particular are expected to:

- familiarize themselves with this health and safety policy as relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their line manager
- follow the safety rules and their training for the work activity and the particular location
- know the emergency procedures for the location at which they are working
- use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the School
- not use defective equipment or misuse equipment
- wear and look after personal protective equipment, and report loss to their line manager
- report any safety problems, accidents or near misses or occupational diseases to their supervisor
- not to work under the influence of alcohol or drugs

### **Pupils**

All pupils have responsibility to ensure that they follow safe methods of work, follow staff instruction and do not behave in a manner that could place themselves or

others at risk. It is appreciated that their age and experience will require high levels of staff supervision and guidance.

## EMERGENCIES

2. Urgent health and safety matters should be reported at once to the Headmaster, Bursar or Health and Safety Coordinator and the relevant head of department advised as soon as possible thereafter. Emergencies include any incident that could have serious consequences to health unless resolved e.g. fault on a minibus that has potential to cause an accident, working practices that are likely to result in injury to staff or pupils, suspect packages.

## REPORTING

3. All staff should report routine safety matters to their Head of Department who will then refer the matter to the Health and Safety Coordinator. Urgent Health and Safety matters should be reported immediately, by the most effective means whether by telephone or in person. Less urgent matters can be notified through the Firefly portal using the H and S reporting tab, or by email directly to [HR@nuls.org.uk](mailto:HR@nuls.org.uk).
4. Termly reports on Health and Safety will be prepared by the Health and Safety Coordinator and presented at the Governors' termly Employment and Compliance meeting.
5. Reports on Health and Safety are a standing item on the agenda of the termly Governors' Employment and Compliance Committee Meeting.

## SCHOOL EMPLOYMENT AND COMPLIANCE COMMITTEE

6. The Employment and Compliance Committee considers Health and Safety as a standing item each term. It will meet at least once a term and will consider any health and safety issues raised by staff, changes in health and safety legislation and also the School's compliance with current legislation. In particular they will consider any changes needed to the School Health and Safety Policy and procedures, taking appropriate specialist advice as required.

The Committee may comprise of Governors and staff drawn from the following as considered necessary:

- (a) Governors representation from the Employment and Compliance Committee
  - (b) Chairman of Governors and/ or his Deputy
  - (c) Headmaster
  - (d) Bursar
  - (e) Estates Bursar
  - (f) Health and Safety Coordinator
  - (g) Staff representatives from major departments (if required)
  - (h) Other Governors and staff as required on a needs basis
  - (i) Trade Union Health and Safety Representative (if appointed)
7. The Committee will bring to the attention of the Governing Body any health and safety matters requiring their attention and make any recommendation for improvements or changes to health and safety policy and procedures.

## STAFF TRAINING

8. As far as is practical information, instruction and training will be afforded to employees to enable them to carry out their duties in a safe manner without presenting hazards to themselves or other persons. Employees or Line Managers who identify a training need should make a formal request for such training to the Deputy Head (Academic), Head of Junior School or Bursar as appropriate.

9. In every case where training is required by statute, or considered necessary for safety, this training will be given before an employee commences any relevant work.
10. All supervisory and managerial staff have responsibility of instructing new employees in safe working practices and to keep records of any such instruction.

#### PROVISION OF RESOURCES

11. The Bursar is responsible for resourcing health and safety measures to the fullest extent practical given the financial position of the School. He will take full account of any priorities set by the Employment and Compliance Committee. When, in his opinion the cost of implementing health and safety measures cannot be met from annual budget allocations he is to advise the Governing Body and make recommendations as to funding or implementation programmes.

#### EXTERNAL ADVISORS

12. The School will make use of external advisors as required on a needs basis including:
  - Engineers to monitor and service the School's plant and equipment including boilers lifts and hoist annually
  - All gym and fitness equipment is inspected and serviced annually
  - All extract equipment including that for machine tools in Design and Technology, fume cupboards, pressure vessels and autoclaves are tested annually
  - Fire alarm and detection systems and fire extinguishers are tested annually

## PART 3 - IMPLEMENTATION OF HEALTH AND SAFETY POLICY

### RESPONSIBILITY OF STAFF

1. The Governing Body expects all employees at all levels and visitors to the school to comply with school rules insofar as the implementation of Health and Safety at Work Act 1974 is concerned. In practical terms this means that all members of staff have the duty to ensure that neither they nor any persons or children in their charge act in any way contrary to Health and Safety rules. In addition they are to bring to the notice of their Head of Department, Bursar or Headmaster any hazard they might encounter whilst in the school or whilst acting elsewhere on school business (e.g. field trips).
2. It is the responsibility of the Bursar to ensure that up to date and relevant information on all Health and Safety issues is fully promulgated and copies of these updates are made available to all staff and Governors.
3. Staff nominated for specific Health & Safety duties will receive appropriate training. More general training for all staff e.g. use of fire extinguishers, may be included in the INSET programme.
4. The Governing Body will appoint appropriate experts to carry out safety inspections and provide further specialist advice as required.

### LEGISLATION

5. In addition to the Health and Safety at Work Act 1974, the following legislation may have relevance to the implementation of school policy:
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Ionising Radiations Regulations 2017
  - The Control of Asbestos Regulations 2012
  - Electricity at Work Regulations 1989 and subsequent orders
  - Pressure Systems Safety Regulations 2000
  - Control of Noise at Work Regulations 2005
  - Management of Health and Safety at Work Regulations 1999
  - Workplace (Health, Safety, and Welfare) Regulations 1992
  - Personal Protective Equipment at Work Regulations 1992
  - Provision and Use of Work Equipment Regulations 1998
  - Manual Handling Operations Regulations 1992
  - Health and Safety (Display Screen Equipment) Regulations 1992
  - Control of Substances Hazardous to Health (Amendment) Regulations 2004
  - Confined Spaces Regulations 1997

### SOURCES OF ADVICE

6. The following organisations are able to give health and safety advice:
  - Health and Safety Executive
  - British Safety Council
  - Department for Education
  - Association for Science Education
  - British Association of Advisers and Lecturers in Physical Education.
  - CLEAPSS (School Sciences Services)
  - Fire Protection Association
  - Independent Schools Council
  - Institution of Occupational Safety and Health
  - Staffordshire Fire and Rescue Service

- National Association of Advisers and Inspectors in Design and Technology
- Royal Society for the Prevention of Accidents (RoSPA)
- Trades Unions and Professional Associations

## SUPERVISION OF PRACTICAL WORK

7. Pupils involved in practical work of any kind should not be left unsupervised.
8. Where the use of machinery, chemicals, electrical and other specialist equipment is involved pupils must be supervised continuously by someone who is competent to do this and does so with the Head of Department's prior knowledge and consent.
9. Pupils must not be left unattended in specialist rooms where they have access to chemicals, machinery or any equipment which could cause physical harm. This point must be particularly noted by staff who do not normally teach in such areas but may, in exceptional circumstances, have to do so.
10. The use of protective clothing such as aprons, overalls, hair-bands, safety goggles is a legal requirement. Staff must ensure that such garments and equipment are worn properly. There must be clear signage on all equipment requiring use of protective equipment indicating what equipment is required.
11. The disposal of residues from experiments and other practical operations must be supervised and carried out in the correct manner.
12. All equipment, apparatus and chemicals must be returned to their normal storage space at the end of lessons. When not required for further lessons in that day, they are to be secured or locked in a cabinet as appropriate.
13. All laboratories, technology rooms and preparation rooms should be kept locked when unattended.
14. All gymnastic equipment, including the out of doors areas of high jump, long jump, discus, javelin and hurdles, must not be used by pupils who are unsupervised. No apparatus in the gymnasium, swimming pool or sports hall may be used without supervision and unsupervised entry by pupils to any of these areas is forbidden

## ACCIDENT, INCIDENT, NEAR MISS AND ILL HEALTH REPORTING

15. It is out policy that all injury accidents, however minor, are recorded within the accident book.

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 a member of the Senior Management Team with the assistance of the Health and Safety Coordinator.

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 occupation advice being obtained as necessary.

The Health and Safety Coordinator is responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of RIDDOR. All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

Accident trends, learning points and the outcome of investigations are discussed by the Employment and Compliance Committee.

## **ANTI BULLYING AND ANTI CYBER BULLYING**

16. Covered in a separate policy 'Anti Bullying and Anti Cyber Bullying Policy'

## **ASBESTOS**

17. The School has undertaken an asbestos survey of all its buildings. Asbestos Containing Materials (ACM) and potential ACMs are recorded in the Asbestos Register and managed in accordance with their potential to release asbestos fibres if disturbed. Prior to any maintenance or refurbishment likely to disturb ACMs a Refurbishment/Demolition Asbestos Survey will be carried out.

The School's Asbestos Management Plan is maintained by and available from the Estates Bursar.

## **CHILDREN AND YOUNG PEOPLE AT WORK**

18. Where young people are involved in work experience/are employed 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.

## **CONTROL OF CONTRACTORS**

19. We recognize that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organization also holds similar responsibilities and it therefore our policy to work together with our carefully selected component contractors to ensure that our workplace remains safe and without risk to health.

When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work. This is normally our Estates Bursar.

Where the scale of works is such that they are covered by the Construction (Design and Management) Regulations (CDM) 2007, a sufficiently qualified CDM Coordinator will be appointed.

## **DISABLED PERSONS INCLUDING TEMPORARILY DISABLED**

20. 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 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 that 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.

## **DISPLAY SCREEN EQUIPMENT (DSE)**

21. 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.

All users are able to take regular breaks away from screen work.

Workstation assessment questionnaires are undertaken by those regularly sat in front of a computer screen for an hour or more continuously per day.

Staff use mobile devices including laptops, tablets and smart phones etc. whilst moving around the school, 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.

Eye and eyesight examinations are reimbursed by the school on request. Further details can be obtained from the Health and Safety Coordinator.

## DRIVING

22. None of our employees are expected to drive regularly on School business (this section does not apply to minibus drivers). Where such driving on business does take place it is usually local travel, undertaken by caretakers, or attendance at meetings or courses by staff, and staff driving their own vehicles on School business must have suitable business insurance in place.

Employees are required to inform the Bursar if they are suffering from any health condition or taking any medication which could affect their ability to drive safely in advance of any journey.

Our expectation for driver behavior includes:

- an expectation that they will adhere to road traffic laws
- normal limits for working hours when the day involved driving
- the need to take a rest break of 15 minutes 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 to avoid a recurrence.

The policy for the operation and use of the school minibuses is set out in a separate Minibus Policy

## ELECTRICITY

### 23. General Precautions

The principal hazards associated with the use of electricity are electric shock and fire. Individuals have the responsibility of ensuring that all electrical connections are soundly made. All portable items should be treated carefully and any signs of loose parts or frayed flex reported. If in doubt over the safety of an item do not use it.

### Fixed Installations & Wiring

In accordance with the Electricity at Work Regulations 1989 the Estates Bursar is to arrange for a qualified contractor to inspect all fixed installations wiring and initiate a programme of electrical upgrade to ensure that the electrical systems are, at all times, of such construction as to prevent danger.

## ESAFETY, MOBILE DEVICE AND ICT ACCEPTABLE USE POLICY

24. Covered in a separate policy 'ESafety, mobile device and ICT acceptable use policy'.

## EXTERNAL VISITS AND OFF-SITE ACTIVITIES

25. Covered in a separate policy 'Educational Visits Policy'.

## FIRE AND OTHER EMERGENCIES

26. Covered in a separate policy 'Fire Policy'

## FIRST AID

27. Covered in a separate policy 'First Aid Policy'

## FOOD SAFETY

28. Catering services are subject to a separate safety plan that includes specific risk assessment and in addition the School is subject to periodic hygiene inspections of the kitchen areas and dining rooms by the environmental health inspection team of Newcastle Borough Council who after inspection submit hygiene audit reports.

The Kitchen Managers are responsible on a daily basis for checking and recording the temperatures of freezers and fridges and for regularly probing food stored in hot cupboards to ensure correct temperatures are maintained. Any equipment faults are to be reported to the Estates Bursar as soon as possible. The Kitchen Managers are also responsible for ensuring that all staff who assist in the preparation of food have received the necessary Food Hygiene training and training in Hazard Analysis Critical Control Points

## HAZARDOUS AND DANGEROUS SUBSTANCES

29. Heads of Departments are to ensure that stocks of toxic and harmful material and chemicals are kept to a minimum. They should ensure that an inventory of all hazardous materials together with the relevant COSHH risk assessment. In addition they are to ensure the following:

- All toxic materials/chemicals are securely stored and they are properly labeled so that they are clearly identifiable.
- There are clear instructions identifying the necessary precautions required when handling materials/chemicals and that all staff and pupils handling them are competent to do so.
- Emergency procedures are laid down for handling spillage or escape of the material/chemical.
- Procedures for disposal of the material/chemicals are correct.

There are a small number of pressurised vessels in the School. These are primarily in the Design and Technology Departments, Biology Department and Art Department. All pressurised vessels are covered by an engineering insurance policy and are subject to an annual inspection by a contractor. Users of this equipment should carry out regular visual checks of the apparatus and report any faults to the Estates Bursar.

General waste and soiled materials are cleared by cleaning staff at the end of each working day and stored in large external waste bins. Toxic and flammable materials must not be disposed of down the drains and broken glass should be disposed of in the special "sharps" bins provided.

The School has an Armoury which may, from time to time, contain explosives for use by the Combined Cadet Force. The explosives may take the form of 5.56 mm and

0.22 ammunition, signal flares and smoke grenades. The Contingent holds an "Authorised Quantity Explosive Licence" for the storage of the explosive material and this is displayed in the Armoury.

Overall responsibility for safety of the explosives rests with the Contingent Commander of the CCF.

Day to day responsibility is delegated to the School Staff Instructor (SSI) who is responsible for the Armoury and who is trained to handle the storage of the explosives that are held.

Contingent standing orders contain a chapter on Ammunition and Ammunition Storage. These have been produced with reference to MOD explosive regulations JSP 482, Volume 2

Risk assessments have been carried out with respect to the storage of explosives in the Armoury.

Annual inspections of explosive storage arrangements are carried out by 721 Squadron 11 EOD Regiment RLC or a contractor as notified by the MoD.

## **LEGIONELLOSIS**

30. Covered in a separate policy 'Policy for the Management and Control of Legionella Bacteria in Water Systems'.

## **LIFTING EQUIPMENT AND LIFTING OPERATIONS**

31. Lifting equipment is only used by persons that have had suitable training and sufficient information and training on their operation and use and any precautions or safeguards required. Operators must also be formally authorized to use the equipment by the Estates Bursar.

## **LONE WORKING**

32. The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision'. In the school there will be rare occasions when workers may from time to time find themselves working in remoter parts of the school estate or alone in parts of the estate before or after normal working hours.

Whilst the school site is not necessarily a high risk site, staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

## **MANUAL HANDLING**

33. Where possible staff should avoid manual handling of items. However, when it is necessary to move items staff should have due regard to weight and size of items and consider the safest method that can be used to move items including making use of sack truck or other similar aid or splitting it into smaller or lighter packages. When lifting an item a stable position and a good posture adopted, avoiding undue flexing of the back. Particular care needs to be taken if carrying items on stairs or uneven floors.

## **MEDICINES**

34. Covered in a separate policy 'Policy for administration of Medicine'.

## **MINIBUS**

35. Covered in a separate policy "Minibus policy"

## **NEW AND EXPECTANT MOTHERS AT WORK**

36. 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 or classroom teaching then a risk assessment is undertaken by the Health and Safety Coordinator with specialist external advice if required.

## **NOISE**

37. The School's activities are not considered to produce a level of noise above 80dB(A) when averaged across a day or for work which involves marked day to day variation, over a week.

## **PERFORMANCE MONITORING AND AUDIT**

38. Proactive measurement of our performance against health and safety standards will be undertaken through the formal review of performance against health and safety policy, staff appraisals, monitoring of progress by the Employment and Compliance Committee, and regular monitoring of the workplace and work activities.

## **PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)**

39. The School provides safety equipment (safety footwear, goggles, overalls and other protective clothing and equipment) for staff who undertake particularly hazardous or dirty tasks. . These must be worn when required for a particular operation.

The school recognizes 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 comparable 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 of 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 provided for pupils (where relevant) and it is the responsibility of teaching staff to ensure that pupils are wearing appropriate PPE for the task.

PPE is checked periodically throughout the year.

## **SAFER RECRUITMENT**

40. Covered in a separate policy 'Safer Recruitment'

## **SLIPS, TRIPS AND FALLS**

41. We continually review our premises for slip, trip and fall hazards, and take action to resolve the issues we identify.

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 reminded

of the importance of storing equipment in designated locations, and in particular keeping walkways free from obstruction and trailing cables. The school encourages staff to report hazards, seeking assistance with any which they cannot personally resolve.

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.

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.

#### **SMOKING, DRUGS AND ALCOHOL**

42. The School operates a total no smoking policy throughout its entire site. This includes the use of e-cigarettes and vaping equipment. Any use or possession of controlled drugs within the School will be treated as a serious disciplinary offence. Any impairment of ability through drink or drugs will also be dealt with under the School's Capability and Disciplinary procedures

#### **SPECIAL NEEDS AND ENGLISH AS AN ADDITIONAL LANGUAGE POLICY**

43. Covered in a separate policy 'Special Needs and EAL Policy'.

#### **SWIMMING POOL**

44. The Normal Operating Procedures and Emergency Action Plan for use of the swimming pool is issued separately, with a copy of the plan being provided to the different agencies that use the pool out of hours.

#### **USE OF PREMISES BY OUTSIDE AGENCIES**

45. At those times when the premises are used for purposes not under the direction of the Headmaster, e.g. hire by outside agencies, the person in charge of the activities for which the premises are being used will have responsibility for health and safety practices.

The Bursar will seek to ensure that safety requirements are met at all times when premises are hired to persons outside the employ of the School and that there is adequate insurance cover in force. It will be a condition for all hirers that they comply with safety directives issued by the Governors and that they will not without the consent of the Governors, alter fixed installations, alter or remove fire or safety notices or equipment or otherwise take any action which may create hazards for persons using the premises.

#### **VIBRATIONS**

46. The school has undertaken an assessment of vibration risks which affect employees using tools such as circular saws, drills, mowers etc.) and it has been determined that the level

of exposure is below the daily Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005. Nevertheless we have ensured that employees are aware of vibration hazards, symptoms to look out for and ways to minimize the effects. The school also ensures 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.

## **VIOLENCE**

47. The Governors are greatly concerned for the security of staff and pupils and are aware that petty thieves and other criminals often target schools. Personal belongings should be secured and any money handled should, as soon as practical, be secured in the safes throughout the school e.g. Victoria Office, Reception, accounts office. All staff cars are issued with a vehicle pass. All staff are provided with a staff identity badge and where possible external doors have been fitted with digital security code locks. Visitors are provided with visitor passes and staff should check the identity of any person they see without a badge and whom they do not recognise. If assistance is required the Caretakers and site maintenance staff should be contacted directly or via the School Offices. Confrontation should be avoided unless absolutely necessary.

If any member of staff suffers violence or threat of violence from a visitor/intruder/member of the public the matter should be reported to the Headmaster as soon as possible. This initial report can be oral and followed up by a written report, if required. The Governors will take the strongest possible action against any individual offering violence to staff.

## **VISITORS**

48. Visitors to our premises include pupils, parents, old pupils, couriers, sales persons, contractors, members of the public (including children), friends, family, members of the emergency services and regulatory staff.

Visitors are asked to sign in and out of our buildings and will be under the supervision of one of our members of staff or will be provided with information via signage that will assist them in remaining safe during their visit.

Visitors attending the site during school hours will be issued with a security badge to wear for the duration of their stay.

Contractors undertaking work within the premises will be subject to our contractor control arrangements.

## **WELFARE**

49. We have evaluated the welfare facilities required for our business to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them.

Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

Staff are able to rest and eat food at their desks, in a staff room, or one of the School catering outlets.

## WORK AT HEIGHT

50. Whilst the school aims to avoid work at height it has identified examples of situations where our staff may be at risk of falling from a height such as changing light bulbs or adjusting stage lighting, raising or lowering the flag, accessing high shelving or attics, cleaning tall 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 minimize 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 include those examples identified above.

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, most likely using tower scaffolding or the use of cherry pickers by RTITB or IPAF qualified operators.

All ladders and stepladders used by our employees inspected pre-use by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided, and ladders and step ladders are only available to the Estates staff.

Window cleaning contractors are not engaged to work at height.

## WORK EQUIPMENT

51. 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 trained in house testers. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspection that all staff are instructed to carry out.

The responsibility for ensuring the PAT programme is completed rests with the Estates Bursar. The principles of the programme are as follows:

- A database of all portable appliances owned by the school is to be maintained. The appliances are to be categorised into those that require testing on a periodic basis.
- Nominated technicians in the Science and D&T Departments are to check equipment within their own subject area. Training for technicians is to be arranged by the Estates Bursar.
- Where a member of staff wishes to use a private appliance within the school, it is first to be tested by one of the nominated technicians or the school electrician. A record of the appliance and the date of test are to be held on the database.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing the Month/Year of the current and next test.

The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

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.

## **WORKPLACE TRANSPORT**

52. Our premises include staff car parks and driveways. Car parks are marked into parking bays and access is controlled by a permit display system during school hours.

All School vehicles are subject to a maintenance programme. Defective vehicles are taken out of service whilst awaiting repair or replacement.

## **GENERAL PRECAUTIONS**

53. The following precautions, if followed, would avoid most accidents:

- Drive about the School and immediate area carefully, obeying speed restrictions and road markings. Expect children to do the unexpected.
- Lift heavy articles carefully, stack packages safely, leave walkways clear and use steps to reach high objects.
- Wear practical footwear, use protective clothing and goggles and make sure guards are on machines when in use.
- Do not interfere with gas, electrical, heating or water fittings and do not enter a plant room unless authorised to do so.
- Report worn floor covering or stairs.
- Ask for advice from experienced people before starting a new procedure.
- Obey all safety notices, signs and instructions

## PART 4 - HEALTH AND SAFETY RISK ASSESSMENT

1. Risk is inherent in all activities and it cannot be eliminated. Neither can all risks be readily identified. The key issue is to decide whether the risk is significant and whether it is covered by satisfactory precautions so that the risk is minimised. To ensure this process is carried out in a logical and comprehensive manner it is necessary to carry out a risk assessment. It should be noted that generic risk assessments can be used as a guide for commonly repeated activities
2. A risk assessment is nothing more than a careful examination of an activity with the aim of identifying risks to health and safety and recording the steps that need to be taken to minimise them. Assessments of this nature have long been the practice within the teaching profession but it is a requirement that the results of such assessments are recorded in a formal manner.
3. The Five Steps of Risk Assessment

### Step 1 – Identify the Hazard

Initial walk around the area noting the significant hazards. Consider also risks that may arise from subsequent activities. Discussion with other users of the area under review to draw upon experience and views. Discussion with caretaking and support staff as appropriate. This process should yield all the significant hazards.

### Step 2 – Assess the Risk

Identify those who are at risk from significant hazards. Consider age awareness, supervision and the level of training.

### Step 3 – Evaluate Measures of Control

This is the key part of the assessment

Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. The law normally requires that persons do what is practicable to keep the workplace safe. You are not expected to eliminate risk entirely.

Try to categorise risk as HIGH, MEDIUM and LOW and seek to move as many hazards as you can into the LOW category. Record how you will deal with significant hazards.

If you consider that all reasonable steps have been taken to deal with the hazard then you can do no more. If, however, you consider that more could be done to move the hazard to a MEDIUM or LOW category, list the actions you will take to achieve the change.

Reducing risk may often revolve around better CONTROL and/or PLANNING. Some points to consider are:

- Is there a less risky option?
- Can access to the hazard be limited or reorganised?
- Is additional supervision required?
- Is additional briefing/training required?
- Is protective clothing or equipment required?

Having listed the actions to be taken, ensure they are carried out. Where additional resources are required, ensure the matter is brought to the attention of your Head of Department.

### Step 4 – Record the Findings

Record the finding on a risk assessment form.

### Step5-MonitorandReview

The risk assessment must be reviewed

- Periodically (typically annually as a minimum);
- Following any changes that may impact upon the validity of the risk assessment (e.g. changes in legislation, change of equipment/machinery, change in the way in which activities are undertaken, change in environment/location etc.; and
- Following an accident, incident, near miss and/or incidence of occupational disease.

### POLICY ON RISK ASSESSMENTS

4. It is not the intention that risk assessments should be carried out for each and every activity in the school. Many activities by their very nature carry no significant risks and their management in terms of health and safety, requires staff to exercise no more than sound common sense and reasonable standards of care of those under in their charge. No document can draw up a specific list of activities that are or are not to be the subject of a risk assessment, and staff should exercise their professional judgement to ensure the safety of pupils in their care.

5. Certain departments in the school may be considered as higher risk areas. These departments may defer to their own sector experts (such as CLEAPPS, BAALPE) when addressing Health and Safety matters, particularly given the niche subjects which are covered.

They are Art, Catering, Cleaning, Design and Technology, Drama, Estates, Grounds, PE and Science

6. Other departments and parts of the school are considered as standard risk areas.

7. A risk assessment is to be carried out in the following circumstances:

- Where the requirement is stated in specialist instructions applicable in higher risk areas
- Prior to the start of any new activity in a higher risk area
- Prior to a new or modified building being taken into use for the first time
- Prior to the start of any new construction or maintenance work
- Prior to any event where parents or members of the public will be present. Where the event is of a repeat nature e.g. prospective parents' afternoon, the extant risk assessment is to be reviewed as part of the planning process.
- Prior to the start of a new activity or an existing activity taking place in a different area of the school or outside venue
- When so directed as part of the Off Site Activities Procedures
- When so directed by the Health and Safety Coordinator, Headmaster or Bursar.

### RESPONSIBILITY FOR CARRYING OUT RISK ASSESSMENTS

8. Risks assessment to cover activities in standard risk areas e.g. classroom lessons are not normally required, however, Heads of Department should note the circumstances above and comply as and when required.

9. In higher risk areas assessments are to be carried out by staff who have specialist knowledge and experience or who have received specialist external training. The Head of Department is responsible for identifying training requirements and ensuring sufficient staff attend relevant courses to enable them to carry out their duties effectively and safely.

10. Risk assessments relating to new or modified buildings, construction and maintenance work, and events at which parents or members of the public will be present, are to be carried out by a competent person as directed by the Bursar or Estates Bursar.

### DOCUMENTATION

11. Written records of all risk assessments are to be maintained by the Heads of Departments as appropriate. Where specialist risk assessment documentation is provided it must be used.

### LIABILITY

12. The Governors and senior staff are responsible in law for the proper application of health and safety legislation within the school and any activities that take place at home or abroad. In turn staff are required to conform to the requirements of the school Health and Safety policy and procedures that have been approved by the Governors.
13. In the event of an accident and subsequent injury or loss of life, there has to be a proper investigation. As a result of such investigation and despite the best endeavors of those involved, blame may be apportioned to an individual or individuals. However, any subsequent legal action for damages is not directed at those to whom blame is apportioned but is instead taken against the Governors who act as directors of the school and are liable for the actions of the employees. The Governors have insured their liability in this respect and of actions taken against them by a third party.
14. Staff cannot be absolved from all blame. If their actions can be seen to be willfully negligent or if they manifestly failed to assess the risk of an activity and carried on regardless, they could be liable at criminal or civil law for their actions. However, these are extreme instances and not in keeping with the caring ethos of the teaching profession.
15. In summary provided a member of staff acts in a reasonable manner and in accordance with the health and safety policy of the school, they have nothing to fear in terms of personal liability for damages or a prosecution against them as an individual.