





HEALTH AND SAFETY MANUAL

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| Responsible Trust Committee: | Health & Safety |
| Date Approved: | December 2018 |
| Reviewed: | December 2018 |
| Next Review Date: | December 2019 |

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| Approved Signature (Trust Board): |  Date (11/12/2018) |

HEALTH AND SAFETY MANUAL

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SECTION I - HEALTH AND SAFETY MANUAL

DOCUMENT CONTROL SHEET

All requests for amendments to the Health and Safety Manual should be made to the School's Health and Safety Adviser, who is responsible for the maintenance of this manual. The Health and Safety Adviser will record all agreed amendments in this log and ensure that pages are updated.

| AMENDMENT | DESCRIPTION OF REVISION | SECTION/PAGE NO. | DATE |
|-----------|-------------------------|------------------|------|
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SECTION 2 -HEALTH AND SAFETY POLICY

VISION AND ETHOS

Chichester Free School will:

- **Nurture** children in a safe, happy and caring environment where every child will be known, positive behaviour is rewarded and there will be a strong sense of community between child, home, school and community.
- **Challenge** children to recognise and respect one another so we all may learn and grow together. Our curriculum, including the extended day provision, will stimulate and challenge every individual, inspiring a passion for learning. Such challenge requires courage on the part of all members of our community.
- **Inspire** children towards the highest standards of behaviour as the foundation for individual success and a culture of well-being, warmth and exciting futures. We will inspire confident, happy, creative and articulate young people who will emerge with a clear vision for their future.

Chichester Free School's pastoral care is based on the four Cardinal Virtues of Wisdom, Temperance, Justice and Courage:

- **Wisdom** – The wisdom to recognise the importance of context, history, circumstance and intention in every act. We wish to create a culture where the contexts and circumstances of everyday life enable all members of our community to intend excellence in behaviour and achievement. The wisdom to praise effort as much as achievement and to choose well now, even when this is the harder path.
- **Temperance** – To seek self-control so all members of the community act thoughtfully, internalising self-regulation, rather than giving in to impulse or always relying on others to set boundaries. We will be modest in asserting our own rights, prudent in exercising our energies, resilient when faced with difficulty, demonstrating humility and forgiveness in our dealings with others.
- **Justice** – To act fairly, finding evidence first, not fault. To recognise that behaviour is an act carried out by a person. Whether rewarding or punishing, we seek to build the character of the individual and the school through the just actions we take in response. We will listen proactively to all members of the community to form the just culture of the school. To demonstrate justice every day in the respect we show for all members of the community and beyond, and for the material fabric of the school.
- **Courage** – The courage to do what is right when doing what is right is hard, to challenge poor behaviour, speak up for minority groups, or those who are being mistreated and the courage to seize opportunities despite what others might think.

STATEMENT

1. The Governors of Chichester Free School (the School) recognise their responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, pupils, members of the public and any others who may be affected by the School's activities.
2. To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:
 - a. develop and maintain safe systems of work;
 - b. give sufficient information, instruction, training and supervision to ensure the health, safety and welfare of all its staff, pupils and others working within School premises, and during sporting activities and visits away from the School;
 - c. protect the health, safety and welfare of visitors to the School;
 - d. provide competent technical information and professional guidance as required;
 - e. provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
 - f. ensure the safe use, handling, storage, transportation and disposal of articles and substances;
 - g. maintain a safe and healthy place of work, with safe access to/egress from that place of work;
 - h. positively consider the environmental impact of all School activities; and,
 - i. formally consult with employees on all matters having effect on their health, safety and welfare at work.
3. Without detracting from the responsibility of the Governors, day-to-day management of Health and Safety within the School rests with the Principal, the Business Manager, the Site Manager and others as detailed in the 'Organisation' pages of this Policy. Arrangements for the implementation of the Policy are outlined in the 'Arrangements' pages, with further details in the relevant sections of the School's Health and Safety Manual.
4. The three parts of this Policy (Statement, Organisation and Arrangements) form Section 1 of the School Health and Safety Manual, which also contains School-wide procedural documentation and Departmental Health and Safety Policies and procedures. The Health and Safety Manual is available for reference via the School intranet; a printed 'master copy' is held in the School office.
5. The Governors will monitor the Health and Safety performance of the School via regular reports from the Health and Safety Committee to the Resources Committee.
6. The Governors recognise that risk is inherent in most human activities and that it is impossible to avoid them completely. However, by the use of formal Risk Assessment processes the School will identify any significant risks associated with the work/workplace and put in place any necessary control measures to reduce those risks to an acceptable level.
7. Staff are reminded of their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with their employer in the implementation of this Health and Safety Policy.

8. This Health and Safety Policy, and the various sections of the Health and Safety Manual, will be reviewed by Governors at least annually; any amendments will be brought to the notice of all staff that may be affected by them.

9. Organic policy will change and be adapted, reviewed as the school grows and the site changes.

ORGANISATION

1. The Board of Governors

The ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health & Safety Policy (the Policy) to be implemented effectively.

2. The Principal

The Principal is responsible to the Governors for the implementation of the Policy within the school.

The Principal will ensure that:

- They are familiar with the Policy;
- the H&S Policy Statement is included in the Staff Handbook for the attention of all staff;
- all staff are aware of the objectives of the Policy and of the responsibilities the Policy places upon them;
- all requirements of the Policy are implemented effectively; and,
- the health and safety performance of the school is effectively monitored.

3. The Health and Safety Co-ordinator

The Health and Safety Co-ordinator is the Business Manager who is responsible for the day-to-day operation of the Policy. They will:

- ensure that the arrangements for implementing the Policy are effective in operation;
- liaise with the H&S Adviser to review and update the Policy in the light of new legislation, changes in organisation, etc.;
- ensure that the Health and Safety Manual (the Manual) is accessible to all staff;
- where appropriate, direct matters concerning health and safety to the H&S Adviser;
- monitor the health and safety performance of the school via observation, safety audits, hazard spotting and risk assessment;
- ensure that all staff receive suitable and sufficient training to enable them carry out their work without risk to their health, safety or welfare; and,
- ensure that registers and records of all safety checks are maintained.
- have responsibility for the organisation of the School's evacuation procedure in the event of fire
- ensure adequate insurance cover is in place to mitigate any unforeseen consequences of the activities of contractors; and,
- be Chairman of the School's Health and Safety Committee.

The Head of secondary and Head of primary are responsible to the Business Manager for all matters relating to health and safety in the Junior School/Senior School Departments.

The Head of Secondary and Head of Primary will:

- where applicable, issue detailed safety policy, instructions and guidelines to Junior/Senior School staff relating to their activities, and ensure staff are conversant with them;
- ensure that equipment necessary for the work of the Junior/Senior School is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards;
- direct any matters concerning Health & Safety to the Business Manager;
- monitor the health and safety performance of the Junior/Senior School via observations, safety audits, safety sampling, etc.;
- ensure that suitable and sufficient Risk Assessments have been carried out for the activities within the Junior/Senior School; and,
- ensure that assessments for all hazardous substances used within the Junior/Senior School are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

5. Teachers

Teachers are responsible to the Head of Secondary and Head of Primary for all matters relating to health and safety in their classes.

Teachers will:

- instruct pupils in safety procedures in operations or processes involving known hazards;
- ensure proper use of personal protective equipment (PPE) where provided;
- ensure that tools and equipment are in good condition and have been tested, as appropriate, for safe operation;
- initiate first aid in the event of an accident, and ensure that the accident is recorded and, where appropriate, reported to the Head of secondary or Head of Primary; and,
- ensure that any hazards identified, or concerns about the implementation of the Policy are reported to the Head of Secondary or Head of Primary

6. Assistant Teachers/Support Staff

Assistant teachers and support staff are responsible to the Head of Secondary or Head of Primary and are required to assist the Head of Secondary or Head of Primary and the Business Manager in the discharge of their duties with regard to health, safety and welfare.

7. The Site Manager

The Site Manager is responsible to the Business Manager for all matters regarding the maintenance of the structure and fabric of the School Buildings. The Site Manager will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of relevant sections of the Manual.

The Site Manager is also responsible for all matters relating to health and safety concerning the maintenance and support staff, and for contractors on site working to his instructions.

The Site Manager will:

- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- issue, as necessary, detailed instructions and guidelines, safe systems of work, method statements and/or risk assessments to staff relating to any safety aspect of their activities and ensure staff are conversant with them;
- ensure that staff are provided with any necessary safety and/or personal protective equipment.
- direct any matters concerning health & safety to the Principal;
- monitor the health and safety of the maintenance department via observations, safety audits, safety sampling etc.; and,
- ensure that assessments for all hazardous substances within the department are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

With regard to fire precautions, the Site Manager will also:

- arrange for the regular, routine test of the fire alarm system, ensuring that each break-glass alarm point is tested at least once in every thirteen week period;
- ensure the thorough inspection and testing of the fire alarm system (termly) and fire extinguishers (annually) by specialist contractors;
- arrange fire evacuation practices;
- ensure fire escape routes are kept clear; and,
- maintain the Fire Precautions Log Book.

8. Maintenance Staff

Maintenance staff are responsible to the Site Manager, and are required to assist him and the Business Manager in the discharge of their duties with regard to health, safety and welfare.

9. Designated First Aider

The Designated First Aider, is responsible to the Business Manager for the organisation and supervision of the School's health care arrangements the Designated First Aider will ensure that:

- adequate first aid cover is available in their absence;
- first aid boxes, stocked as per the requirements of the Health and Safety (First Aid) Regulations, are in place, clearly identified and regularly inspected;
- the treatment book is completed for all first aid administered; and,
- where necessary, incidents are recorded in the School's accident book and 'reportable' incidents are duly reported to the Enforcing Authority within the required time scales.

The current designated First Aider is Abby Hermans

10. The Catering Manager

The Catering Manager(employed by external contractors), is responsible to the Business Manager for all matters relating to health and safety concerning the catering staff.

The Catering Manager will:

- ensure that equipment necessary for the work of the Catering Department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- Issue detailed departmental safety policy, instructions and guidelines to staff relating to any safety aspect of their activities, and ensure staff are conversant with them;
- direct any matters concerning health & safety to the Principal;
- monitor the health and safety performance of the catering department via observations, safety audits, safety sampling etc.; and,
- ensure that assessments for all hazardous substances within the department are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

11 Health and Safety Adviser

The H&S Adviser, reporting to the Business Manager, is responsible to the Board of Governors for advising on all matters relating to health, safety and welfare with regard to the School.

The Health and Safety Adviser will:

- undertake Health and Safety Audits and assist in the undertaking of Risk Assessments in conjunction with, and as required by, the Principal;
- produce written reports and records to assist in providing an effective safety monitoring system;
- assist the Business Manager in maintaining the Policy;
- update staff on latest developments in health and safety;
- assist in the investigation of accidents (particularly 'reportable' accidents) as required; and,
- attend meetings of the School Health and Safety Committee.

12. In Addition

It is the duty of all members of staff, contractors, pupils and visitors to take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and/or hazards to the Business Manager as soon as possible.

ARRANGEMENTS

1. Training

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy (the Policy):

- On appointment, new staff will be given induction training which will include but not be limited to the Policy, First Aid arrangements and Fire Precautions /Procedures.
- Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices.
- Appropriate refresher training will be provided as and when necessary.
- Additional training will be provided where an employee takes on a key Health and Safety supporting role within the school such as Fire warden or First aid

The person responsible for the co-ordination of safety training is the Business Manager.

The School will maintain records of all health and safety training given to staff.

2. Enforcing Authorities

Officers of the Enforcing Authorities (HSE, EHO, Fire Service, etc.) have the right to visit the School and have sight of all relevant School documentation, etc.

3. Employee Consultation

We will consult with staff on matters concerning their health, safety and welfare including:

- Any change which may substantially affect their health and safety, for example in procedures, equipment or ways of working.
- The information that staff must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of H&S training.

The School Health & Safety Committee fulfils an essential role in the effective implementation of the Policy and School health and safety procedures. The Committee will normally meet once per term, but members may call for an emergency meeting where circumstances dictate.

The Committee will consider the School's Health and Safety Policy and Procedures, accident/near miss trends, reports from Sub-Committees and/or the Health and Safety Adviser, and the School's future health and safety strategy. Day-to-day management of health and safety is the responsibility of the Business Manager, Director of Teaching and Learning, et al, and thus the Committee will not normally consider general health and safety issues that have not been raised through the usual channels.

Committee personnel will comprise:

Nominated Governor
Principal
Business Manager
Site Manager
The HR /Compliance Officer
Other parties, as may be agreed by the Committee
School First Aid Lead

Particular people may be co-opted onto the Committee when their presence will assist in the discussion of specific agenda items.

4. Departmental Safety Policies and Procedures

Because of the potential hazards associated with their activities, the following departments will develop and maintain their own safety policies and procedures: Art, Catering, Design & Technology, Drama, Maintenance, Physical Education and Science.

To assist in the monitoring of Departmental health and safety performance, Department documentation will include, as necessary:

- Daily and weekly assessments by staff using an aide mémoire.
- Termly and annual assessments by staff using departmental check lists. Results to be recorded and held on file.
- Annual health and safety audits by the Health and Safety Adviser. Results to be recorded and held on file.
- Specific risk assessments of hazards identified during any of the above activities will be undertaken, as appropriate.

5. The Health and Safety Manual

The School's Health and Safety Manual (the Manual) will contain full details of the School and Departmental Health and Safety Policies and procedural documentation.

The Manual will be available via the Staff Handbook electronically

The Business Manager will be responsible for issuing amendments to the Manual; Heads of Department or Lead Teachers will be responsible for amendments to their own policies and procedures and for advising the Business Manager and Director of Teaching and Learning of any such amendments.

6. Fire Precautions

All staff, pupils and visitors will be made aware of the School's fire procedures. All fire exits/doors will be clearly marked and kept free from obstructions at all times.

Competent specialist contractors will be contracted to test, inspect and maintain the fire alarm system and the fire extinguishers.

Fire drills, including a full evacuation of the premises, will be carried out at least once per term.

7. First Aid

A list of certified First Aiders is posted on various notice boards within the School, as detailed in Section 3 of the Manual. The person responsible for ensuring that First Aiders are trained and re-trained as required and for keeping the posted list of First Aiders up to date is the Business Manager.

First Aid boxes are located at various points within the School.

The person responsible for the maintenance of the First Aid boxes is the Business Manager; he/she will ensure, by inspection, that:

- first aid boxes are in place and clearly identified; and,
- the contents of the first aid boxes meet the requirements of the Health and Safety (First Aid) Regulations.

8. Reporting of Accidents, Injuries, Etc. (Section 3 - School H&S Manual.)

The accident books for school use are located in the School Office. Details of all accidents to staff and members of the public must be recorded as soon as possible. Minor accidents to pupils are to be recorded in the treatment book located in the School Office.

Details of all accidents that are, or may be, 'reportable' will be reported immediately to the Business Manager. 'Reportable' accidents, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), must be reported to the Enforcing Authority within 10 days. Similarly, all cases of 'disease' and any 'dangerous occurrences' will be reported to the Business Manager, who will take the appropriate action.

9. Contractors (Section 4 - School H&S Manual.)

The Contractor Liaison Manager is the Site Manager, who will ensure that Contractors are made aware of any particular hazards associated with the areas in which they are to work, and that they are aware of the relevant sections of the Manual. The Site Manager will also arrange any necessary contact between the School and the Contractors through the appropriate department. Contractors must contact the Facilities Manager before any work is commenced. Contractors must also book in and out of site daily, by arrangement with the Site Manager.

It is the School's policy that, when required under the Construction (Design and Management) Regulations, a CDM Co-ordinator with the required expertise will be recruited from an outside organisation.

10. Risk Assessments (Section 7 - School H&S Manual.)

Significant risks associated with School activities and workplaces will be identified by suitable methods of Risk Assessment.

Those with suitable experience of the activity and/or workplace being assessed will conduct Risk Assessments in the case of school trips this will be the Teacher responsible for the trip for all other occasions it will be the Education Visits Co-ordinator and the Site Manager. The Health and Safety Adviser will provide guidance and assistance in the Risk Assessment process as necessary.

11. Control of Substances Hazardous to Health (Section 8 - School H&S Manual.)

Assessments will be made for all hazardous substances as specified by the Control of Substances Hazardous to Health Regulations. The results of these assessments and precautions necessary will be recorded and brought to the attention of the staff involved. Substances classified as 'Hazardous to Health' will be eliminated or, where elimination is not possible, substituted with less hazardous substances wherever possible.

All necessary precautions will be taken for the use, handling, storage and disposal of any material or substance.

12. Personal Protective Equipment (PPE)

The School recognises that Personal Protective Equipment (PPE) is a last resort and that, wherever reasonably practicable, risks will be controlled by other means. Where the risks cannot be sufficiently reduced by other control measures, or where there is a residual risk after the implementation of control measures, the need for PPE will be assessed and suitable PPE will be provided as necessary. PPE Assessments will be recorded where the assessment is complex.

Staff will be informed of when and where there is a need to use PPE, and the reasons for such need. Suitable instruction/training on the use, maintenance and care of the PPE will be provided. Arrangements for the appropriate storage of PPE will be made. Where required, PPE will be formally inspected as necessary.

The School will maintain records of PPE provided to staff.

It is the responsibility of teachers to ensure that their pupils fully understand the need for the PPE, how and when to use it, and to ensure that the PPE is used appropriately.

13. Use of School Premises/Facilities by External Organisations

The School will ensure, so far as is reasonably practicable, that external organisations contracting to hire School premises/facilities will be given sufficient information in order to allow them to conduct their activities without significant risks to their health and safety being presented by the School.

This information will include relevant details of the School's fire evacuation procedures, and clearly defined guidance as to which parts of the premises external organisations will be granted access.

It will be the duty of external organisations using School premises/facilities to ensure that they provide adequate supervision, and take full responsibility for the health and safety of their customers/guests.

14. Further Guidance

More detailed guidance on the above matters is given in the relevant sections of the Manual, as indicated. Detailed guidance on other health and safety arrangements is provided in the following sections of the Manual:

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|---------------------------------------|------------|
| ▪ New and Expectant Mothers at Work | Section 4 |
| ▪ Electrical Safety | Section 5 |
| Display Screen Equipment | Section 8 |
| ▪ Manual Handling | Section 9 |
| ▪ Provision and Use of Work Equipment | Section 10 |
| ▪ Environmental Protection | Section 11 |
| ▪ Stress in the Workplace | Section 12 |

The Health and Safety Manual can be found in the Staff Handbook

SECTION 3 - REPORTING OF ACCIDENTS, INJURIES & DANGEROUS OCCURRENCES

1. POLICY

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) require specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to the appropriate enforcing authority.

It will be the Business Manager's responsibility to inform the appropriate enforcing authority of all such incidents within the specified timescales using the standard online form; in practice, it will normally be the named medical staff who makes the report.

The Business Manager will arrange for accidents and "near misses" to be investigated to determine the need for any remedial action.

Where appropriate, a copy of the report will be made available for discussion at the next Health & Safety Committee Meeting.

The School will keep a copy of each completed online Form F2508 as a record of all reportable injuries, diseases and dangerous occurrences. The record to include:

- the date and time of the incident;
- full name of the affected person(s);
- occupation of the affected person(s);
- nature of injury or condition of the affected person(s);
- place where the accident or dangerous occurrence happened; and,
- a brief description of the circumstances.

2. INCIDENTS TO BE REPORTED

Injuries

Deaths and major injuries (see below) or injuries resulting in the injured party being unfit for work for a period of seven days or more after the day of the incident.

Major injuries are:

- fracture other than to fingers, thumbs or toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by head injury or asphyxia;

Dangerous Occurrences

Example of some reportable dangerous occurrences are:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- accidental release of a biological agent likely to cause severe injury or human illness;

For a full list please refer to www.hse.gov.uk/riddor

Diseases

Reportable diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;

- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- other conditions such as: occupational cancer, any disease attributed to an occupational exposure to a biological agent and hand-arm vibration syndrome.

Where there is any doubt regarding whether an incident, disease or occurrence should be reported to the enforcing authorities, advice should be sought from the School's H&S Adviser.

SECTION 4 - CONTROL OF CONTRACTORS

1. Introduction

The term "Contractor" is defined as anyone (individual or organisation) who enters into an agreement (written or oral) with the School to carry out services. This can mean for example, a window cleaner, a builder, or a specialist.

The School's Contractor Liaison Manager (CLM) is the Site Manager. The CLM will ensure that Contractors are made aware of the relevant sections of the School's H&S Policy. The CLM will also arrange any necessary contact between the School and the Contractor through the appropriate department.

The Deputy Contractor Liaison Manager is the next nominated member of the site team.

Contractors must contact the CLM before any work is commenced. Contractors must also book in and out of site daily, by arrangement with the Site Manager.

The School will, so far as is reasonably practicable, ensure the health, safety and welfare of its contractors.

2. Selection of Contractors

Selection of Contractors will be based on the findings of pre-selection enquires regarding the potential Contractor's previous health and safety performance, their Health and Safety Policy and procedures, and Third Party and Employers' Liability insurance. The making of reasonable enquiries into Contractor's health and safety arrangements and assessing the responses will be in proportion to the scale/type of work to be undertaken.

Size and established reputation, personal or local knowledge and past performance are factors that will be considered.

The School will not normally employ a Contractor with a history of poor health and safety performance.

3. Correct Specification of Work

The correct specification of work required is necessary to ensure satisfactory achievement of objectives, including proper attention to health and safety matters.

Specifications must include reference to the Contractor complying with the requirements of the Health and Safety at Work, Etc. Act 1974, and all other relevant health and safety legislation.

The specification will also include powers for the school to take effective action, including cessation of work, where the activities of the contractor pose an imminent risk of injury to pupils, staff or members of the public and/or damage to the fabric of the buildings.

The School will provide the Contractor with all necessary information regarding hazards that may be encountered in carrying out the work, and/or any special factors relating to the work or its execution e.g. where the School need to have use of the area of the proposed works or maintain access to it.

Where works coming within the scope of the Construction Design and Management (CDM) Regulations are proposed, the School will appoint a CDM Co-ordinator, with the required expertise, from an outside organisation.

It shall be a condition of contract that any Main Contractor assumes the legal liabilities to the school and third parties that may be occasioned through the actions of any Sub-Contractor or other body the Main Contractor may employ or engage.

4. Information Required from Contractors

Prior to commencing work, the Contractor will provide:

- Documentary evidence of sufficient insurance cover in respect of their legal liabilities to the school, third parties and their own employees.
- A signed acknowledgement of health and safety responsibilities as detailed in the 'Notice to Contractors' – Appendix A.
- A copy of the Contractor's H&S Policy. (Where contractor employs five or more employees.)
- Suitable and sufficient Risk Assessments for the work to be undertaken and the equipment to be used.
- Method Statements detailing the proposed system(s) of work to be followed.
- Details of the Contractor's requirements for space, access, services, etc.

5. Monitoring of Work In Progress

On major contracts the appointed CDM Co-ordinator will make frequent visits to ensure satisfactory progress according to specification.

For minor maintenance works, the CLM will monitor the Contractor's activities, particularly those affecting the health and safety of pupils, staff or members of the public.

Where staff have concerns regarding the H&S aspects of the Contractor's activities they should bring them to the attention of the CLM or the Business Manager without delay.

6. Working Practices – Contractor's Responsibilities

Unless specifically agreed in writing, the Contractor will provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees.

Contractors will not engage the assistance of School personnel or make use of School tools, equipment or supplies unless specifically authorised to do so by the CLM.

The Contractor is responsible for ensuring:

- that scaffolding inspections are carried out in accordance with current statutory requirements;
- that any sump, pit or other excavation caused or worked on is securely fenced.
- the protection from damage of any School property or other persons' property adjoining the site.
- that he informs the CLM of the health hazards of any substances he brings on to the site, the likely exposure risks to staff or pupils, and any precautions that need to be followed.

No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the CLM.

'Live' electrical works will be subject to a written Permit to Work issued by the CLM. Such permits will only be issued where 'live' working cannot reasonably be avoided.

Portable electrical equipment will normally be battery powered or of 110 volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.

All gas welding or flame-cutting equipment brought on to site will be fitted with flashback arrestors, and proper arrangements will be made by the Contractors for securing of cylinders while on site.

This applies both to gas cylinders which are in use, and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.

The School site includes areas of high fire risk that are identified by appropriate signs. Where the use of naked lights/flames cannot be avoided their use will be subject to a written Permit to Work issued by the CLM.

Any accidents that occur on site must be reported to the CLM. The School will expect the co-operation of Contractors in the investigation of any accidents that may occur.

Contractors are required to advise the CLM where they will be working on site and should not go into other areas without prior authorisation.

Any queries or problems that arise during the conduct of the work should be referred to the CLM. In his absence, the next nominated member of the Facilities team should be contacted to assist in ensuring the continued health and safety of School personnel and premises.

7. Action to Address Unsafe Conditions / Imminent Risks

In the event of unsafe conditions arising the School will act to safeguard School staff, pupils and visitors; such action will be taken in consultation with the CLM and/or the Health and Safety Adviser.

In the event of imminent risk of serious injury to School staff, pupils, etc. the Principal, Business Manager, the CLM and/or the H&S Adviser are authorised to suspend all works until the hazard is dealt with.



Appendix A

HEALTH AND SAFETY - NOTICE TO CONTRACTORS

Company Name:

Address:

Telephone: Nature of Contract:

1. Health & Safety Regulations. The Health & Safety at Work, Etc. Act, and various Regulations regarding the health and safety of persons at work, place duties on you to protect your employees, and to protect the staff and pupils of, and visitors to, Chichester Free School.
2. Familiarity with the Regulations. The work you will be doing at the School comes within the requirements of these Regulations and duties. The School therefore require and expect that you, your employees and any sub-contractors appointed by you will be familiar with these Regulations and duties.
3. Compliance with Regulations. The School expects you to ensure that you, your employees any sub-contractors appointed by you are suitably experienced and trained so as to be able to undertake their duties competently and safely, and that they comply with all applicable H&S Regulations and duties at all times.
4. Risk Assessment and Control. You will conduct suitable and sufficient Risk Assessments for your activities and equipment used. You will ensure that you, your employees and any Sub-Contractors appointed by you are made aware of these assessments. You will ensure that your methods of work remove, or reduce so far as is reasonably practicable, any risks identified. You will ensure that suitable and sufficient control measures are effectively implemented wherever necessary.
5. Safe use of Equipment and Machinery. Equipment and machinery supplied and/or used by you, your employees and/or your appointed sub-contractors will comply with, and be used in accordance with, current applicable Regulations.
6. Materials. You will ensure that any materials supplied and used by you, your employees and any sub-contractors appointed by you during the course of the contract comply with current applicable Regulations. The materials must be suitable for their intended purpose and be properly used. Under the COSHH Regulations you will provide the School with health and safety information on any substances used which may be hazardous to School staff or pupils.
7. Insurance. The School expects you to maintain Public Liability Insurance against the risk that the Contractor causes injury, loss or damage to people or property on School premises.

I, the undersigned, for and on behalf of the Contractor named above, confirm that I have read, understood and agree to the matters contained in this Notice and that the Contractor will indemnify Chichester Free School against all liability, claims, damages and costs arising or brought against the school as a result of any breach of the terms of this Notice.

.....
Signature Position
.....
Name (print) Date

SECTION 5 - NEW AND EXPECTANT MOTHERS

1. Introduction

Regulation 16 of The Management of Health and Safety at Work Regulations makes provision to protect the health and safety of new and expectant mothers who work. Under the Equality Act 2010, if an employer fails to protect the health and safety of their pregnant workers, it is automatically considered sex discrimination.

The Regulation covers female employees who are, or in the future could be, a new or expectant mother; i.e. women of childbearing age who are or in the future could be pregnant, have given birth within the previous six months, or are breastfeeding.

The School reserves the right to seek written confirmation from the employee's GP or midwife that she is pregnant.

2. Risk Assessment

The School's general Risk Assessments are sufficient to identify hazards of a general nature. Given the relatively high percentage of female employees, these general assessments include consideration of hazards particular to women of childbearing age.

Where any such general risks are identified, suitable control measures will be put in place and staff will be informed.

When a mother-to-be notifies the School that she is pregnant a Risk Assessment specific to her will be conducted to identify any risks to her or her child associated with her work. This assessment will include the active involvement of the mother-to-be, who should make the School aware of any advice she has received from her doctor or midwife that could impact on the assessment.

In particular, the assessment will pay attention to:

- lifting/carrying of heavy loads;
- standing or sitting for long periods of time;
- exposure to infectious diseases;
- exposure to lead;
- work-related stress;
- workstations and posture;
- exposure to radioactive material; and,
- working hours.

The individual risk assessment will be reviewed at regular intervals during the pregnancy and on the mother's subsequent return to work/school.

3. Support for the Expectant Mother

In the light of the individual assessment and/or any medical advice from the mother-to-be's GP or midwife about her health the School will, in consultation with the mother-to-be, temporarily adjust her working conditions and/or hours of work, so far as is reasonably practicable.

Where temporary adjustment of the mother-to-be's working conditions and/or hours of work are not reasonably practicable the School will offer the employee suitable alternative work (at the same rate of pay) if available.

If alternative work is not available, the mother-to-be will be suspended from work on paid leave for as long as is necessary to protect her health and safety, and/or that of her child.

The School will consider favourably requests for paid time off to attend antenatal clinic appointments made on the advice of the mother-to-be's GP, midwife or health visitor. The School reserves the right to have sight of the mother-to-be's appointment card or some other document showing that an appointment has been made.

The School will ensure that suitable rest facilities are available to the mother-to-be as necessary.

4. Returning To Work

The Law requires that new mothers take compulsory maternity leave for the first two weeks following childbirth.

The date of the mother's return to work/school after compulsory maternity leave will be decided jointly by the mother and the School.

5. Breastfeeding

On her return to work/school, or earlier where possible, the new mother must provide the School with written notification that she is breastfeeding in order that suitable arrangements can be made in consultation with the new mother.

On receiving such notification the School will conduct a specific Risk Assessment to ensure the protection of the new mother and her child.

The Risk Assessment will include:

- working with organic mercury;
- working with radioactive material;
- exposure to lead.

Should the new mother wish to breastfeed at School she should give as much notice as possible so that, where this wish can be accommodated, the School is able to provide a private, healthy and safe facility for the nursing mother.

SECTION 6 - ELECTRICAL SAFETY

1. Introduction

The School will ensure that all electrical systems and appliances are subject to a formal system of regular maintenance, testing and inspection.

2. Fixed Wiring/Appliances

The School will ensure that fixed electrical installations are inspected and tested by competent contractors at least every 5 years.

The School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person and, following any changes, before being energised.

Electricity supplies to workshops, laboratories and other vulnerable areas will be protected with Residual Current Devices (RCDs).

3. Portable Appliances

The School will prepare a register of all portable appliances used in the School, which will be regularly reviewed and kept up to date.

All portable appliances will be inspected and tested in accordance with the recommendations given in HSE publication INDG 236 – “Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments”. (See Table 1 below.)

All portable appliances will be visually inspected at the start of each term and any defects rectified.

All 240v portable appliances used externally e.g. grass cutters, electric drills, etc. must be powered from an RCD protected socket outlet. In the absence of an RCD protected socket outlet, an RCD protected plug or adaptor must be used.

Electrical equipment issued to pupils will be visually inspected by the teacher for obvious signs of damage. Damaged equipment will be immediately withdrawn from use, labelled as faulty and reported to the Facilities Department.

4. Temporary Electrical Systems

The School will ensure that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a competent person every 3 months.

5. Extension Cables

The use of multi-socket extension cables should be kept to a minimum; where electrical equipment is permanently sited sufficient fixed socket outlets should be provided.

Extension cables will be included in inspections of portable electrical equipment.

The use of extension cables with multi-socket outlets connected to other extension cables with multi-socket outlets is not an acceptable means of electrical supply.

The use of extension cables with multi-socket outlets for portable equipment, e.g. equipment moved from classroom to classroom on a trolley, is acceptable.

6. Students and Electricity

Students must not normally be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.

The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a pupil coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

7. Use of Personal Electrical Equipment

The inspection and testing of portable electrical equipment provided by the School does not include electrical equipment brought in by pupils for their own use.

Any personal electrical equipment identified by staff as being unsafe should be immediately isolated and reported to the Business Manager.

Where students bring electrical equipment onto the School premises, the School will expect all such equipment to be of a high standard of manufacture and maintenance. It is the responsibility of parents to ensure that any electrical equipment brought in to the school for the personal use of their children is in a fully serviceable condition.

The School reserves the right to forbid any student from bringing personal electrical equipment into school.

Table 1. Periodicity of Portable Electrical Equipment Testing.

| Equipment/Environment | User Checks | Formal Visual Inspection | Combined Inspection and Testing |
|--|-------------|--|---|
| Battery-operated: (less than 20 volts) | No | No | No |
| Extra low voltage: (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights | No | No | No |
| Information technology: e.g. desktop computers, VDU screens | No | Yes, 2 years | No if double insulated - otherwise 5 years |
| Photocopiers, fax machines: NOT hand-held. Rarely moved. | No | Yes, 2 years | No if double insulated - otherwise 5 years |
| Double insulated equipment: NOT hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors. | No | Yes, 2 years | No |
| HAND-HELD Double insulated equipment used occasionally | Yes | Yes, 6 months | No |
| HAND-HELD Double insulated equipment used frequently. | Yes | Yes, 6 months | Yes, 1 year |
| Earthed equipment (Class 1): e.g. electric kettles, floor cleaners. | Yes | Yes, 6 months | Yes, 1 year |
| Cables (leads) and plugs connected to the above. Extension leads (mains voltage). | Yes | Yes, 6 months - 4 years depending on the type of equipment it is connected to. | Yes, 1 - 5 years depending on the type of equipment it is connected to. |

SECTION 7 - RISK ASSESSMENT

1. Introduction

This document explains Chichester Free School's approach to health and safety risk assessments.

Many of the activities undertaken by the School carry some health and/or safety risk. Some of these risks are insignificant and require no action to control; others require the instigation of significant controls, since they carry the possibility of injury, damage, cost and/or legal action.

In order to ensure that all such risks are identified and properly controlled, the School has adopted a 'risk assessment' approach to the management of health and safety.

The responsibility for compliance with all School health and safety policies, and for the completion of the risk assessment process, lies with managers, employees and contractors working for, or on behalf of, the School. This document clearly explains what is required of them in operating the School's risk assessment process.

2. Definitions

Hazard: A substance, article or situation with the potential to cause harm to people and/or property.

Risk: The Likelihood that a hazard will cause damage to people and/or property.

Consequence: The likely outcome if an event occurs.

Risk Assessment: The process of hazard identification and control; a risk assessment will include:

- a) a task/activity analysis;
- b) a workplace analysis;
- c) a hazard identification exercise;
- d) an estimation of the risks arising from the identified hazards;
- e) a review of the effectiveness of existing controls; and,
- f) an explanation of how risks are to be managed and controlled.

3. The Chichester Free School Risk Assessment System

Risk assessments provide information for managers, and others, that enable decisions to be made regarding the development of systems of work that protect the health and safety of employees, and protect equipment and property from damage.

Risk assessments are also of great importance to designers. The completion of a risk assessment at key stages allows designers to make informed decisions that will ultimately protect people, equipment, and property by incorporating risk reduction measures within their designs. Appendix B of this document describes the hierarchy of risk reduction and control measures.

In addition, by encouraging employee participation, risk assessments promote the development of a strong culture for health, safety and environment, leading to the reduction of injuries, accidental losses and potential liabilities.

The Chichester Free School risk assessment system has been designed to be simple to operate. It incorporates a minimum of paperwork and can be easily recorded for reference, and for presentation in the event of enquiries from external Enforcing Authorities and others.

4. Risk Categories

Risk assessments in Chichester Free School place hazards into categories of High, Medium or Low risk.

HIGH: Unacceptable Risk.

The risk of injury, disease, damage or liability is obvious and is so great that the foreseeable consequences of the hazard or condition cannot be accepted.

MEDIUM: Conditionally Acceptable Risk.

The risk of injury, disease, damage or liability cannot be neglected. This is the key area for effort within a risk assessment process. Control measures will be required to manage these risks. Quantitative techniques will normally be required to assist in decision-making; Appendix A of this document gives further information.

LOW: Acceptable Risk.

The risk of injury, disease, damage or liability is negligible, is at an acceptably low level, or is already being managed effectively.

5. Allocation of Risk Categories

Most activities will be easily placed into one of the three risk categories. The very high risks will stand out so much that they will require little or no further analysis. Similarly, the very low risk activities will also be easily recognised.

Greater difficulty will arise when there are borderline cases between HIGH/MEDIUM and MEDIUM/LOW. In these circumstances, it will be necessary to use the quantitative risk assessment detailed in Appendix A.

6. Actions to be Taken Following Risk Assessments

Identified risks must be reduced to a level as low as is reasonably practicable. In detail, risks categorised in each of the three groups must be treated as follows:

HIGH: Immediate action to lower the level of risk is mandatory. Exposure to the identified risk is prohibited.

MEDIUM: Redesign the equipment, system of work or workplace into a LOW zone, or take other action such as:

- Provide further training and information.
- Introduce special work instructions.
- Provide close supervision of work.
- Introduce Permit to Work systems.
- Introduce alternative work equipment, sites or routes.



- Introduce physical environmental controls.
- Introduce Personal Protective Equipment.

Whenever these additional measures are required, it is essential that employees who are to be exposed to the hazards they are designed to control are informed of the measures being taken to protect them - and that they will be operating outside of a 'LOW' zone.

Further information on priorities for the treatment of hazards is given in Appendix B of this document.

LOW: No further action is required - except for monitoring, as appropriate, to ensure that safe systems of work are maintained.

7. Assessment of Risks Controlled by Contractors and Others

It is expected that contractors and others carrying out tasks for the School will carry out their own risk assessments. These can then be used by the contractors to create method statements for their tasks. Method statements may be reviewed by the School prior to the start of work and may then be used as an audit/supervisory tool.

The risk assessment forms in Appendix C of this document may be of use in this area.

8. Training

Training in the completion of the health and safety risk assessments will be available from the School's Health and Safety Adviser.

APPENDIX A - QUANTITATIVE RISK ASSESSMENT

1. Introduction

A quantitative risk assessment uses a numerical system to evaluate risk and to indicate clearly the risk priorities:

- High scores indicate a high risk and high priority for action.
- Low scores indicate a low risk and low priority for action.

The quantitative analysis system will effectively evaluate risks associated with any task within the School, and is conducted by assigning 'Probability' and 'Consequence' values as shown in Tables 1 and 2 below.

2. Probability of Event

Allocate a score (Probability score) to the event using Table 1.

Table 1 - Probability Scores

| Probability Score | Description |
|-------------------|--|
| 10 | Almost certain - event expected or happens frequently. |
| 8 | Probable – event will occur less frequently, but is expected. |
| 6 | Possible - event could occur sometimes. |
| 3 | Unlikely - a foreseeable event, but very infrequent. |
| 1 | Remote – chances of event happening are almost zero. |

NB: If more than 10 people are subjected to the hazard, add 1 to the probability score.

3. Consequence of Event

Allocate a score (Consequence score) to the event using Table 2.

Table 2 - Consequence Scores

| Consequence score | Description |
|-------------------|--|
| 10 | Fatality or catastrophic damage to property. |
| 6 | Major injury e.g. hospital treatment, more than 3 days off |
| 3 | Minor injury e.g. cuts, bruises, sprains, etc. Minor damage to |
| 1 | No injury or damage to property. |

4. Risk Score

The risk score is obtained by multiplying the scores for Probability and Consequence together, thus:

Risk score = Probability score x Consequence score.

Table 3 - Risk Matrix

| | Certain (10) | Probable (8) | Possible (6) | Unlikely (3) | Remote (1) |
|---|-----------------|-----------------|-----------------|-----------------|---------------|
| Fatality or catastrophic damage (10) | 100 | 80 | 60 | 30 | 10 |
| Major injury or severe damage (6) | 60 | 48 | 36 | 18 | 6 |
| Minor injury or damage (3) | 30 | 24 | 18 | 9 | 3 |
| No injury or damage (1) | 10 | 8 | 6 | 3 | 1 |

NB: Remember that these numbers may alter depending on the numbers of people at risk (see notes to Table 1 above).

5. Risk Categories

The risk score must then be placed in the appropriate risk category.

HIGH - Scores of 36 and over.

Immediate action to lower the level of risk is mandatory. Exposure to the identified risk is prohibited.

MEDIUM - Scores of 24 - 35

The project, equipment, system of work or workplace must be re-designed into a LOW category or other additional controlling actions must be introduced such as:

- Provide further training and information.
- Introduce special work instructions.
- Provide close supervision of work.
- Introduce Permit to Work systems.
- Introduce alternative work equipment, sites or routes.
- Introduce physical environmental controls.
- Introduce Personal Protective Equipment.

Whenever these additional measures are required, it is essential that employees are informed of both the risks and the measures being taken to protect them.

LOW - Scores of 1 - 23

No further action is required except monitoring.

APPENDIX B - TREATMENT OF HAZARDS

It is a fact that **ALL** accidents and incidents have a cause. The guiding principle of prevention is the management of the possible and foreseeable causes - thus reducing the likelihood of them happening at all, or reducing their possible consequences.

This Appendix describes a process for the management of hazards. It is based on the series of control measures shown below:

- ELIMINATE
- REDUCE / SUBSTITUTE
- ISOLATE
- CONTROL
- PERSONAL PROTECTION
- DISCIPLINE

These control measures are listed in their order of preference. ELIMINATE is therefore a better control measure than REDUCE / SUBSTITUTE.

Eliminate

This is the best solution. By eliminating the hazard altogether, the resultant injury or damage cannot occur: for example, the removal of a trailing cable from a walkway; no cable = no trip hazard.

Reduce / Substitute

Hazards can be adequately dealt with by either reducing or substituting them. Examples include:

- the improvement of a hazardous access ladder by the provision of a fall-arrest mechanism;
- the encapsulation of damaged asbestos lagging to prevent the release of respirable asbestos fibres to the atmosphere;
- the replacement of a mains powered electric drill with a battery powered drill.

Isolate

The creation of a barrier between the hazard and the person(s) undertaking the work activity or passers by. Examples include:

- the guarding of dangerous parts of machinery.
- erecting barriers at the edge of a roof.
- the provision of barricades around openings in computer flooring created by the removal of floor tiles.
- the use of a shroud or enclosure to reduce nuisance noise arising from the operation of machinery.

Control

The physical control measures that can be taken to reduce risk. Examples include:

- the provision of exhaust ventilation or dust extraction systems in activities that create fumes and dusts.
- the provision of increased fresh air ventilation within areas affected by the build-up of naturally occurring Radon gas.

NB: The above four measures, Eliminate, Reduce / Substitute, Isolate and Control, must be considered to be best methods for controlling hazards. This is because they treat the hazards directly. The following methods, Personal Protection and Discipline, are less than ideal because the hazard remains untreated.

Personal Protection

This is where items such as breathing apparatus, head protection, eye protection, harnesses and lines etc. are used in a work activity - the hazard itself will still exist and an accident or environmental incident may still occur.

An example is the use of foot protection, such as boots with steel toecaps, in an activity that carries the risk of foot injury through falling objects. The accident, dropping a heavy object on the toes, may still occur. The protective footwear simply prevents the employee's toes from being injured.

Discipline

This is the least effective of all hazard control measures and should only be relied on as a last resort. This is where the self-discipline, training and expertise of individual employees are relied on in the control of hazards. This method should NEVER be used in preference to any other more effective method of hazard control.

An example of incorrect reliance on discipline as a control measure might be the instruction to an employee carrying out work on electrical systems to work only with the power turned off. A better control mechanism would be the use of a lock-off device at the circuit breaker - a hazard control mechanism falling within the **Isolate** section shown above.



APPENDIX C - RISK ASSESSMENT FORM

Record control actions on **HIGH** and **MEDIUM** risks that reduce them to **MEDIUM** or **LOW**. These entries should be a few words describing the hazard and the control actions.

Work may only proceed when actions have been taken to create Safe Systems of Work that reduce all risk rankings to **MEDIUM** or **LOW** - the quantitative analysis described in Appendix A of this document should be used to aid decision making.

Co-operation and Co-ordination

Chichester Free School expects contractors engaged to carry out works on the site to ensure that they have suitable and sufficient risk assessments in place for the work they have been engaged to undertake. In addition, the School will expect contractors to take notice of the School's risk assessments and arrange their work practices accordingly

Records and Passing on Information

Completed risk assessment forms must be retained for reference, and Department staff, and any others who may be affected by the activity assessed, must be informed of the assessment findings.

A pro forma for the completion of Risk Assessments is shown below.



CHICHESTER FREE SCHOOL – RISK ASSESSMENT FORM

Location/Activity: Name: Signature: Date:

Risk Score:

| PROBABILITY | CONSEQUENCE | | | | |
|--------------------------------------|------------------------|-----------------|-----------------|-----------------|---------------|
| | Almost certain (10) | Probable (8) | Possible (6) | Unlikely (3) | Remote (1) |
| Fatality or catastrophic damage (10) | 100 | 80 | 60 | 30 | 10 |
| Major injury or severe damage (6) | 60 | 48 | 36 | 18 | 6 |
| Minor injury or damage (3) | 30 | 24 | 18 | 9 | 3 |
| No injury or damage (1) | 10 | 8 | 6 | 3 | 1 |

The hazards and control measures necessary to reduce the risk to an acceptable level, in connection with this location/activity are:

| No. | Location/Activity | Identified Hazard | Controls in Place | Risk Score | Additional Controls Required | Residual Risk Score |
|-----|-------------------|-------------------|-------------------|------------|------------------------------|---------------------|
| | | | | | | |



| No. | Location/Activity | Identified Hazard | Controls in Place | Risk Score | Additional Controls Required | Residual Risk Score |
|-----|-------------------|-------------------|-------------------|------------|------------------------------|---------------------|
| | | | | | | |
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SECTION 8 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. INTRODUCTION

The COSHH Regulations aim to reduce occupational ill health by setting out a simple framework for controlling substances which are hazardous to health in all workplaces.

The School will carry out a systematic assessment of risks from substances at work which are defined as hazardous to health and act to control these risks.

It is recognised that hazardous substances are likely to be found in a number of areas such as laboratories, workshops, print rooms and cleaners' cupboards. They can also be created by practical work such as chemical experiments, the use of some paints in Art and work with resistant materials in Design & Technology.

Those likely to be affected by COSHH will be teachers of relevant subjects and their pupils, office staff, maintenance staff, domestic staff and maintenance/grounds staff.

2. COSHH PROCEDURE

Register of hazardous material

Each Department will establish, and keep up to date, a register of all COSHH substances used.

Data Sheets from manufacturers/suppliers of each COSHH substance used in the School will be filed in the relevant Department.

Assessment

Each substance will be assessed to establish the extent of the risk posed to staff, pupils and/or others.

The School will ensure assessments are carried out by persons competent to assess the substance and the situation in which it is to be used, and to make decisions on the risks based on an informed judgement. Where necessary, an outside specialist will be called in to conduct the assessment.

Where the assessment identifies significant risks the assessment, and the necessary control measures to reduce those risks, will be recorded.

COSHH assessments will be reviewed annually, or earlier if there are any changes in the material used or the process in which it is used.

Information/instructions to staff

The School will provide sufficient information to relevant staff to ensure that they understand the nature of the risk and the precautions that need to be taken.

Staff should follow instructions arising from COSHH assessments and pay particular attention to the manufacturer's safety instructions on containers holding hazardous substances.

Staff must use any personal protective equipment (PPE) supplied for their protection and, where necessary ensure that pupils are instructed in the use of PPE and that it is worn.

Staff must ensure that all hazardous substances are stored appropriately when not in use.

Arrangements for controlling exposure

Prevention of exposure to substances hazardous to health will always be the first objective. Consideration will be given as to whether the hazard can be eliminated altogether e.g. by changing the work process, or by changing the substance for one which is non-hazardous.

When it is not possible to eliminate the hazard, adequate control measures will be made available e.g. local exhaust ventilation, personal protective equipment.

The suitability of control measures introduced will be assessed and reviewed on a regular basis - at least once a year. Equipment purchased will display the CE mark.

All control measures (including PPE) will be tested as required by the COSHH Regulations and staff will be trained in the use of these measures. The formal testing and inspection of Local Exhaust Ventilation equipment will be carried annually out by competent specialist contractors.

Monitoring will be carried out on a regular basis.

Health surveillance

Where necessary, medical surveillance will be carried out at least every 12 months

3. 'NEW' SUBSTANCES

The School will ensure, so far as is reasonably practicable, that all 'new' substances to be brought into the School pose the minimum risk to staff and/or pupils.

Where hazardous 'new' substances cannot be avoided the School will ensure that a suitable and sufficient assessment of the 'new' substance, and the conditions of its use, has been carried out and recorded.

SECTION 9 - DISPLAY SCREEN EQUIPMENT

1. Introduction

The Health and Safety (Display Screen Equipment) Regulations, 1992 (amended), (the Regulations), implement a European Directive on the minimum health and safety requirements for work with Display Screen Equipment (DSE).

This document details the Schools' interpretation of these Regulations, and the arrangements introduced to ensure compliance. The standards described in this policy will also ensure compliance with the more general requirements of the Health and Safety at Work etc. Act, 1974, and the Management of Health and Safety at Work Regulations, 1999.

The document also describes the School's arrangements for the provision of eye and eyesight tests for users of DSE who request them, and for the provision of spectacles for DSE use where needs are identified.

2. Definitions

User/Operator: The School defines a 'user' as any member of staff who is required to use DSE for a significant part of their work. An 'operator' is a contractor working within the School who is required to use DSE for a significant part of their work.

Significant: The School has adopted the definition of 'significant' as given in the HSE's guidance to the Regulations; i.e. "... where use of the DSE is for continuous periods of one hour or more per day on most days."

Display Screen Equipment: Under the Regulations, all screens that show an alpha-numeric or graphic display are "display screen equipment" with the exception of:

- screens in drivers cabs
- screens on board a means of transport
- screens mainly intended for public operation
- portable systems not in prolonged use
- calculators, cash registers, or any other equipment having a small data or measurement display
- window typewriters

Workstation: The Regulations define a "workstation" as an assembly comprising some or all of the following:

- display screen equipment
- disk drive
- processor unit
- modem
- printer
- document holder
- footrest and other accessories used in the immediate work area

All School workstations fall within the scope of the Regulations. The Health and Safety Adviser will give guidance as required.

Laptop Computers

Laptop computers are self-contained portable workstations and they require special consideration.

The Regulations make no special dispensation for the use of laptop computers, and it is clear that when they are used as the sole or principal element of a DSE user's workstation, they must meet the requirements of the Regulations.

3. Workstation Risk Assessment Process

The School is required to perform a suitable and sufficient analysis of workstations to assess the health and safety risks posed to users/operators. The assessment will identify any shortfalls in the workstation's design and layout, operating environment and tasks undertaken by the user. Where risks are identified during this analysis, they must be reduced to the lowest extent reasonably practicable. All assessments will be recorded and the results retained and reviewed at least annually.

Shared Workstations

Wherever workstations are shared, assessments will take into account all persons who may use the workstation. Shared workstations will be appropriately furnished to facilitate all users.

Working at Home.

Members of staff who take work home are deemed to be "at work" for the purposes of this policy.

4. The Management of Reported Health Effects

Anyone suffering ill health, disease or symptoms of discomfort that they believe to be attributable to the use of DSE in the School's work activities, should report this to the Director of Teaching and Learning. A formal workstation review can then be organised with the Health and Safety Adviser, who will co-ordinate actions with the Director of Teaching and Learning as required.

It should always be possible to eliminate potential health effects of the use of DSE by good design of workstations and careful job/task design, coupled with training and management.

5. Requirements for Workstations

The Regulations require that the minimum standard is applied to every DSE workstation.

Employees with Special Requirements

The Equality Act 2010 requires that the School make reasonable adjustments to work arrangements for employees with special requirements. Some employees with existing medical conditions, such as back, neck or shoulder problems, may have a requirement for DSE or workstation furniture that gives them extra support or a wider range of adjustments. Employees with special requirements should discuss these in the first instance with the Director of Teaching and Learning.

6. Work Routines of Users

The School recognizes that the Regulations expect employers to plan the activities of their users so that their work on DSE is periodically interrupted by breaks or changes of activity. In most areas of work within the School the breaks described above will occur naturally due to the nature of the work.

Wherever practicable, users should be allowed discretion on how to carry out their tasks; individual control over the nature and pace of work allows optimum distribution of effort over the working day.

Work Routines - Management Responsibilities

The Director of Teaching and Learning and Heads of Departments should monitor their staff to ensure that users take adequate breaks from their DSE activity, as this is in the best interests of both the user and the School.

7. Eye and Eyesight Tests

Staff who are DSE 'Users' are entitled to a sight test every two years. However, where the Optician recommends more frequent eyesight testing, or a staff member experiences visual difficulties that he/she believes may be attributable to their use of DSE, additional sight tests may be authorised at the School's discretion.

Provision of Eye and Eyesight Tests

Eye/eyesight tests must be conducted by a qualified Optician of the staff member's choice. Appointments for such tests must be made with the prior agreement of the School.

The School will:

- a. supply a letter authorising the optician to submit an invoice to the School; or,
- b. reimburse the cost of the eye/eyesight test on production of a valid receipt.

Provision of Spectacles, Etc.

Where the optician prescribes spectacles, or other corrective appliances, **specifically** for DSE use, the School will meet the cost of basic spectacles/corrective appliances as prescribed. Payment will be made as per eye/eyesight tests above.

The School will **not** pay for spectacles for personal use (reading, driving, distance use etc.), nor will payment be made for specialised tints, polarised lenses or 'designer' frames. Staff wishing to purchase spectacles with these enhanced features must fund the cost difference themselves.

NB: 'Operators' are not entitled to eye/eyesight testing or spectacles at the School's expense.

8. Training

The School will provide training that increases user's competence to use workstation equipment safely and reduces the risks presented to their health; such training to be provided the Health and Safety Adviser. The Director of Teaching and Learning and individual Heads of Departments should arrange training in the use of specific equipment, or particular systems and software, separately.

9. Provision of Information

The Regulations require that certain information is given to employees and others working with DSE. The table below gives an indication of who should receive information; the Health and Safety Adviser can assist if required.



| | Risks from DSE and work-stations | Risk assessment and measures to reduce the risks | Breaks and activity changes | Eye / Sight tests; Spectacles | Initial training | Training when work-station modified |
|-----------------------------------|----------------------------------|--|-----------------------------|-------------------------------|------------------|-------------------------------------|
| School employees | Yes | Yes | Yes | Yes | Yes | Yes |
| Contractors' employees and temps. | Yes | Yes | Yes | No | No | Yes |

SECTION 10 - MANUAL HANDLING

1. INTRODUCTION

In recognising that manual handling operations are a significant factor in the majority of injuries at work the School will avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.

The School will identify and assess manual handling processes, and put in place suitable control measures, so far as is reasonably practicable.

2. ASSESSMENTS

The Facilities Manager will be responsible for ensuring that manual handling operations are identified and assessed. Where the Facilities Manager feels unable to satisfactorily assess a manual handling operation he will appoint a competent person to carry out the assessment on his behalf.

Where the assessment identifies significant risks the assessment will be recorded by the Business Manager, together with the necessary control measures.

Relevant staff will be informed of the findings of manual handling assessments.

Manual handling assessments will be reviewed at least annually.

3. CONTROL MEASURES

Where manual handling cannot reasonably be avoided, suitable and sufficient control measures will be introduced to reduce the risk of manual handling injury to the lowest level reasonably practicable,

Control measures will be introduced in the following hierarchy of preference:

- Removing the need to move the load; e.g. permanently fixing a television to wall with a suitable bracket.
- Providing a permanent means to transport the load; e.g. the television is mounted on a designated trolley on which it is moved.
- Provide for training for employees who must move loads by hand.

Where loads must be moved by hand the School will endeavour to provide employees with an indication of the weights of such loads.

The School will recognise the physical limitations of individual employees, and encourage employees to be aware of their physical limitations with regard to moving loads.

4. TRAINING

Staff members who regularly have to carry out manual handling operations will be trained in the use of an approved method by the School's H&S Adviser. Once trained, staff will be expected to adopt the approved method.

SECTION 11 - PROVISION AND USE OF WORK EQUIPMENT

1. INTRODUCTION

The School will ensure work equipment is so constructed or adapted as to be suitable for the purpose for which it is provided, having due regard for the conditions in which the equipment will be used and the health and safety of the employee(s) who will be using the equipment.

The School will ensure that work equipment provided is used only in the manner and conditions for which it was provided.

2. MAINTENANCE AND REPAIR OF WORK EQUIPMENT

The Site Manager will be responsible for ensuring that work equipment is maintained in an efficient state, with regard to the health and safety of the operator and/or others who may be affected by the operation of the machine, and in good repair by persons who are competent to carry out such maintenance and repairs.

Where necessary to protect health and safety, equipment will be subject to a formal system of planned preventive maintenance.

Where any machinery and/or equipment has a maintenance log, the log will be kept up to date.

3. INFORMATION AND INSTRUCTIONS

Where the use of the equipment involves specific health and safety risks the School will ensure that the equipment is used only by those competent in its use.

Employees will be provided with sufficient information, and where appropriate written instructions, to allow them to use the equipment safely and without risk to their health.

Such information/instructions will, where necessary, include:

- the conditions in which the equipment may be used;
- the methods in which the equipment may be used;
- foreseeable abnormal situations and the actions to be taken if such situations occur; and
- prior conclusions drawn from experience of using the equipment.

All instructions to employees will be given in a manner that can be readily understood by the employee.

4. TRAINING

The School will ensure that those who use the work equipment, and their supervisors, are adequately trained in its use and the hazards associated with its use.

Such training will be delivered by competent trainers.

5. DANGEROUS PARTS OF MACHINERY

The School will ensure that all machinery, whether static or mobile, academic or maintenance, will, in the light of suitable and sufficient risk assessment, be guarded in accordance with the requirements of the current Provision and Use of Work Equipment Regulations.

Specific advice and details of relevant standards regarding the guarding of work equipment is available from the School's H&S Adviser.

Equipment used by students must be used under suitable guidance and supervision from teaching staff who are themselves competent to use the equipment.

Where considered necessary by the risk assessment, equipment may be deemed unsuitable for use by pupils.

Where such restrictions are in place the equipment should be clearly labelled to this effect.

6. CONTROLS

Work equipment will be fitted with suitable and sufficient controls and mechanisms to ensure the safe operation of the equipment.

Controls will be clearly identifiable.

Where necessary, machinery will be fitted with suitable and sufficient emergency stop controls that will bring the machine to a safe condition in a safe manner.

Such emergency stop controls will be so arranged so as to be operated quickly and easily.

SECTION 12 - ENVIRONMENTAL PROTECTION

1. Introduction

The School recognises that conducting its operations in an environmentally friendly fashion is beneficial to the School, its staff and pupils, and society in general.

The school will seek to protect and improve the environment by adopting policies with regard to reducing the consumption of energy and water, carefully sourcing materials used and recycling.

2. Energy

The school will work to reduce the amount of energy it uses by positively considering the use of energy-saving systems and appliances; e.g. low-energy lighting.

Consideration of the energy efficiency of equipment will form part of the decision making process when new equipment is being purchased.

Staff and students will be encouraged to devise and implement energy saving initiatives in the School.

3. Water

The school will work to reduce the amount of water it uses by positively considering the use of water-saving systems and appliances.

The maintenance and repair of water systems will be given suitable priority where water is found to be running to waste.

4. Sourcing Materials

The School will positively consider the source of materials used in offices, classrooms and workshops.

Where reasonably practicable, materials such as paper and wood will be sourced from renewable resources.

Where reasonably practicable, art materials, etc, will be environmentally friendly.

5. Waste/Recycling

The School will seek to reduce the amount of waste it produces.

The School will ensure that all waste is correctly disposed of, in accordance with current waste disposal legislation.

Staff and students will be encouraged to devise and implement waste-reduction and recycling initiatives in the School.

SECTION 14 - STRESS IN THE WORKPLACE

1. Introduction

The School recognises that stress in the workplace can adversely affect employees, and will seek to identify and reduce workplace stress so far as is reasonably practicable.

This policy applies to all employees of the School regardless of status or seniority and will be subject to periodic review / amendment as necessary.

The School will provide such resources as are necessary to ensure that this policy is implemented effectively.

2. Definition of “Stress”

The School has adopted the HSE’s definition of stress; i.e. “Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them”. This definition takes due regard of the possible unhealthy effects of stress, whilst recognising that some degree of pressure can, when managed correctly, have a positive effect.

3. Symptoms of Stress

Staff should be alert to possible signs of stress in their colleagues; these include:

- Increase in sick absence, particular short-term absences.
- Decrease in work performance.

- o A decrease in ability to make decisions.
- o Changes in work relationships; e.g. conflict between colleagues.
- o Decrease in staff motivation and/or commitment.
- o Working longer hours but with diminishing effectiveness.
- o Lack of enthusiasm.

Possible signs of stress to recognise in oneself include:

- o Fatigue, disturbed sleep and aching muscles.
- o Loss of appetite.
- o Dependence on alcohol or drugs.
- o Headaches.
- o Inability to relax.
- o A sense of not being in control.
- o Difficulty in retaining information.
- o Poor concentration and indecisiveness.
- o Increased irritability.
- o Changes in attitude, particularly toward work colleagues.
- o Anxiety/depression.

Staff members are encouraged to be alert for these signs in themselves and others, and to take the appropriate action to address the issues in accordance with the guidelines set out in this policy.

4. Policy

The School will take all reasonably practicable steps to maintain a well managed work environment and keep work-related stress to a minimum.

Where stress factors are identified, the School will seek to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these goals the School will seek to:

- o take reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress;
- o consult with staff representatives on all proposed actions relating to the prevention of workplace stress;
- o provide adequate resources to allow line managers to implement this policy effectively;
- o communicate the content of this policy to all staff;
- o encourage line managers to remedy institutional factors that create stress wherever possible, or to report identified stress factors that they cannot rectify; and,
- o operate reporting procedures with suitable safeguards for confidentiality.

5. Responsibilities

Line Managers

Line managers will:

- o conduct risk assessments to identify stress factors within their area, and implement corrective action as necessary;

- o ensure good communication between staff, particularly when organisational and/or procedural changes are being put into effect;
- o ensure staff are fully trained to discharge their duties;
- o monitor workloads to ensure a fair distribution of the work;
- o monitor working hours to ensure that staff are not working to excess, and holidays to ensure staff are taking their full entitlement;
- o attend training, as requested, on good management practice and health & safety;
- o ensure that bullying and harassment are not tolerated within their Department;
- o recognise where staff may be experiencing stress outside work (e.g. bereavement or separation) and offer additional support as necessary;
- o meet with staff regularly and listen to their concerns; and,
- o create a culture in which staff can raise concerns in the knowledge that those concerns will be treated seriously and sympathetically.

Staff

Staff should be aware of the signs and symptoms of stress; the questionnaire at Appendix A will assist individuals to recognise conditions in which their work/life balance is causing them to be stressed.

If a member of staff suspects that a colleague has, or is developing, an adverse stress reaction he/she should raise the matter, in confidence, with their line manager.

6. Actions

Staff who know or suspect that they have a stress-related problem, or that are risk of developing one, should make an appointment with their line manager at the earliest opportunity. The issue of concern will be fully discussed and appropriate steps will be agreed.

The School recognises that some stressful situations may arise as the result of personal differences between the individual and his/her line manager, and thus it would not be appropriate to discuss the matter with the immediate line manager. In these circumstances the individual should discuss the issue with someone more senior.

Where time off is required.

The School recognises that in some cases the stress may result in illness such that the individual needs to take time off work. It is the School's objective to minimise such absence by providing the necessary support for the individual and to help formulate a return to work plan.

Where time off is identified as the appropriate measure, the employee will take sick leave and be entitled to all the usual benefits outlined in his/her contract of employment. In such circumstances the staff member will seek immediate advice from their GP, or other medical expert, since anxiety and depression are medical conditions that can often be treated through medication and/or counselling and a structured return to work.

In cases where an individual takes time off from work the School maintains its right to seek confirmation from the GP or advisory body that ongoing treatment is being obtained, and to ask for the likely time-scale for a return to work. The School may also require the employee to see an independent doctor or other health professional.

Prior to or on the individual's return to work, a meeting will take place between the individual and his/her line manager to consider the medical condition and the circumstances leading to the absence.

Consideration will be given to an appropriate strategy for the individual to return to work which may include:

- Adjustments to the individual's duties, workload or place of work where this can reasonably be achieved, either on a temporary or a long term basis, with consideration of any salary implications.
- An initial return to work on a part-time or flexible basis.
- The offer of a position on a lower level of responsibility with a correspondingly lower salary.

It will be the responsibility of the individual and his/her line manager to ensure that any recommendations resulting from the meeting are implemented. As an ongoing pro-active measure the individual and his/her line manager will meet regularly to discuss any additional steps which need to be taken to mitigate a recurrence of stress.

Where a return to work is unlikely in the foreseeable future either because of the severity of the condition or where the School cannot reasonably create the changes in the working environment that the individual and/or the GP/medical expert sets out as a pre-condition to return to work, then early retirement on medical grounds or termination of employment on grounds of medical incapacity will be considered.

Where stress, depression or anxiety is given as the reason for frequent, short-term absences the individual's line manager should meet with the individual to seek to address any underlying work problems as soon as possible.

Where time off is not required

Where a member of staff has indicated that he/she is suffering from stress but does not want to take time off work the following steps will normally be taken:

- The individual will meet with his/her line manager (or other senior person if circumstances dictate) to discuss the matter.
- If recommended by the manager the individual will visit his/her GP, or other medical expert, for further examination.
- If time off is recommended by the GP/medical expert the individual will take the appropriate time off work.
- The individual and his/her line manager (or other senior person) will identify reasonable steps which can be taken to mitigate and minimise the factors causing the stress.

Appendix A follows:

Am I **STRESSED**? This simple test has been designed to help people identify if work is dominating their life style, and if they are suffering from inappropriate levels of stress in their working life.

Answer each of the questions Never, Sometimes or Frequently.

| | | Answer | Score |
|----|--|--------------|-------|
| 1 | Do you find it difficult to relax and go to sleep at night? | | |
| 2 | Do you wake up early in the morning thinking about what needs to be done? | | |
| 3 | Are you one of the last to leave work at the end of the day? | | |
| 4 | Do you meet colleagues outside working hours and discuss work? | | |
| 5 | Do you take work home in the evenings? | | |
| 6 | Do you miss lunch during the working week? | | |
| 7 | Do work contacts telephone you at home to discuss work issues? | | |
| 8 | Do you lose patience with family members because you have work on your mind? | | |
| 9 | Do you find it difficult to relax during the first part of a holiday? | | |
| 10 | When you are engaged in a social function does work come to mind? | | |
| 11 | Do you find that as you are trying to listen to people you are thinking about what you have to do at work? | | |
| 12 | Do you feel under pressure? | | |
| 13 | Do you get impatient with colleagues who not do take work as seriously as you? | | |
| 14 | Do you need to have your achievements and successes recognised by others? | | |
| 15 | Do you feel rushed in getting work tasks completed? | | |
| 16 | Do you feel that the day is not long enough to complete the tasks you have? | | |
| 17 | Is physical exercise the activity of last resort for you? | | |
| 18 | Does your mind ever become totally overloaded with work issues? | | |
| 19 | Do you become so tired at the end of the day that everything is too much effort? | | |
| 20 | Do you ever find yourself doing nothing because you don't know where to start? | | |
| | | Total | |

Now score your answers: Never = 0; Sometimes = 2; Frequently = 3.

Results:

0 - 20 Excellent. You have a healthy regard to balance of working and social life.

21 - 40 Fair. Life is moderately work dominated.

41 + Poor. Life is work-dominated so much that relationships will suffer; boundaries between work and social life need to be set.

SECTION 14 – ADMINISTERING MEDICINE

The school's Managing Medicines Policy details the procedures followed by the school, The lead for the administration of medicines is the designated First Aider. A copy of the policy is available from the school office.

SECTION 15 - ASBESTOS

The school holds an asbestos register, all contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The Facilities Coordinator is responsible for asbestos management. The asbestos register is located in the site office.

SECTION 16 -FIRE

The Site Manager, is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring there effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date Emergency Fire Plan, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes

- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

SECTION 17 - CONTINUITY

The Critical Incident Policy details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the School Business Manager.

SECTION 18 - LONE WORKING

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

The Facilities Coordinator is responsible for risk assessing and producing lone working procedures.

SECTION 19 -TRANSPORT

The school's minibus is checked daily by the minibus driver responsible for that vehicle and records are kept. It is maintained and serviced in accordance with the law and records kept. Only staff that have completed a recognised minibus driving assessment are permitted to drive the mini bus. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff

SECTION 20 - WATER QUALITY

The Site Manager is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by an approved external testing company.

SECTION 21 -WORKING AT HEIGHT

Teaching staff are not permitted to work at height to put up displays. The site team have been ladder trained and will erect displays on behalf of teaching staff. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

