

# St Philomena's CP School

Chelsfield Road  
Orpington  
Kent BR5 4DR



Policy on Health, Safety and Welfare at Work in accordance with  
Section 2 (3) of the Health and Safety at Work (etc.) Act 1974.



Prepared by

**3 SAFETYBOSS**  
CONSULTANCY AND TRAINING



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### Legislation:

- Health and Safety at Work Act 1974

### Statement:

- The health, safety and welfare of everyone who works or learns at our school is of fundamental importance. Our aim is to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the Local Authority takes responsibility for protecting the health and safety of children, employees and other stakeholders.

### Objectives:

1. This policy will ensure so far as is reasonably practicable that no person is placed in a situation where injury or ill health may be caused as a result of a school activity.
2. All activities undertaken by the school will be risk assessed and appropriately controlled.
3. To comply with the Health and Safety at Work Act and all subordinate regulations.
4. The school will ensure that the following arrangements are provided:
  - Plant and systems of work that are safe and without risks to health;
  - The use, storage, handling, transport of articles and substances that are safe and without risks to health;
  - Information, instruction, training and supervision that will ensure the safety of employees;
  - Suitable welfare facilities.
5. Ensure that communication and cooperation between staff representative and recognised trade unions is maintained, whilst encouraging anyone to report any hazard they find.
6. To ensure that all responsible persons are aware of and are competent to undertake their duties, including the responsibilities of all employees.
7. To ensure this policy is kept up to date with changes at the school and in legislation.

Signature: M Fairhall  
Title: Mags Fairhall – Chair of Governors

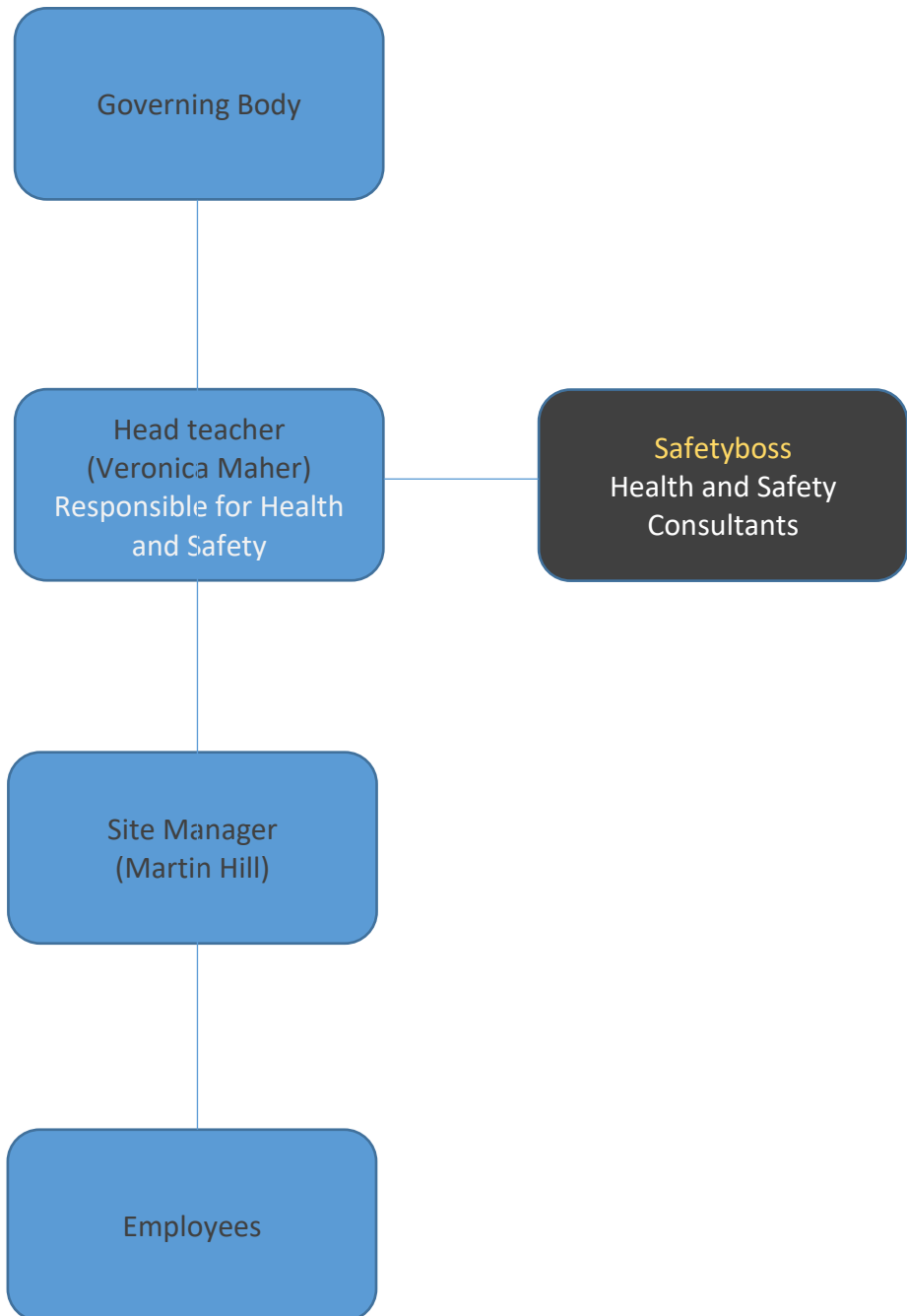
Date of Signature: 12/11/22  
Date of Next Review: July 2023

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## Health and Safety Management Structure

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Organisational Chart for the implementation of this Policy



## Responsible Persons List



### Legislation:

- Health and Safety at Work (etc) Act 1974



### Hazards:

- Employees unaware of their responsibilities
- Responsibilities unassigned

- This list will be updated when there is a change to any responsible person.

Responsibility	Responsible Person	Job Title
Health and Safety Management Systems and Policy review	Veronica Maher	Headteacher
Governor Health and Safety Committee Representative	Pere Tokoro	Foundation Governor
Communication and Information Management	Veronica Maher	Headteacher
Critical Incident Management	Veronica Maher	Headteacher
Health and Safety Training	Veronica Maher	Headteacher
Programmed Refresher Training	Veronica Maher	Headteacher
Personal Safety Procedures	Veronica Maher	Headteacher
Health and Safety Inspections	Martin Hill	Premises Manager
Risk Assessments for managed moves, EOTAS and excluded pupils	Veronica Maher	Headteacher
Infection Control	Martin Hill	Premises Manager
Incident Reporting / Investigation	Veronica Maher	Headteacher
Coordination of Risk Assessments	Martin Hill	Premises Manager
Fire Procedures, including Personal Emergency Evacuation Plans (PEEPs)	Martin Hill	Premises Manager
Premises Maintenance including Contractors	Martin Hill	Premises Manager
First Aid	Veronica Maher	Headteacher
Vehicle Control / Pedestrian Safety	Veronica Maher	Headteacher
Educational Visits Coordinator	Veronica Maher	Headteacher
Stress and Wellbeing	Veronica Maher	Headteacher
Designated safeguarding Lead	Veronica Maher	Headteacher
Supporting Pupils with Medical Needs	Veronica Maher	Headteacher
Premises Security	Martin Hill	Premises Manager
Outside Lettings	Martin Hill	Premises Manager

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## Governing Body Responsibilities

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### Legislation:

- Health and Safety at Work (etc.) Act 1974



### Hazards:

- Failure to discharge duties.
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### Responsibilities: to ensure

8. Day to day management of health and safety is effective.
9. That policies and procedures are updated, agreed and communicated.
10. Risk assessments have been undertaken for all activities with significant risk.
11. Competent health and safety advice and assistance is available.
12. Resources are made available for the maintenance and up-keep of the school premises.
13. That all employees hold appropriate qualifications for their job role and any responsibility placed upon them.
14. That employees are kept up to date with identified training for their job role.
15. Inspections of the school are undertaken and any actions are prioritised and given timescales for completion.

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## Headteacher Responsibilities

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### Legislation:

- Health and Safety at Work (etc.) Act 1974



### Hazards:

- Failure to discharge duties.
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### Responsibilities: to ensure

16. Day to day management of health and safety is audited to ensure its effectiveness.
17. That policies and procedures are updated, agreed and communicated.
18. Risk assessments have been undertaken for all activities with significant risk.
19. Competent health and safety advice and assistance is available.
20. Resources are used for the maintenance and up-keep of the school premises.
21. A good example is set to all employees and non-employees.
22. That all employees' qualifications are checked for their job role and employees are competent to undertake any responsibility placed upon them.
23. That employees are kept up to date with identified training for their job role.
24. Actions from school inspections are implemented by the agreed timescales.
25. That emergency procedures are in place and practiced to the agreed timescales.
26. Provide relevant information to the Governors and maintain communication with the Governor Health and Safety Representative.
27. Non employees are considered within the schools' management of health and safety, including the monitoring of contractors.

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## Site Manager Responsibilities

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### Legislation:

- Health and Safety at Work (etc.) Act 1974



### Hazards:

- Failure to discharge duties.
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### Responsibilities: to ensure

28. Fire equipment and systems are adequately maintained, tested and records kept.

29. Contractors are inducted, have a safe system of work and are monitored whilst working in the school.

30. They are competent to undertake their responsibilities.

31. Day to day maintenance and up-keep of the school premises.

32. Work equipment is regularly inspected such as step ladders, small electrical items and playground equipment.

33. Actions from reports or risk assessments are implemented.

34. Any deficiencies raised by employees are prioritised and actioned.

35. A hazardous substances register is maintained for anything used or stored on the school premises and copies of current materials safety data sheets are available.

36. Emergency procedures are tested to the agreed timescales.

37. Outside lettings are aware of the health and safety procedures applicable to them.



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## Employee Responsibilities

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### Legislation:

- Health and Safety at Work (etc.) Act 1974



### Hazards:

- Failure to discharge duties.
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### Responsibilities: to ensure

38. Your own health and safety and that of others affected by you.
39. You read and understand the health and safety policy, procedures and relevant risk assessments.
40. Any control measures provided are followed, including wearing of personal protective equipment.
41. Defective equipment is taken out of use.
42. You report any hazards or defects you come across.
43. You are competent to undertake your responsibilities.
44. You attend and follow any health and safety training provided.
45. You are familiar with the emergency procedures for the school.
46. You report any accidents, incidents or near misses.



### Applicable Legislation:

- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)
- Management of Health & Safety at Work Regulations 1999
- Data Protection Act 1995



### Identified Hazards:

- Failure to report accident or incident.
- Failure to learn from the accident or incident leading to repetition.
- Employees unaware of what should be reported and when.

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### Arrangements:

1. All employees will be informed of the reporting procedures during their induction.
2. The responsible person(s) will be trained on how to record, report and investigate accidents.
3. All employees must report all accidents, incidents, occupational diseases and near misses as soon as possible after they occur. An entry must be fully recorded in the accident book or on a report form and must be securely stored.
4. If the accident, incident or disease is reportable under RIDDOR then the designated responsible person will complete the online F2508(A) form (on the HSE policy) within 15 working days of the incident. (See below for the requirements for students and visitors)
5. In the case of a fatality the responsible person will notify the incident by telephone and complete a report within 10 working days.
6. All accidents will be investigated with the purpose of establishing what went wrong and what can be done to prevent a reoccurrence. In cases of serious accidents external consultants will be considered to assist with the investigation.
7. The findings and resulting actions will be considered by the responsible person(s) with a view of implementing controls to prevent a reoccurrence, this will include revision of the applicable risk assessment.



8. Accidents to pupils which require the provision of first aid, will be recorded and kept in the school office.
9. Parents will be notified by telephone and / or in writing if their child suffers a serious or potentially serious injury at school and what first aid treatment was give. Parents will be notified of all head injuries.



#### Additional Information:

- A student or visitor accident will only require a RIDDOR notification is the accident:
  - Results in the death of a person and arose out of or in connection with a work activity
  - An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment
- All accidents that cause a personal injury must be reported, no matter how minor you think the injury is. In addition all near misses (something that has happened that could have caused an injury) must be reported.
- If you injure yourself at another workplace you must also report the incident to them.
- Under RIDDOR the following must be reported:
  - Fatality
  - Specified Injury (e.g. Fractures, (other than fingers, thumbs and toes), amputations)
  - Over 7 day incapacitation of a worker
  - Occupational Diseases
  - Dangerous Occurrences
  - Gas Incidents
- Reporting under RIDDOR can be by the following means;
  - Telephone 0345 300 9923 (fatal only)
  - Search RIDDOR report on [www.hse.gov.uk](http://www.hse.gov.uk)



### Legislation:

- Control of Asbestos at Work Regulations 2012
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Release of asbestos fibres into the atmosphere
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### Arrangements:

47. All employees will be informed of the location of any asbestos which they are likely to come into contact with.



48. The Premises Manager is aware of the location and type of asbestos on site. Any contractor working on site will be informed of the location and type of asbestos on site.

49. The asbestos register will be reviewed and updated on an annual basis. This will include details of any asbestos removed from the school.

50. A copy of the asbestos register will be kept available either at Reception or with the Premises Manager so that it can be shown to contractors and staff.

51. Inspections of identified asbestos containing materials will be undertaken at least once a year by the responsible person (Caretaker/ Premises Manager).

52. Any and all work involving asbestos containing materials will be completed in accordance with the HSE's guidance (L143) 'Managing and Working with Asbestos'.

53. Only licensed asbestos contractors will be used. Before any work is undertaken the contractor's safe system of work will be reviewed to ensure they have put in controls to avoid accidental release of fibres.

54. In case of accidental release, all work will stop, the area will be sealed off and emergency procedures will be followed.



### Legislation:

- The Construction (Design and Management) Regulations 2015 (CDM)
- Management of Health & Safety at Work Regulations 1999




### Hazards:

- Contractors on site without a safe system of work
- Poor planning and management

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### Arrangements:

55. If construction work is required the Premises Manager will be given training on how to manage contractors including competence checking and familiarisation with The Construction (Design and Management) Regulations (CDM). 

56. If the construction work involves more than one contractor then the school will appoint a Principal Contractor and Principal Designer to help plan and manage the project to minimise risk.

57. No contractor will be able to start work unless their competence has been checked.

- If the contractor is a member of a Safety Schemes in Procurement (SSIP) Group such as CHAS or EXOR then only project specific information will be need to be checked such as risk assessments and method statements.
- If the contractor is not in an above scheme or on an approved list of contractors then a competence check will be required e.g. Health and safety policy, competent health and safety advice, training, qualifications and experience etc.

58. Only contractors who have the necessary time and resources to complete work safely will be appointed.

59. No contractor undertaking construction work will be allowed to start work without being issued site specific information, such as the location of any asbestos, emergency procedures etc.

60. Contractors must complete a construction phase health and safety plan and site specific risk assessment / method statement, which must be reviewed prior to works commencing.

61. Contractors will be appointed in writing.

62. All employees must be vigilant in reporting any health and safety concern they feel a contractor is creating.

63. All contractors will be required to follow the site specific rules, including signing in / out.

64. Children and parents will be informed when construction work is being undertaken during term time.



#### Additional Information:

- A major construction project or a “Notifiable Project” as it is more commonly known must meet the following criteria.
  - The construction work will last more than 500 person days; or
  - The construction work will last more than 30 working days and have at least 20 people working on site at the same time.
- Easy to understand Industry Guidance on construction work and the law can be found on the Construction Industry Training Board (CITB) website [www.citb.co.uk](http://www.citb.co.uk) search CDM Guidance

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## Control of Substances Hazardous to Health (COSHH)



### Legislation:

- Control of Substances Hazardous to Health Regulations 2002
- The Classification, Labelling and Packaging of Chemicals Regulations 2015
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Exposure to uncontrolled hazardous substances

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### Arrangements:

65. All employees will be given information and training on any COSHH assessments relevant to their activities.



66. The Premises Manager and caretaking staff will be trained on how to manage COSHH substances.

67. No chemicals or other hazardous substances may be used unless they have been assessed and employees are aware of the control measures. An approved list of products will be held.

68. Products which are no longer required will be disposed of in accordance with the current Environmental Regulations and removed from the approved list.
69. The latest copy of the materials safety data sheet will be kept with each COSHH assessment.
70. Control measures from risk assessments will be monitored and any required health surveillance will be undertaken.
71. Products will be kept in their original container and must not be transferred into any other container.
72. Any flammable liquids will be kept in a fire resistant cupboard or store, caps must be kept on except for when in use. Non-compatible products must be stored separately.
73. Access to COSHH products must be restricted to only trained personnel. Products must not be easily accessible to children e.g. under sinks in classrooms.
74. Any employee experiencing ill-health as a result of using a COSHH product must report this information to their manager.
75. Controls must be in place in case of accidental release of any hazardous substance, including bunding / spill kits where identified by risk assessment.



#### Additional Information:

- Risk Assessments will be required for products which are:
  - Toxic or Very Toxic
  - Corrosive
  - Harmful
  - Irritant
  
- Materials Safety Data Sheets can be requested from the manufacturer or are often found on their website.
  
- For further information on COSHH visit [www.hse.gov.uk/coshh](http://www.hse.gov.uk/coshh)



### Legislation:

- Display Screen Equipment Regulations 1992
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Long term health effects from prolonged DSE use
- Lost time

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### Arrangements:

76. All DSE users will be given information and training on how to setup their workstation to minimise to their health.



77. A display screen equipment risk assessment will be carried out for each user and any recommendations implemented within agreed timescales. The risk assessment will be reviewed if the workstation or equipment changes.

78. Eye tests will be made available for display screen equipment users once every two years as part of routine health surveillance.

79. Employees must report any pain they are associating with their workstation e.g. upper limb disorder, back pain, repetitive strain injury to allow for a reassessment.





## Additional Information:

- DSE user training should include:
  - The risk from DSE work and the controls in place
  - How to adjust furniture
  - How to organise the workplace to avoid awkward or frequently repeated stretching movements
  - How to clean the screen and mouse
  - Who to contact for help and to report problems or symptoms

### Features of a well-designed workstation

- Keyboards and keying in (typing)
  - A space in front of the keyboard can help you rest your hands and wrists when not keying.
  - Try to keep wrists straight when keying.
  - Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
- Using a mouse
  - Position the mouse within easy reach, so it can be used with a straight wrist.
  - Sit upright and close to the desk to reduce working with the mouse arm stretched.
  - Move the keyboard out of the way if it is not being used.
  - Support the forearm on the desk, and don't grip the mouse too tightly.
  - Rest fingers lightly on the buttons and do not press them hard.
- Reading the screen
  - Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
  - Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
  - Make sure the screen surface is clean.
  - When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
  - Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).



### Legislation:

- The Electricity at Work Regulations 1989
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Contact with Electricity
- Interruption of school services

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### Arrangements:

80. Only competent persons will be allowed to undertake work on electrical systems.



81. Safe access will be provided for competent persons to access electrical systems.

82. Fixed main electrical installations will be inspected and tested on a minimum of a five yearly basis.

83. Portable Appliance Testing (PAT) will be undertaken on a minimum basis of:

- Annually for regular use items e.g. kettles, portable heaters
- Two yearly for earthed, portable equipment
- Four yearly for double insulated equipment

84. Records will be kept of all testing and inspection.

85. Visual checks must be undertaken of electrical equipment before use for obvious signs of damage. If the equipment is defective it must not be used until it can be repaired or replaced.

86. Personal Equipment brought in from home must not be used unless it has been approved and electrically tested.

87. Access to electrical systems will be restricted to authorised persons, and areas will be kept clear of combustible materials.



### Additional Information:

- Visual Inspection – guidance table

Item	What to look for
Plug	<ul style="list-style-type: none"><li>• Is it securely connected to the cable?</li><li>• Are the pins secure and not bent?</li><li>• Is the casing damaged or signs of overheating?</li><li>• Are screws securely in place?</li></ul>
The Cable	<ul style="list-style-type: none"><li>• Is it secure at both ends?</li><li>• Is the cable frayed, damaged or broken?</li><li>• Are there any taped joints?</li></ul>
The Equipment	<ul style="list-style-type: none"><li>• Is the equipment suitable for its location?</li><li>• Is it being used for its intended purpose?</li></ul>

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## Fire Precautions



### Legislation:

- The Regulatory Reform (Fire Safety) Order 2005
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Uncontrolled fire
- Explosion

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### Arrangements:

88. All employees will be given information about the fire safety arrangements at induction and fire awareness training.



89. Any Fire Marshall / Wardens will receive additional training.
90. A fire risk assessment of the premises will be undertaken by a competent person with an ongoing annual review.
91. Personal Emergency Evacuation Plans (PEEP) will be developed for anyone who requires assistance in an emergency situation. Copies of the plan must be easily available to pass to the emergency services.
92. The fire alarm system will be inspected / tested:
- Daily – check of the control panel
  - Weekly – call point test, on a rotation basis
  - Quarterly and Annual – whole system check by a competent engineer.
93. Fire doors will be inspected / tested:
- Daily – doors are unobstructed and unlocked
  - Monthly – check doors close when released, make a tight seal with no gaps around the frame.
  - Quarterly and Annual – whole system check by a competent engineer.
94. Emergency lighting will be tested / inspected
- Daily – units are working
  - Monthly – flick test via fuse box or fishtail key
  - Annual – full discharge test
95. Firefighting equipment will be tested / inspected
- Monthly – check location, not damaged or discharged.
  - Annual – check by a competent engineer
96. Fire drills will be undertaken on a termly basis and will be timed. A report of the outcome of the drill will be recorded and any action points remedied.
97. A fire action notice will be displayed in each classroom.
98. Records will be kept of all tests, inspections and drills in a fire log book.
99. Employees will never be expected to fight fires. Extinguishers should only be used to aid in escape from the premises.
100. A fire emergency plan will be in place and communicated to all employees, visitors and contractors.
101. Any outside lettings will be provided with information relevant to their use of the premises.



### Additional Information:

- Specific guidance for schools on fire risk assessment can be downloaded from [www.gov.uk](http://www.gov.uk) search Fire safety risk assessment educational premises.

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## First Aid



### Legislation:

- Health and Safety First Aid Regulations 1989
- Management of Health & Safety at Work Regulations 1999




### Hazards:

- No help available for an injured person
- Worsening of an injury due to inadequate first aid procedures

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### Arrangements:

102. All employees will be given information on the first aid arrangements during their induction training. 
103. First aiders (including paediatric) and appointed persons will be trained before they can undertake their role. Refresher training will be scheduled to ensure adequate cover is maintained.
104. First aid provision will be determined by a risk assessment.
105. A list of first aiders will be kept along with their contact details.
106. First aid facilities will be clearly identifiable. Spare first aid kits will be available for school trips and for P.E activities.
107. A designated first aider will be responsible for checking the contents of first aid supplies on a monthly basis and for re-stocking where necessary.
108. Rubber gloves and other protective equipment will be provided to protect against contact with bodily fluids.
109. All medicines will be stored in a locked cupboard with restricted access. Medicines will not be dispensed unless the school receives a letter from the parents and only medicines prescribed by a doctor will be administered.

110. An employee requiring first aid treatment will need to complete an accident form.

111. First aid arrangements will be communicated to any visitors / contractors.



#### Additional Information:

- First Aid training no longer needs to be approved by the Health and Safety Executive.
  
- A first aid kit should contain:
  - A leaflet giving general guidance on first aid
  - Individually wrapped sterile plasters (assorted sizes),
  - Sterile eye pads;
  - Individually wrapped triangular bandages, preferably sterile
  - Safety pins
  - Medium and large sterile individually wrapped unmedicated wound dressings;
  - Disposable gloves
  
- A first aid kit should not contain:
  - Tablets
  - Medicines
  
- Further advice can be found at [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)

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## LPG and Gases



#### Legislation:

- The Regulatory Reform (Fire Safety) Order 2005
- Dangerous Substances Explosive Atmospheres Regulations 2002
- Gas Safety Installation and Use Regulations 1998
- Management of Health & Safety at Work Regulations 1999



#### Hazards:

- Fire
- Explosion

- Asphyxiation

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#### Arrangements:

112. A fire risk assessment of the premises will consider gases with an ongoing annual review.
113. The premises manager will ensure that anyone working on or with gas is competent to do so.
114. Gas supply will be tested / inspection on a minimum twelve monthly basis.
115. An emergency control valve must be fitted as near as reasonably practicable to the gas entering the premises.
116. Any hot work undertaken by contractors will be strictly controlled and if necessary conducted under a hot work permit.
117. An emergency plan will be in place and communicated to all employees, visitors and contractors.



#### Additional Information:

- Specific guidance for gas can be downloaded from <http://www.hse.gov.uk/gas/index.htm>

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## Legionella



#### Legislation:

- Control of Substances Hazardous to Health Regulations 2002
- Management of Health & Safety at Work Regulations 1999



#### Hazards:

- Exposure to legionella

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#### Arrangements:

118. Any employee who will manage the control of legionella will be trained to ensure they are competent to do so.



119. A legionella risk assessment will be undertaken by a competent person to assess the hot and cold water systems. A record of the assessment will be held on site and it will be reviewed at a minimum biannual basis or if there is a change in the water system.

120. Control measures identified from the risk assessment will be implemented and managed by the responsible person or someone appointed by the responsible person. E.g. taking temperature checks  
121.



122. **Additional Information:**

- Legionella risk can be increased in the following conditions
  - The water temperature in all or some parts of the system may be between 20–45 °C, which is suitable for growth;
  - It is possible for water droplets to be produced and if so, they can be dispersed;
  - Water is stored and/or re-circulated;
  - There are deposits that can support bacterial growth, such as rust, sludge, scale, organic matter and biofilms.

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## Legionella



**Legislation:**

- Control of Substances Hazardous to Health Regulations 2002
- Management of Health & Safety at Work Regulations 1999



**Hazards:**

- Exposure to legionella

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**Arrangements:**

123. Any employee who will manage the control of legionella will be trained to ensure they are competent to do so.



124. A legionella risk assessment will be undertaken by a competent person to assess the hot and cold water systems. A record of the assessment will be held on site and it will be reviewed at a minimum biannual basis or if there is a change in the water system.

125. Control measures identified from the risk assessment will be implemented and managed by the responsible person or someone appointed by the responsible person. E.g. taking temperature checks.





## 126. Additional Information:

- Legionella risk can be increased in the following conditions
  - The water temperature in all or some parts of the system may be between 20–45 °C, which is suitable for growth;
  - It is possible for water droplets to be produced and if so, they can be dispersed;
  - Water is stored and/or re-circulated;
  - There are deposits that can support bacterial growth, such as rust, sludge, scale, organic matter and biofilms.

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## Lone Working

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### Legislation:

- Management of Health & Safety at Work Regulations 1999



### Hazards:

- No one to raise the alarm in an emergency situation
- Increased vulnerability

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### Arrangements:

127. Lone Working will be kept to a minimum. Any activities that require lone working will be risk assessed and the controls communicated to the individuals.



128. If anyone is required to regularly work alone they and people designated as specified management will receive training.

129. Lone workers will receive training or possess sufficient competence to carry out their activities.

130. Lone Workers will be required to check in with their specified manager at frequencies specified in their risk assessment.

131. Lone Workers will ensure they keep a charged mobile phone on their person at all times.

132. Contact details for lone workers and their next of kin will be kept in a secure record and must be held by the specified manager.

133. If a lone worker fails to check in, their specified manager will contact them to check on their status.
134. If the specified manager is unable to make any contact they shall attempt to locate the lone worker.  
As a last resort the emergency services will be contacted.
135. If the specified manager is absent then suitable arrangements must be made. No one is permitted to work without a specified manager.



136. Additional Information:

- Lone Workers can include persons who:
  - Work from a fixed base, such as a person working alone in a premises
  - Work separately from others on the same premises or work outside normal hours
  - Work away from a fixed based
  - Work at home
  - Mobile workers



### Legislation:

- Manual Handling Operations Regulations 1992.
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Long term health effects from manual handling – Musculo-Skeletal Conditions etc.
- 

### Arrangements:

137. All employees required to undertake manual handling as part of their job role will be given manual handling training.



138. Manual handling will be avoided so far as is reasonably practicable. The use of mechanical aids will be prioritised over manual handling.

139. A risk assessment will be carried out for manual handling activities.

140. Protective equipment such as boots and gloves will be made available as required. The type will be specified in the risk assessment.

141. Employees will conduct a dynamic risk assessment before performing a manual handling activity.



#### Additional Information:

- Dynamic risk assessments will cover the following topics.
  - Task
  - Individual
  - Load
  - Environment

Low	Medium	High
Low	Medium	High
Low	Medium	High



### Legislation:

- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Unknown risk
- Uncontrolled risk

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### Arrangements:

142. All employees will be given copies of any activity related risk assessments at induction. Any changes to the risk assessment will be communicated.



143. Employees who write risk assessments will receive training and support to ensure they are competent.

144. Risk Assessments will be written for work activities with the level of detail proportional to risk. Off-site activities e.g. school trips will also require a risk assessment.

145. Any assessed activity which is deemed high risk must have further controls introduced before the activity can go ahead.

146. Recommendations made from the risk assessment process will be given a timescale for completion and will be prioritised

147. If undertaking complicated or high risk activities a health and safety practitioner should be consulted.

148. Risk assessments will be reviewed on an annual basis or if;

- An accident happens
- There has been a significant change to the activity e.g. New equipment, procedures.
- Legislation has changed.

149. Risk Assessments will be kept for a minimum of three years after they are no longer current.



#### Additional Information:

- The following topics will require a risk assessment
  - Display Screen Equipment (Workstation Assessment)
  - Fire
  - Hazardous Substances (COSHH)
  - Lone Working
  - Prevention of Legionella
  - Manual Handling
  - Work Equipment
  - Stress
  - Work at Height
  - Work undertaken by Expectant Mothers
  - Work undertaken by Children and Young Persons (under 18)
  
- A short guide to risk assessment can be found on the Health and Safety Executive's (HSE) website, search: INDG163
  
- Example risk assessments can be found on the HSE website <http://www.hse.gov.uk/risk/casestudies/>



### Legislation:

- Management of Health & Safety at Work Regulations 1999
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013



### Hazards:

- Excess, un-managed stress at work
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### Arrangements:

150. Where necessary management will be given stress management training.



151. A stress risk assessment will be undertaken to assess the mental and physical risks associated with work activities with the aim to eliminate or control the risks from stress.

152. Support mechanisms will be available for employees who are suffering from stress to enable them to return to full health, including confidential counselling. Further details can be found in the health and wellbeing policy.



### Additional Information:

- The following stress factors should be considered
  - Demand
  - Control
  - Change
  - Role
  - Relationships
  - Support
  
- Symptoms of stress can include: psychological
  - Constant worrying
  - An inability to concentrate
  - Feeling that you have poor judgement
  - Seeing only the negative
  - Anxious thoughts
  - Memory problems
  
- Emotional
  - Mood swings or changes in your mood
  - Irritability or having a short temper
  - An inability to relax
  - Feeling overwhelmed
  - A sense of loneliness
  - Depression
  - Low self-esteem
  
- Behaviour
  - Eating more or less than usual
  - Sleeping too much or too little
  - Isolating yourself from others
  - Neglecting or putting off responsibilities
  - Using alcohol, tobacco or illegal drugs to relax
  - Developing nervous habits, for example, nail biting or not being able to sit still
  
- Physically
  - Aches and pains
  - Diarrhoea and constipation
  - Nausea or dizziness
  - Chest pains
  - Loss of sex drive





### Legislation:

- Management of Health & Safety at Work Regulations 1999



### Hazards:

- New employees unfamiliar to health and safety arrangements
- Incompetent employees
- Lack of awareness of the safe system of work

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### Arrangements:

153. All employees will be subject to an induction training programme during their first week.



154. All induction training will be recorded and signed off by the inductor and inductee.

155. Health and Safety training will be matched to job roles on a training matrix. All completed health and safety training will be recorded and copies of certificates kept.

156. Training will be evaluated for its effectiveness through feedback forms and by checking understanding.

157. Refresher training will be scheduled for all health and safety training. Early refresher training will be scheduled after an incident or when legislation changes.

158. Health and Safety training will be provided during working hours wherever possible.

159. As part of competence checking, contractors training records will be assessed and kept on file.



#### Additional Information:

- Induction training will include at the minimum:
  - The Management Team
  - Names of any appointed person in the work place.
  - Welfare facilities
  - Methods of consultation
  - Actions in the event of a fire
  - Actions for accident reporting
  - Location of fire fighting equipment and means of raising the alarm
  - Smoking restrictions
  - Specific site rules and specific risks
  - Requirements for personal protective equipment
  - Reporting procedures for near misses or occurrences
  - Danger areas
  - Access arrangements
  - Housekeeping arrangements
  - Environmental issues
  - Personal responsibilities



### Legislation:

- Road Traffic Act
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Employees using non-road worthy vehicles
- Employees not adequately insured
- Employees not holding a valid driving licence

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### Arrangements:

160. All employees who drive their vehicles on behalf of the school will be required to provide evidence of



- A valid driving licence
- A copy of the most recent M.O.T certificate
- The schedule of insurance showing business use

161. Drivers must declare if they receive any traffic violations and must not travel on a banned or suspended licence.

162. Drivers must not drive any vehicle for which they have not been trained or do not hold a licence for.

163. Drivers will undertake a pre-use check prior to starting their journey, looking for signs of damage or malfunction.

164. Mobile phones must not be used whilst driving, this includes the use of hands-free device e.g. In-car or Bluetooth headsets.

165. Drivers must not operate vehicles if they are under the influence of drugs or alcohol. Drivers must also be aware of the side effects of prescription drugs, if in doubt a manager should be consulted.

166. Drivers must not drive for a continuous period of more than two hours without stopping to a break.

167. Drivers must be aware of the eyesight requirements of the Highway Code and DVLA.



### Additional Information:

- Specific advice on Road Safety for Teachers can be found at <http://www.rospa.com/road-safety/advice/teachers/>



### Legislation:

- Work at Height Regulations 2005
- Provision and Use of Work Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Unsafe use of access equipment
- Falling materials / equipment / employees

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### Arrangements:

168. Employees required to regularly work at height will have awareness training.



169. Where possible, work at height will be avoided. All work at height activities will be risk assessed and controls put into place.

170. Roof access will be assessed and controls implemented.

171. All work equipment will be subject to inspection, testing and maintenance.

172. Any employee required to use mobile towers will hold PASMA training, anyone required to use a mobile elevating work platform (MEWP) will hold IPAF training. The same requirement will apply to contractors.

173. Contractors undertaking work at height activities must ensure that their work area is segregated.

174. Scaffolding will be left secured at the end of each working shift with means of access removed if unable to secure.

175. All work equipment must be used in accordance with the manufacturer's instructions.



### Additional Information:

- HSE Guide to Working at Height can be found here <http://www.hse.gov.uk/pubns/indg401.pdf>



### Legislation:

- Provision and Use of Work Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999



### Hazards:

- Incorrect use of equipment
- Contact with moving parts
- Struck by moving object
- Excessive noise and vibration

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### Arrangements:

176. Employees must only use work equipment that they are competent to use.



177. Work equipment will be subject to risk assessment and relevant controls measures.

178. Authorised persons list will be used for high risk work activities.

179. Newly trained employees will be subject to supervision until they are competent to operate on their own.

180. Equipment must be suitable for the task for which it is intended.

181. Manufacturer's instructions must be followed, including advice on maintenance.

182. Personal Protective Equipment must be worn as identified in the activity risk assessment.

183. All work equipment will require a degree of maintenance, testing and inspection. Pre-use checks will be required for certain work equipment.

184. Where identified by risk assessment, health surveillance will be implemented.

185. Where work equipment produces fumes, vapour, dusts, fibres etc adequate natural or mechanical ventilation will be maintained.



Additional Information:

- Employees must follow the safe system of work for using their equipment.
- Where local exhaust ventilation is provided it should be tested and inspected on a maximum of fourteen month basis.