Glazebury CE Primary School

Health and Safety Policy
January 2021

Liverpool Diocesan Schools Trust

Compliance Education

Version No	Date Written	Amendments	Date to be Reviewed
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Signed: K. Mowbray ..... **(Headteacher)**

Signed: ..... **(Chair Governors)**

Date: 13/01/2021

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Preface

This is the Health and Safety Policy for **Glazebury CE Primary School**, who will be referred to as 'the School'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the School's employees and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement.
- The Organisational Duties.
- The Arrangements for Managing Health and Safety.

Health and Safety Policy Statement

This is a general statement of the intentions of the School regarding Health and Safety. The policy statement is signed and dated by the Headteacher and Chair of Governors therefore indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of the School.

The Organisational Duties

This section commences with a chart showing the safety structure of the School. It is followed by a list of individual responsibilities of personnel and contractors.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of Leadership, to ensure that the school complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on the school's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the school's undertakings.

Where help is needed, the school engages the Health and Safety support services of Compliance Health and Safety Ltd, for providing competent advice on safety matters, guidance on risk leadership, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The School	-	Glazebury CE Primary School
Compliance	-	Compliance Education Ltd
HSE	-	Health and Safety Executive
ACoP	-	Approved Code of Practice

MAT Health and Safety Policy Statement

At Liverpool Diocesan School Trust, we are committed to providing and maintaining a working environment that ensures the health and safety of our people, pupils, contractors and visitors. We want to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at Liverpool Diocesan School Trust to actively take part in and support this policy.

The main responsibility for health and safety lies with the Chief Executive Officer and the Board of Directors who will specifically communicate employees' individual responsibilities relating to Health and Safety.

Liverpool Diocesan School Trust will comply with its duties under the Health and Safety at Work Act 1974 and associated regulations so far as is reasonably practicable in order to:

- Provide and maintain safe premises and healthy working environments.
- Ensure we effectively assess risks and apply measures to control them.
- Provide and maintain safe plant, equipment and associated operating procedures.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Provide information, instruction, training and supervision to make sure everyone can carry out their work safely. These will be refreshed every so often or when anything that could affect health and safety changes significantly.
- Make sure we involve and consult with employee representatives on health and safety issues.
- Investigate accidents, incidents, and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.
- Make sure information on health and safety issues is shared across our organisation.
- Regularly review Health and Safety performance for continuous improvement, making sure that resources and support is provided to help us deliver the improvements
- Ensure our health and safety management systems are audited by the Health and Safety Advisors for effectiveness, identifying where we could do things better and implementing improvement plans.

At Liverpool Diocesan School Trust, we recognise that our people are the most valuable assets and the success of this policy, which we'll review at least once a year, relies on everyone being actively involved. We all have an important role to play in showing that good health and safety at work is good business.

School Health and Safety Policy Statement

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the school has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The school recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Leadership of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe site and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe site and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the School, and advancement in technologies which affect the School's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full School Health and Safety Policy will be available for all employees to read. Copy is available in the school foyer, a copy in the staff room and a copy is posted on the school website

All Employees, external Consultants and Contractors employed by the School will be expected to comply with this Health and Safety Policy.

Policy Review

The school shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the School.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

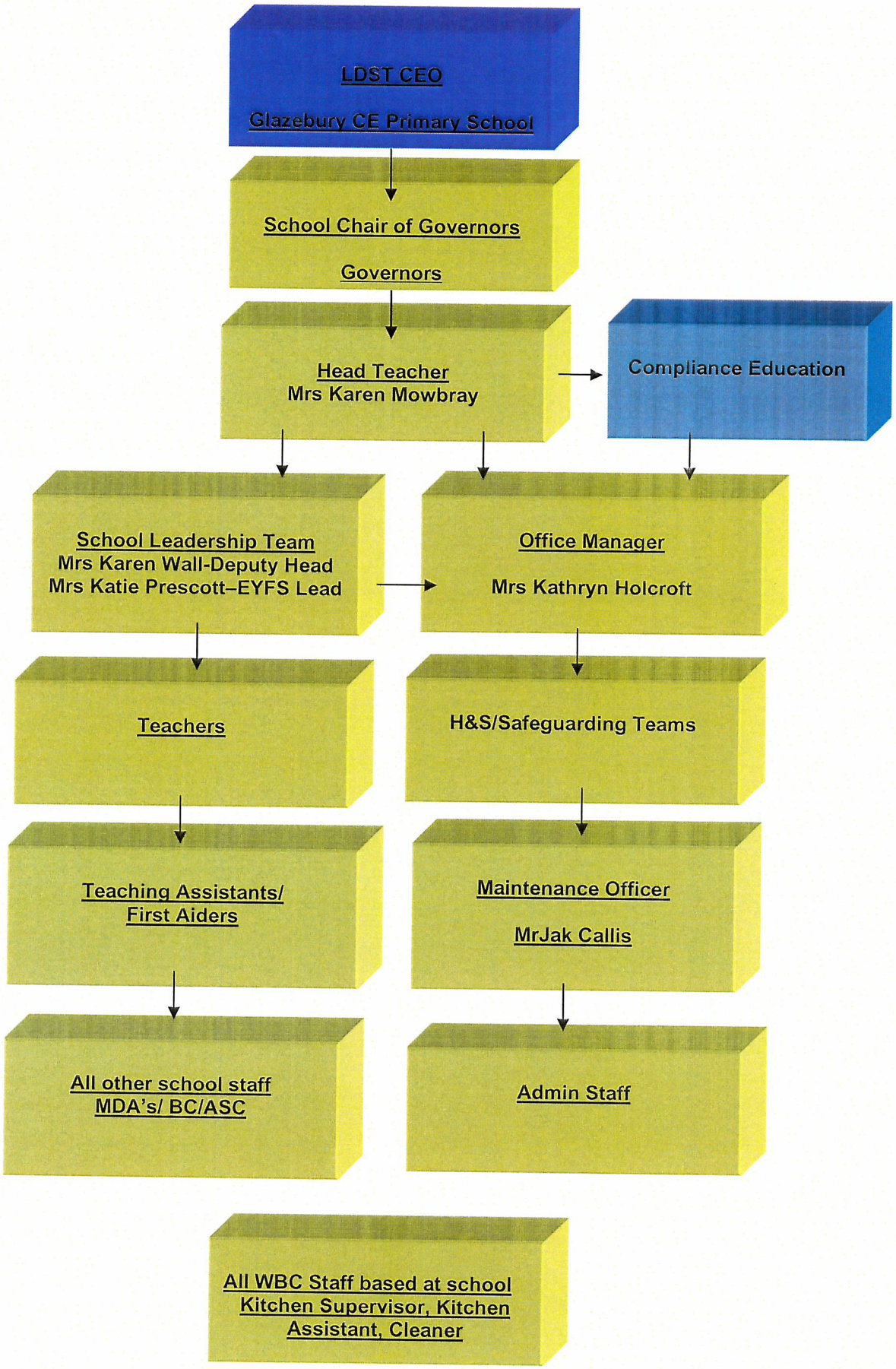
Additionally, the policy shall be reviewed as necessary to reflect any changes in Legislation, significant school appointments and/or relevant technological advancements.

The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the school's appointed personnel.

Organisation – Duties, Roles and Responsibilities

Organisation Chart

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



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Responsibilities

Head Teacher and Governing Body

The Head Teacher and the Governing Body have ultimate responsibility for ensuring that the school fulfils its legal responsibilities that Policy objectives are achieved, and that effective Leadership is in place for the achievement of the policies concerned with health, safety and welfare. Head Teacher will also ensure that School policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

Office Manager and Maintenance Officer

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the school in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
    - Safe methods of working.
    - Induction training including Health and Safety matters.
    - Welfare facilities.
    - Fire precautions.
    - Hazards arising from work activity.
    - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
    - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
    - Advising and assisting with safety training of personnel.

- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by School employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all School procedures are adhered to at all times.

Health and Safety Advisor

The School has appointed Compliance Education as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the School Leadership team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- Advising the School Leadership team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the School Leadership team and Employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the School.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

SLT Teachers, Teaching Assistants and other Staff

All staff of the School will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the School in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to the Headteacher/Office Manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to the Headteacher/Office Manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to the Headteacher/Office Manager verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
    - Arranged, provided and/or otherwise approved by the School.
    - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the School.
    - Provided for unrestricted use by members of the general public.

School-Appointed Contractor/Consultant

The school may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All Contractors/Consultants appointed by the School must be able to provide auditable evidence of their competency.
A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the Headteacher/Office Manager and/or Compliance Education to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the Headteacher/Office Manager.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Head Teacher / Office Manager
Health and Safety administration	Headteacher / Office Manager
Facility administration	Headteacher / Office Manager
Health and Safety training	Office Manager to review and monitor training/matrix and advise Headteacher
Premises risk assessments	Headteacher, Office Manager, Maintenance Officer *(supported by Compliance Education)*
Work activity risk assessments	Headteacher, SLT, Office Manager, Maintenance Officer, All staff *(supported by Compliance Education)*
Display screen equipment assessments	Headteacher/ trained DSE Assessor *(supported by Compliance Education)*
Manual handling assessments	Headteacher, Maintenance Officer, all staff trained in manual handling *(supported by Compliance Education)*
COSHH assessments	Headteacher, Maintenance Officer *(supported by Compliance Education)*
Fire risk assessments	Headteacher, Office Manager, Maintenance Officer *(supported by Compliance Education)*
Expectant/New mother risk assessments	Headteacher *(supported by Compliance Education)*
Young Person risk assessments	Headteacher *(supported by Compliance Education)*
First Aid	Headteacher, Office Manager
Emergency Planning	Headteacher, SLT, Office Manager *(supported by Compliance Education)*
Vetting Contractor/Consultants	Headteacher, Office Manager, *(supported by Compliance Education)*
Monitoring of Health and Safety in the workplace	Headteacher, Office Manager, Maintenance Officer *(supported by Compliance Education)*
Site inspections	Headteacher, Office Manager, Maintenance Officer *(supported by Compliance Education)*
Audits	Headteacher, Office Manager, Maintenance Officer *(supported by Compliance Education)*
Accident, Incident and Near Miss investigations	Headteacher, Office Manager *(supported by Compliance Education)*

Leadership Arrangements

Visitors and Third Parties

School premises
Visitors to the School premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of the school requirements and rules for visitors. – safeguarding and H&S
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.
- Sign into the premises
- Wear visitors badge at all times

Site locations/work areas/premises
Any visitors to work locations that are under the control of the School may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a school representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The Governors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the school Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the Leadership Team will be responsible for ensuring that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the School. This matrix will provide the Headteacher /Office Manager with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an termly basis, by the Office Manager who will advise Headteacher of training needs assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Lone Working

The school endeavours to avoid lone working whenever possible. However, the Leadership Team are aware that employees may be required to work alone at the school premises. The school recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees can use their own mobile which will enable communications between them and their appointed member of the school team, risk assessments and a Lone Working Policy will also be implemented and reviewed signed off by the relevant staff.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

Refusal to Work on the Grounds of Health and Safety

The school will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The school will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the school will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:
If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If the Headteacher/Office Manager/Deputy Headteacher cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the H&S team does not support the concern then a second opinion must be sought or the Headteacher to have the final decision.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the School.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the School premises.
An appropriate investigation of any accident, incident or near miss will be carried out by the Office Manager, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the School to instigate additional control measures to prevent re-occurrence.

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (updated in April 2012) that require them to report and record some work-related accidents by the quickest means possible. The legislation was further updated in October 2013 and a new list of specified injuries implemented to replace the major injuries category

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
The School has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data.
The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

The School will report:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- non-fatal accidents to non-workers (e.g. members of the public)
- certain occupational diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

If an accident has occurred in a work situation, then the Headteacher or Office Manager will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

The Workplace (Health, Safety & Welfare) Regulations 1992

The Headteacher, Office Manager and H&S Team ensures that the School premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the client when employees are required to work away from the School premises. When these facilities are not available, the Headteacher/Office manager will ensure that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within a 10-hour period) or a purpose-built mobile oasis unit comprising of sufficient number of toilet and washing facilities (where works are expected to exceed 10 hours).

The Manual Handling Operations Regulations 1992

The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Headteacher/Office Manager/ Maintenance Officer, assisted by the Health and Safety Advisor, and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the School are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the Headteacher, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed. A member of staff in school is trained to carry out these assessments.

The School will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The Headteacher will ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Health and Safety (Consultation with Employees) Regulations 1996

The Headteacher recognises that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the school will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the School competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace in the staff room, safety posters, leaflets, safety pamphlets and verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through to the Headteacher for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The School fully involves, or will involve, non-English speaking employees, including labour only. The Headteacher, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages (where required). These documents and any specific site instructions will be aided by pictograms and interpreters if required.

The Electricity at Work Regulations 1989

The school will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to the Headteacher, Office Manager, Maintenance Officer, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

The school will organise for annual PAT testing of portal equipment and a five yearly check of fixed wiring.

The Personal Protective Equipment at Work Regulations 1992

The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The School will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.
All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Headteacher/Office Manager, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Maintenance Officer, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Leadership Team will brief employees on any hazard or substance precautions, with written records being held at the School premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the School will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
    - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
    - *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
    - *Control exposure by utilising measures proportionate to the health risk.*
    - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
    - *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
    - *Check and review regularly all elements of control measures for their continuing effectiveness.*
    - *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
    - *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

The Work at Height Regulations 2005 (amended 2007)

It is the policy of the School to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the School will:

- Avoid work at height wherever possible.
- Use suitable equipment where they cannot avoid working at height.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

For all work at height, the School will:

- Use the most suitable equipment.
- Never carry out work at height in an environment with children present
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness).
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Plan for emergencies and rescue.
- Ensure that those working at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure that the equipment is appropriately inspected.
- Ensure that the risks from fragile surfaces and falling objects are properly controlled.
- Take account of the relevant risk assessments that have been carried out.

The Regulatory Reform (Fire Safety) Order 2005

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Headteacher/Office Manager to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Leadership Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the Headteacher/Office Manager, assisted by the Health and Safety Advisor.

The Provision and Use of Work Equipment Regulations 1998

The School will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of School tools and equipment will be suitably trained in their use. The Headteacher/Office Manager ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the School. Employees are required to liaise with the Headteacher/Office Manager if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The School is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Headteacher/Office Manager/Maintenace Officer will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the School may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

Control of Asbestos Regulations 2012

The will ensure compliance with safety regulations and those affected will be made aware of known hazards, control measures to be used to reduce or eliminate risks, relevant training and competency requirements and the safe use and maintenance of equipment.

An assessment and register will be produced by the Duty holder of the premises to ensure a safe system of work is followed when any maintenance activities are conducted within the premises.

The Management of Health and Safety at Work Regulations 1999

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Headteacher/Office Manager, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
  - Change in legislation.
  - Change in control measures.
  - Significant change in work carried out.
  - Transfer to new technology.
  - Original assessment is no longer valid.
- Assessments are recorded and copies held at the School premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The School have appointed Compliance Education as their source for Health and Safety assistance and competent advice.

Compliance Education will conduct random site visits if agreed with the school. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed and any actions required for completion.

The Compliance Education Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the School. The Headteacher or the Office Manager accompanied by the Maintenance Officer participate in the audit process and provide answers and documentary evidence on behalf of the School.

The Health and Safety (First Aid) Regulations 1981

The School ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.

Protection of Young Persons

The School will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

New and Expectant Mothers

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the School stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the Headteacher will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, the Headteacher, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the school will take action to remove, reduce or control the risk. If the risk cannot be removed, the school will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:
Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:
Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

Violence and Aggression

The school, as an organisation will not tolerate harassment and violence of any kind. This stance is followed throughout the school and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the Leadership team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the school and may result in the accuser facing disciplinary action.

The school will provide support, via the Headteacher/Deputy Headteacher, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The School will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression. An A3 poster is displayed in reception in inform visitors this behaviour is NOT tolerated.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the School will develop a procedure which will clearly define the School's views and their stance on zero tolerance towards violence and aggression in the workplace.

The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

The School will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

The Dangerous Substances and Explosive Atmospheres Regulations 2002

The School will ensure that where a dangerous substance is, or **is liable** to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the School will:

- Reduce the amount of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e. by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.
- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The School will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

The Construction (Design Management) Regulations 2015

Where Secure Shutter Systems Ltd. is to work as a Contractor under the Principal Contractor, it shall ensure that no construction work is carried out in relation to a project unless any client for the project is aware of his duties under these Regulations.

a) The Director shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.

b) The Director shall ensure that any contractor whom he appoints or engages in his turn in connection with a project is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.

c) The Director shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health, including the following:

- Carry out a suitable site induction, where not provided by any principal contractor.
- Make the workers aware of site rules and specific hazards for that particular site.
- Staff will be given information on the risks to their health and safety during a daily site briefing, copies of the relevant methods of working and risk assessments will be explained to the workers by a responsible person, a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.

- Staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments written on the reverse side of the relevant risk assessments.
- Staff are issued with a copy of our company handbook which they are expected to read to ensure they are conversant with our policy.
- Tool box talks will be carried out by a responsible person on specific subject matters during the course of construction projects; the number of tool box talks will be dependent on the site and on the requirements of the principal contractor.

Occupational Health

The School has an external SLA and will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Health risks are included within the school risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

Vulnerable Persons

The School recognise that some of our employees and pupils may require extra or different facilities or assistance and will take reasonable steps to ensure these needs are met. Records of known disability or special requirements in an emergency will be kept by the Head Teacher. If you have a disability or any concerns about your health and safety at work, please discuss it with your Head Teacher/Manager. Vulnerable persons will generally cover disabled people, pregnancy, young persons (from 0 to 18 year of age), lone workers, people working from home and members of the public where they are at risk or affected by work activities.

The Headteacher is required to ensure that risk assessments are carried out in accordance with the schools policy and may in some circumstances be required to specify alternative procedures to meet specific needs of an individual.

Constant supervision of vulnerable employees and pupils is not always possible or necessary. It is still however, Leaderships responsibility to provide appropriate guidance, training and overall control of employees and pupils at work.

Depending on the risks involved, the experience and competency of the employee will determine the extent of supervision of the vulnerable employee or pupil and this will always be a Leadership decision.

Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020

The school recognises that staff and pupils will suffer from various types of illness and infections. However, no one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise and support.