



1888

S. Anselm's

## HEALTH AND SAFETY POLICY

**Monitoring:**  
**Named Persons Responsible:**  
**Last reviewed**  
**Policy Review**

**Head of Facilities**  
**Richard Newton**  
**August 2022**  
**August 2023**

## Contents

Health & Safety Policy – Statement.....	4
Health & Safety Policy – Organisation .....	6
<b>Health &amp; Safety Policy – Arrangements .....</b>	<b>13</b>
Asbestos .....	15
Building Maintenance and Alteration.....	15
Children and Young People at Work.....	17
Competence and Training.....	18
Consultation.....	19
Control of Contractors .....	20
Disabled Persons Including Temporarily Disabled .....	27
Display Screen Equipment.....	28
Dogs in the Workplace.....	29
Driving for Work.....	31
Electricity .....	33
Event Safety.....	34
Fire Emergency Plan.....	40
First Aid.....	45
Please see the separate policy on First Aid. ....	45
Food Safety.....	46
Gas Safety.....	47
Glazing.....	49
Hazardous and Dangerous Substances.....	50
International Business Travel .....	52
Legionnaire's Disease.....	55
Manual Handling.....	56
New and Expectant Mothers at Work .....	57
Occupational Health Provision and Health Surveillance .....	57
Performance Monitoring and Audit .....	57
Personal Protective Equipment and Clothing (PPE) .....	59
Pressure Systems .....	60
Providing Work Experience Placements .....	61
Risk Assessment .....	65
Safe Hot Water and Hot Surface Temperatures .....	67
Safety Signs, Signals and Notices.....	68
Slips, Trips and Falls .....	69

Stress .....	70
Vibration .....	71
Visitors .....	71
Welfare Facilities.....	72
Winter Conditions.....	72
Work at Height.....	73
Workplace Environment .....	76
Workplace Transport .....	77

## Health & Safety Policy – Statement

The Board of Governors are firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities through applying the high standards set out within this policy.

The Board, led by the Chair of Governors, have overall responsibility for ensuring that we maintain high standards of health and safety. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention, areas in which we can improve.

The Board has appointed Mr S R Bowker to be appointed the Governor with responsibility for all matters of health and safety.

Governors and Senior Leaders will in particular take all reasonably practicable steps to:

- provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities
- provide information, instruction, training and supervision to enable employees to perform their work safely, including displaying a copy of this and drawing the policy to the attention of new starters
- undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities
- ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances
- ensure that all vehicles and work equipment are suitable for purpose and properly maintained
- minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls
- make available all necessary safety devices and protective equipment and supervise their use
- take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety
- be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health
- promote a positive health and safety culture within the organisation, in particular by Governors and Senior Leaders, consulting with employees on health and safety matters directly.

S. Anselm's school is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. The school appoints a combination of internal and external specialists to provide competent health and safety advice.

It is the responsibility of the designated Governor to monitor the implementation of this policy and the school's overall health and safety performance by receiving regular health and safety reports from and commissioning and considering the results of a health and safety audit, conducted on an annual basis and reporting to the Board accordingly.

This Health and Safety Policy Statement and the Responsibilities and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the school or the nature of the school's activities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Mr S R Bowker, Chair of Governors**

## Health & Safety Policy – Organisation

This section of our policy sets out the health and safety responsibilities of the Board and of individuals.

### The Board of Governors:

The Board of Governors are responsible for:

- demonstrating leadership on health and safety matters at all times both as a group and as individuals;
- appointing a 'Health and Safety Lead' to oversee fulfilment of the Board's health and safety responsibilities as listed below;
- revising the health and safety policy at least annually;
- reviewing health and safety performance at least 6 monthly by receiving reports of the annual health and safety audit and other performance measures
- agreeing health and safety targets and objectives for the school and monitoring their implementation;
- receiving investigation reports of serious untoward incidents/work related ill health and responding effectively to those reports
- reviewing the effectiveness of measures to consult with and involve the workforce in health and safety;
- considering the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk;
- ensuring that no significant changes to the school are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively;
- ensuring that there are arrangements in place for the Board to receive reports on the impact on health and safety performance following the introduction of significant changes;
- ensuring that the school has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary;
- considering health and safety needs when deciding senior leadership appointments;

- receiving regular update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes.

## The Head

The Head has final and overall responsibility for health and safety matters within the School and in particular will:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- allocate adequate resources to implement the Health and Safety Policy
- ensure that the Health and Safety content of Board meeting agendas meets the policy requirements detailed above
- review this policy at least annually and more frequently where appropriate e.g. as a result of changes within the school, the work activities or legislation and guidance
- appoint the school's Health and Safety Advisor and any other specialist advisors as required.
- keep the Health and Safety Advisor informed of:
  - accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health
  - any proposed changes to the premises, activities or leadership structure
  - any new hazards not already identified within risk assessments which have been brought to his attention
  - any visits by, or correspondence with, enforcing authorities
  - any difficulties or delays in implementing advice provided by the Advisors.
- review the health and safety standards and practices of the school on an ongoing basis
- investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Health and Safety Advisor where necessary and ensuring that statutory reports are made for serious incidents
- ensure that there is an effective mechanism for consulting with employees on health and safety matters through team meetings
- ensure that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements

- ensure that supervisory staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves
- oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied
- ensure that for equipment or materials purchased from outside the UK and the School is the 'importer', arrangements are made to ensure that UK product safety legislation and material labelling requirements are met
- ensure that there are suitable control measures in place for compliance with the *Construction (Design and Management) Regulations 2015*
- instruct the Bursar in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal.

### The Bursar

The Bursar assists the Head in the management of the support staff. Their health and safety role is therefore to:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified
- consult with employees on health and safety matters during team meetings
- plan the work of staff so as to avoid dangerously excessive working or driving hours and in order to ensure compliance with the Working Time Regulations
- in the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals
- ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks
- ensure employees and sub-contractors, are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce
- in the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied



- ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained
- only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others
- work with the Health and Safety Advisor to ensure that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work or work experience involving under 18 year olds and the needs of new and expectant mothers at
- ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities
- instruct the Facilities Manager, the Kitchen Manager and School Nurse in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal
- in the absence of the Head take on other aspects of his role as necessary e.g. accident investigation and liaison with the Health and Safety Advisor
- report to the Head any health and safety concerns which he is not able to resolve.
- ensure that employers liability insurance is maintained and that the current certificate is displayed
- retain training records for all skills and health and safety training undertaken in the business
- carry out an annual check of the original driving licence of all staff that drive on school business and the insurance arrangements for private cars used on school business
- ensure that all school vehicles are insured for business use and for those authorised to drive them
- maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these arrangements
- ensure that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work
- ensure that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever

there has been a significant change in a job role or the working environment

- report to the Head any health and safety concerns which they are not able to resolve

#### Facilities Manager – Health and Safety Advisor

The Facilities Manager has been allocated specific responsibilities to:

- every five years, arrange for the testing and inspection of the fixed electrical installation and highlight to the Bursar any remedial actions required.
- arrange for the testing of portable electrical equipment using internal or external electricians according to an agreed schedule
- ensure the fire extinguishers are serviced annually by a specialist contractor
- monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition
- test the fire alarm on a weekly basis, record the outcome and instigate any remedial action required
- implement fire safety measures specified in the fire safety risk assessment
- ensure that the no smoking policy is strictly applied
- conduct a monthly activation test of emergency lighting and ensure that an electrician conducts an annual inspection of the lighting and full discharge test
- ensure that the building fabric and services are maintained in good condition and effective working order
- ensure that records are maintained of all of the above premises checks, testing and maintenance activities
- report to the Bursar any health and safety concerns which they are not able to resolve.
- maintain the Health and Safety Manuals at each location
- complete a monthly health and safety checklist covering the health and safety arrangements described in this policy and the condition of the premises and in liaison with the Bursar determine any actions to be taken

- ensure that staff understand procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted termly;
- ensure that sufficient fire marshals are appointed and trained and that their names are displayed
- ensure the school has a competent person undertake a risk assessment for legionella, every six months and a quarterly water sampling and testing regime in place.

#### Catering Manager

- ensure that all food safety and hygiene requirements are adhered to in line with the Food Health and Safety Policy and Hazard Analysis.

#### School Nurse

- in accordance with the outcome of the 'Assessment of First Aid Needs', coordinate arrangements for the provision of first aid equipment and trained first aiders/appointed persons, with arrangements for refresher training
- check the contents of the first aid kit/s on at least a monthly basis and replenish supplies as necessary

#### All Employees

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

- familiarise themselves with this health and safety policy and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor
- follow the safety rules and their training for the work activity and the particular location
- know the emergency procedures for the location at which they are working
- use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the school
- not use defective equipment or misuse equipment
- wear personal protective equipment issued appropriate to the job they are doing
- look after personal protective equipment and report loss or damage to their supervisor

- report any safety problems, accidents or near misses to their supervisor
- not work under the influence of alcohol or drugs

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

## **Health & Safety Policy – Arrangements**

### **Introduction**

**This section sets out the health and safety management system and the way in which specific issues are dealt with. The school implements its health and safety policy through the following arrangements.**

### **Policy and Standards**

The Chair of Governors has signed a statement of health and safety policy. The school's policy and all actions taken in relation to health and safety are based on legislation, established industry standards, nationally issued guidance and codes of practice.

### **Organisation**

The responsibilities for the implementation of our health and safety policy are set out in the preceding 'Organisation' section. All parts of this policy, including the organisation section are approved by the Chair of Governors and reviewed annually, or more frequently if required.

All persons working for the school have clear responsibilities for health and safety and their success in fulfilling those responsibilities are measured during annual appraisals and during periodic audits.

Competent health and safety advice is provided in support of our school leaders by Hettle Andrews. We also intend to make use of other specialist advisors and services if required, such as fire safety advisors, legionella testing, sports equipment checks, gas and electrical safety checks, kitchen appliance and extraction unit and hygiene checks. We consult with staff regarding the appointment of persons to provide competent assistance.

### **Accident and Work Related Ill Health Reporting and Investigation**

It is our policy that all injury accidents, however minor, are recorded in the accident book. Staff are instructed in this policy, on starting work with the school.

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Governor with responsibility for Health and Safety with the assistance of the Bursar and our Health and Safety Advisor.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The Bursar is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for ten years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Senior Leadership Team meetings and Governors meetings as well as Health and Safety meetings.

## Asbestos

As a result of a specialist survey, we have identified one location where asbestos containing materials are present within the building's structure. Some of these materials are left in situ, are clearly labelled and closely managed to prevent the accidental release of fibres. The asbestos is contained within an external garage that is rarely used, but is being monitored for change.

A risk assessment has been undertaken of remaining ACMs and an asbestos management plan, produced as a result. A record of the location of ACMs, details of those which have been removed, the risk assessment and the management plan is held by the Health and Safety Advisor.

The condition of materials is reviewed through ongoing vigilance of our maintenance team and also formally, on a six monthly basis by the *Maintenance Manager*.

The risk assessment and management plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database.

We have ensured that *in-house maintenance* have received asbestos awareness training and specific familiarisation with the ACMs in our building/s.

In the unlikely and unfortunate event that asbestos materials are accidentally disturbed, our emergency plan will be immediately implemented.

## Building Maintenance and Alteration

When planning maintenance work and minor alterations we schedule the work so far as possible to avoid risks to staff and pupils who would normally be present in the area. Where an area, includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Facilities Manager takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

The work of contractors is managed as described within our arrangements for the 'Control of contractors'.

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and work on the roof.

The general safety of plant and service areas is a priority for the organisation and these are kept clean, tidy, free from the build up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.



## Children and Young People at Work

Where young people are employed we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which we do not allow young workers to carry out: e.g. work involving exposure to hazardous substances, the use of dangerous machinery (except during training), construction work, work involving hazardous exposure to noise or vibration],

In the case of employment/work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

## Competence and Training

Where specific health and safety skills or competencies are required this is defined within job descriptions.

At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- their legal duties, as set down in both criminal and civil law
- the findings of risk assessments
- arrangements for first-aid
- fire, evacuation drills and other relevant emergency procedures
- expected standards of behaviour and housekeeping
- how to report accidents, incidents and 'near-misses'
- how to report unsafe conditions or other safety concerns
- any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out by line managers using a checklist which is kept as a signed and dated record that the training took place.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, for example this applies to governors, senior leaders, and managers, and specific training for specialist roles such as fire marshals and first aiders. We also provide specific training for those undertaking lifting tasks, those using ladders or step ladders and staff using chainsaws and machinery.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organizing of health and safety training by including the topic as a standing item on health and safety committee agendas.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the training program is carried out by the Bursar.

The effectiveness of training is evaluated by the use of end of course assessments and management reviews. Records of training including the date, name of delegate, tutor details and contents of the course, are held by the Bursar.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

### Consultation

The school is committed to a partnership approach to risk management involving all managers and employees. In particular the school will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training
- the health and safety consequences of introducing new technology.

The school has chosen to consult directly with staff on health and safety matters through weekly staff meetings and termly Inset Day training.

## Control of Contractors

### Introduction

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

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- notifying the HSE of a project if it is one which is expected to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or, exceed 500 person days.
- assembling the project team, including checking the competence of all appointees
- issuing a client brief outlining the purpose, aims and expectations for the work
- ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff and the drawing up of a construction phase plan before work starts
- ensuring that arrangements for the management of health and safety are maintained and reviewed throughout the project
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information as soon as is practicable to designers and contractors
- for projects involving more than one contractor:
  - appointing a principal designer (PD) and principal contractor (PC) as soon as is practicable, and in any case before the construction phase begins. (If they fail to appoint a principal designer and principal contractor the client must fulfil the duties of those roles themselves.)
  - taking reasonable steps to ensure that the PD and PC comply with their duties
  - ensuring the principal designer prepares a health and safety file
  - keeping the health and safety file up to date and available for inspection at a later date, and passing it to a new owner if the interest in the structure is disposed of.

We also have obligations to control contract works under other legislation including the Management of:

Health and Safety at Work Regulations 1999.

## Overview of Procedures for Control

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

This individual undertakes a thorough evaluation of the work required to evaluate the scale of the project.

- If the project will involve more than one contractor, the individual ensures that the Bursar is promptly made aware, and
- coordinates arrangements for the appointment of a competent Principal Contractor and Principal Designer, taking into account information on competency set out within the guidance to the Regulations, and
- oversees that the PD and PC comply with their duties, and
- ensures that a health and safety file is prepared by the PD and then is kept and maintained up to date by the client
- if it is likely that the project will be notifiable, they will ensure that the project is notified via the HSE website. (Note that such projects are those expected to exceed 30 working days and have more than 20 workers working simultaneously at any point, or, exceed 500 person days.)

For all 'construction work', no matter what scale, this individual personally takes responsibility for ensuring that:

- a written or verbal client brief is issued to contractors and designers, outlining the purpose, aims and expectations for the work
- the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers
- any contractor or individual appointed to work on the project is competent
- there are suitable management arrangements for the project including the documenting of risk assessments and method statements
- we monitor the execution of the work to ensure that it is being carried out safely
- sufficient time and resources are allowed
- any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations
- the contractors' work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation
- we obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take this 'pre-construction information' into account in their tender
- compliance with our health and safety requirements forms a contractual obligation
- if the work is particularly hazardous there are arrangements for issuing permits to work

- we identify the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors and taken appropriate action to control the risks arising
- we undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- a contract review is undertaken to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.

In the case of any documentation referred to above, it will be proportionate to the level of risk and complexity of the project.

Further details about these arrangements are given in the remainder of this document.

#### Detailed Arrangements

##### Competence Assessment

We select contractors based on technical competence, experience and suitability for the work to be done. In particular our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

We also review the HSE's notices and prosecution database ([www.hse.gov.uk/enforce/index.htm](http://www.hse.gov.uk/enforce/index.htm)) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme is verified directly with the body to ensure the membership is current and covers the work being offered.

## Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their tender, we provide essential health and safety information including:

- for any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- any restrictions on the time or location in which the work is done
- access, parking and road traffic rules
- information about other people who could be present in the premises, or could be at risk in the vicinity including more vulnerable persons such as children
- restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers
- rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- smoking restrictions
- rules about work on the electrical installation and the use of electrical equipment
- requirements for work on the gas system
- general rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project
- rules requiring the use of personal protective equipment when required as a result of the hazards of the work
- any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- restrictions and rules about the use of hazardous substances or generation of noise
- rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- restrictions on the use of our facilities e.g. toilets, washing facilities and equipment
- requirements for Supervision and quality assurance
- restrictions or rules on the use of sub-contractors
- the availability of our first aid facilities and personnel
- any specific qualifications required for particular parts of the job
- DBS requirements are met where applicable
- requirements to report all accidents and incidents to the Client representative
- the contact details of our representative responsible for coordinating the work who can be contacted for further information.

## Receiving Information from Contractors

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement is reviewed.

Any risks created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

### Authorisation/Permits

Contractors representatives are required to sign in on arrival and out on leaving.

Each representative is briefed on essential health and safety requirements and is required to sign that they understand our health and safety rules for contractors.

For particularly hazardous work, a Permit to Work is required. This includes:

- hot work
- confined space work
- work with asbestos containing materials
- use of radioactive sources and lasers
- the use of mobile cranes
- the use of explosives
- work on pitched roofs
- work in the lift shaft or pit
- work on live electrical equipment.

Our representative identifies work which will require a permit and completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our managers. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

### Contracts

In the conditions of contract we stipulate that the contractor and all of their employees must:

- adhere to the contractor's safety rules which we have issued
- comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance
- comply with all health and safety laws applicable to the work undertaken.



## Briefing

As described within the Authorisation/Permits section above, on arrival at our site, contractor's representatives are questioned and briefed by the Facilities Manager in relation to the following matters:

- parking arrangements
- any hazards that the contractor may create for other building users e.g. use of chemicals or flammable liquids, obstructing access, power tools
- any hazards arising from our own activities on that day which may affect him/her
- a reminder of the locations of any known asbestos containing materials but if he/ she suspects anything to stop work and ask
- agreed safe working method to protect the contractor and others
- the importance of the contractor not doing any work which has not been previously agreed
- the fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire marshals, location of extinguishers – for use if trained
- smoking rules
- the need for the contractor to report any accidents or hazards
- arrangements for waste removal if necessary
- toilet location and any other welfare facilities for their use
- the need to sign in on arrival and sign out before leaving
- specific activities requiring a permit to work and how this will be issued and by whom, before the contractor commences work.

## Monitoring

All work by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

The degree of monitoring depends on the type of work involved for example, regular contract work activities such as window cleaning are checked a few times per year, whereas building alterations might be checked several times in a day.

Where monitoring detects poor standards, this is addressed with the contracting school concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

## Contract Review

On completion of works our Facilities Manager ensures that we receive required certification, operating instructions, product guarantees and other necessary health and safety information. They also ensures that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

They also leads a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- quality of the work
- compliance with health and safety rules and with the method statement
- effectiveness of communications
- any improvements required to the policy and procedures for control of contractors.

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least every year.

Where the review indicates that the contractors standards are below those required, we would normally remove them from our list of contractors that we use.

### Disabled Persons Including Temporarily Disabled

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities.

We also develop a personal emergency evacuation plan (PEEP) to cover fire evacuations.

Relevant risk assessments will be reviewed at frequencies which take account of any change in the person's health condition.

.

## Display Screen Equipment

Suitable furniture is provided for our staff, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided to assist in the control of these hazards.

Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting.

Software is selected for its suitability for the task and ease of use. Users have access to IT support via the schools IT Team

The nature of the jobs undertaken is varied and ensures that work on the computer is broken up with other tasks.

Workstation assessments are conducted by users themselves following the HSE training assessment pack. This pack identifies any particular improvements required to individual workstations and these are implemented by the Bursar. The outcome of assessments is shared with each 'user'.

Staff using mobile devices including laptops, tablets, smart phones etc. are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

Workstation assessments are reviewed annually and also whenever there has been a change to the workstation or the tasks undertaken.

Records of workstation assessments are retained for at least 5 years and master copies are retained by the Bursar. As display screen assessments may contain health information, they are filed confidentially.

Eye and eyesight examinations are provided by the school on request for those who use computers for their jobs, as well as company vehicle drivers.

Employees who are designated 'users' are provided with training in the hazards of display screen use, the precautions for safe working, include when working on the move, and the arrangements for obtaining eye and eyesight testing. This training is provided when they first begin working with display screen equipment.

Employees are encouraged to promptly report any problems including health concerns, to the Bursar who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Agency staff are provided with basic instruction on the adjustment of the chair to supplement the general safety training which they should have received from their employer.

### Dogs in the Workplace

This policy aims to set out the procedures and expectations of S. Anselm's school when allowing employees to bring dogs into the workplace. The bringing in of all pets is discouraged and must be approved in advance by both the Head and the Bursar.

Before a pet / therapy dog is allowed into the workplace, permission must be sought from the Bursar. The Bursar should also be notified of any requirement for an assistance dog in school.

Once permission has been sought / notification has been made, S. Anselm's school will carry out a risk assessment, and we will implement the following control measures set out in this policy.

### Assistance Dogs

Assistance dogs (officially trained and certified by appropriate paperwork) may accompany the person they are assisting into any area the person would normally have access to as part of their enrolment or employment.

S. Anselm's school and the owner of the assistance dog will agree appropriate relief areas and disposal arrangements for faecal matter.

Assistance dogs must be under the control of its owner at all times whilst on school premises. The care and supervision of the assistance dog is solely the responsibility of its owner.

### Inside School Buildings

All dogs coming onto site must be suitably trained and obedient. It is the responsibility of the owner to keep the dog under control. We reserve the right to exclude a dog whose behaviour poses a direct threat to the health and safety of others.

The following rules will apply to non-assistance dogs inside our buildings

- Dogs are permitted only in areas defined by the Bursar when approval for an application to bring a dog into school is given.
- Dogs are not permitted in the Dining Hall or Dormitories.
- Dogs must be kept on a leash / secured (e.g. in a cage) and under the control of their owners at all times.
- Dogs may not be left unattended regardless of how they may be secured.
- The owner is responsible for immediate clean up and repairs of incidental damage or mess caused by the dog. Clean-up should be sufficiently thorough so that additional work is not generated for other employees.

### Elsewhere on the Premises

All dogs coming onto site must be suitably trained and obedient. It is the responsibility of the owner to keep the dog under control. We reserve the right to exclude a dog whose behaviour poses a direct threat to the health and safety of others.

The following rules will apply to non-assistance dogs elsewhere on our premises;

- Dogs must be kept on a leash / secured (e.g. in a cage) and under control at all times.
- The owner must have a means to clean up after the dog and dispose of any faecal matter in an appropriate manner.
- The owner of the dog is responsible for immediate clean-up of incidental damage or mess caused by the dog (including digging damage). Clean up should be sufficiently thorough so that additional work is not generated for other employees.
- Dogs left in cars on our property are wholly the responsibility of the dog's owner. We do not condone this practice and may report the incident to the RSPCA or Police as appropriate.

### Penalties for Disregarding this Policy

Disregard of this policy will be handled at the discretion of the school and may result in temporary or permanent prohibition of the animal from our premises.

Incidents of dog aggression / bad behaviour should be reported to the Bursar. These will be investigated on a case by case basis by the school.

## Driving for Work

Our school bus drivers drive regularly for work purposes. Our teaching staff drive occasionally for work purposes.

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives school vehicles, or who are expected to drive on school business, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. The licence check includes use of the DVLA's on-line records via a 'check code' generated by each driver. If there is any doubt about the validity of a licence and its content we contact DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

At the same time as checking driving licences we also check that private vehicles used for work purposes are insured for business purposes, taxed and where more than 3 years old, MOT'd.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded. In the case of school vehicles, employees are required to record vehicle checks on a weekly basis. If a defect is found during the pre-use and/or weekly inspections, the driver must report this immediately to the Facilities Manager and the vehicle must not be used until the defect has been rectified.

School vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, insurance, tax, and when required, MOTs, are arranged by the Leasing company and communicated to the facilities manager.

Managers consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell.

If an employee believes that the amount of driving they need to do as part of their work increases their risk, they are encouraged to speak to their Line Manager regarding their concerns.

Employees are required to inform their Line Manager if they are suffering from any health condition or taking any medication (prescribed and/or over the counter) which could affect their ability to drive safely.

Within our contracts of employment we set out our expectations for driver behavior which includes:

- an expectation that they will adhere to road traffic laws
- normal limits for working hours when the day involves driving
- the need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- not driving under the influence of alcohol or drugs (including prescription drugs)
- not using a hand-held phone when driving
- only using hands free phones for brief essential conversations when stopped at the side of the road
- to be aware of surroundings distractions and limit these where possible (e.g. not having the radio on too high, set up satellite navigations systems before starting the car and to only use when necessary)

School vehicles are equipped with a safety kit comprising of first aid kit, fire extinguisher, hi visibility vest, torch, spare bulbs, foot pump, warning triangle, equipment for changing a wheel, spare wheel.

Any vehicle used for regular driving on school business is required to be covered by a roadside repair and rescue

Employees are expected to report any vehicle accidents at work and these are recorded and investigated in the same way as other work-related incidents, and improvements made to our policy as necessary to avoid a recurrence.

If an employee who drives for work receives a driving conviction during the course of their employment, they must notify the Bursar immediately.



## Electricity

Our staff are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installations is carried out by NICEIC or SELECT registered electrical contractors.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the school's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

Our own installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety.

Our arrangements for the electrical safety of portable electrical equipment including are covered in the section of this policy on Work Equipment.

## Event Safety

### Introduction

S. Anselm's school may from time to time hold and / or organise events such as awards ceremonies, sporting events, concerts, drama productions, firework displays, lectures and parents / teacher meetings

We recognise that when organising, setting up, running, and breaking down events; we hold the prime responsibility for ensuring the safety of:

- Our employees;
- Our volunteers;
- Our pupils/students;
- Members of the public/visitors to the event;
- Contractors working for us and/or providing services at the event; and
- Any other person who may be affected by the event.

Some of the events are set up and planned by S. Anselm's school with involvement from third parties. In these instances, it is very important that specific responsibilities are clearly defined, and that these are stated in the event risk assessment. Ultimately, all parties need to know and agree on who is responsible for what, including who holds the overall responsibility for planning and managing the event.

### Planning/Organising an Event

Good planning and management are fundamental to the success of any event. Effective planning and consultation will assist us in ensuring that those involved in setting up, running, breaking down, and/or attending the event are not exposed to health and safety risks. The level of detail in our planning will be proportionate to the scale of the event and degree of risk.

We will ensure that each event has a designated Event Manager in place, who will hold overall responsibility for planning, running, monitoring and breaking down the event.

Specific responsibilities of the Event Manager will include:

- Completing a thorough investigation of the proposed site/venue to ensure suitability;
- Preparing an Event Safety Plan;
- Having appropriate health and safety arrangements in place to protect employees and others;
- Completing and recording a systematic assessment of the risks (i.e. an event risk assessment);

- Implementing control measures identified by the risk assessment and identifying who will be responsible for carrying them out;
- Putting appropriate monitoring arrangements in place to ensure compliance through all stages of the event;
- Seeking competent health and safety advice where necessary;
- Liaising with emergency services and other interested parties;
- Reviewing the event risk assessment and health and safety arrangements as often as required;
- Ensuring co-operation and proper co-ordination of work activities;
- Providing employees and others with relevant information on any risks to their health and safety; and
- Ensuring that those involved (including staff, volunteers, pupils/students, third parties, and contractors) are competent to perform their duties safely.

To determine the resources and facilities required, the Event Manager should identify:

- Location(s) of the event;
- Scale, type, and scope of the event;
- Event activities;
- Profile and number of attendees;
- Duration of the event;
- Time of day and year that the event will be held;
- Access and transportation; and
- Infrastructure.

The Event Manager will select staff / volunteers and allocate specific health and safety duties accordingly (facilities, cleaning staff, catering staff, venue staff, first aiders, fire marshals, event marshals); and will involve staff / volunteers at all stages of the planning process where possible.

The Event Manager must ensure that the relevant permissions have been gained (for example, a Temporary Event Notice may be required) and that adequate insurance cover is in place prior to the event.

The Event Manager is responsible for ensuring that a risk assessment is carried out and recorded to cover all aspects of the event using the Event Risk Assessment form as a guide, and ensure that it is communicated to all members of the event team (including all staff, volunteers, pupils/students, and third parties/contractors involved), together with the event safety plan where relevant. The aim of the risk assessment is to ensure that any hazards likely to be presented by the event are either eliminated, or where they cannot be eliminated, reduced so far as is reasonably practicable. All phases of the event including the site/ venue, preparation, running, and event breakdown should be considered.

Examples of the areas that should be considered as part of the planning and risk assessment process include:

- Insurance/licensing
- Access/egress to the event
- Parking
- Event traffic/vehicle movement around site
- Provision of/access to welfare facilities
- First aid/medical provision
- Fire and other emergencies
- Procedures for reporting and recording of accidents/incidents/near misses
- Manual handling
- Electricity
- Work at height
- Hazardous substances
- Slips/trips/falls
- Sound and noise
- Machinery/equipment
- Food, drink and water (including food hygiene)
- Temporary structures (such as marquees or gazebos)
- Inclement weather
- Crowd management
- Waste management and cleaning
- Lone/remote working
- Security
- Provision for vulnerable groups – i.e. the elderly, children, young persons, disabled persons etc.
- Safeguarding
- Information/training for third parties/contractors, event staff, volunteers and attendees
- Third parties providing services (e.g. stalls, bouncy castles, fairground rides etc.)
- Length and timing of the event; and
- Pyrotechnics.

Where relevant, the Event Manager must liaise with the venue owner/manager, emergency services, and/or local authority for advice and information relevant to the planning and risk assessment, including obtaining appropriate event licenses (e.g. Temporary Event Notice etc.) where required (information on licensing is available at: <http://www.hse.gov.uk/event-safety/faqs.htm#q1>).

The need for any license should be identified early in the planning process, as they can take time to process and therefore any delay may prevent the event from running. If you are in any doubt as to whether you require a license and/ or what type of licenses you require, you should contact the relevant licensing authority for advice.

For services provided by third parties, the Event Manager must request and retain copies of their:

- Public Liability insurance details (ensuring that the amount of cover is appropriate to the level of risk);
- Risk assessments/method statements; and
- Food business registration details and rating (for those carrying out food operations).

Considerations such as road closures, provision of temporary welfare facilities, infrastructure required, and waste facilities need to be made in a timely manner, to ensure that these are in place for the event.

Where necessary, the Event Manager should seek competent health and safety advice to assist with the event safety plan and/or risk assessment.

### Planning for Incidents/ Emergencies

S. Anselm's school recognises that it needs to have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event, and that such plans need to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

Where relevant, the Event Manager should ensure that emergency procedures are drawn up and agreed for:

- Fire;
- Accidents/injuries (i.e. first aid and medical assistance);
- Lost child;
- Other emergency evacuation;
- Security;
- Event cancellation; and/or
- Severe weather.

These procedures will form part of the event safety plan and risk assessment and staff / volunteers should be allocated with (and trained on) their specific roles where necessary.

The Event Manager should ensure that all staff / volunteers / pupils / contractors etc. involved in setting up, running, and/or breaking down the event are briefed on the emergency procedures and that drills are completed where appropriate. The audience should also be briefed where relevant (i.e. briefing the audience on fire procedures prior to a theatre performance).

For large scale events, the Event Manager should discuss the plans with the emergency services.

Emergency arrangements should also take into consideration persons with a disability, limited mobility and children in prams etc.

### Inclusion for People with a Disability

S. Anselm's school will ensure that reasonable adjustments are made where possible to ensure that people with a disability are able to participate in the event.

The following aspects will be considered:

#### Mobility:

- Access to and egress from the event;
- Sufficient space for the movement of wheelchairs/walking aids;
- Surfaces around the event site suitable for wheelchairs/walking aids;
- Provision of accessible welfare facilities (i.e. disabled toilets).

#### Visual impairment:

- Pathways clear, no unnecessary obstacles; and
- Large print/audible displays available.

#### Hearing impairment:

- Loop system in place;
- Written notes available or a sign language interpreter; and
- Persons can be positioned close enough to be able to lip read or see the sign language interpreter easily.

#### Medical conditions:

- Seating provided for those who cannot stand for long periods of time;
- Notices/labelling regarding food allergies etc.; and
- Warning for any flashing/strobe lighting.

#### Hidden disabilities:

- Areas for people to go who struggle with large crowds; and
- Clear signs and information given in advance to reduce undue stress.

### During the Event

Once the physical activity starts at the event site, the focus of the Event Manager will need to move away from the planning and documentation to the effective management and monitoring of the event.

The Event Manager will need to ensure:

- That appropriate management systems are in place for each stage of the event (i.e. set up, running, and breakdown. For example, if a large number of contractors are expected on site then it may be necessary to plan a phased set up);
- Co-ordination and communication between all parties;
- Periodic monitoring throughout (for example, pre-event safety checklists could be devised and issued to event staff to ensure that all necessary safety measures are in place);

- Provision of information to staff, volunteers, pupils/students, third parties, and contractors etc. (e.g. an event safety induction/briefing); and
- That arrangements are in place for competent supervision.

In addition, the Event Manager will need to dynamically risk assess the event as it is taking place, and ensure that additional control measures are implemented where required and that emergency procedures are executed where necessary (e.g. following a sudden change in the weather etc.).

All staff, volunteers, pupils, third parties, and contractors will be given an event safety induction before the event (where this is identified as necessary – e.g. for large scale/complex events etc.) on the following matters:

- Event running order;
- Organisational chart and key contacts;
- Communications protocols;
- Reporting procedures for accidents/incidents/near misses;
- Site hazards and agreed control measures;
- Site specific instructions – speed limits, loading/unloading, parking areas etc.;
- Location of welfare and first aid facilities;
- Emergency arrangements (including contingency plans); and
- Other specific training for certain groups such as traffic marshals, event marshals, etc.

#### After an Event

Where possible, the Event Manager should hold a debrief after the event with all involved to determine:

- Lessons learned (i.e. is there anything that we could do better for the next event in terms of health and safety?);
- Whether the staff/volunteers had any accidents/incidents/near misses reported to them;
- Whether there were any complaints;
- Whether the event is likely to be repeated;
- Whether the event safety plan/risk assessment was adequate; and
- Whether the staff and others followed their briefings/training and adhered to the risk control measures.

**This section of our policy sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.**

### Fire Emergency Plan

#### Responsibilities

The person with overall responsibility for fire safety in our premises is the Facilities Manager.

We have several fire marshals that operate throughout the day and night. All fire marshals are provided with training, currently supplied by the insurance company. These fire marshals have received training in their role and some and in addition, some of these have received training in the practical use of extinguishers. The Maintenance Manager is responsible for carrying out daily and weekly checks of the fire protection systems and escape routes and conducting weekly alarm tests, monthly emergency lighting testing and periodic fire drills.

#### Fire Safety Assistance

The school has appointed O Heap to provide competent assistance on fire safety matters in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

#### Fire Safety Risk Assessment

O Heap has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis.

The risk assessment is held with the Maintenance Department the Maintenance Manager is responsible for ensuring that the recommendations arising from the assessment are implemented.

#### Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of electricity, waste accumulation, storage of combustibles, arson, smoking, flammable liquids and flammable gases.

Fire prevention measures have been implemented and include electrical inspections and testing, control of hot work, gas safety inspections, regular removal of waste, locking of external bins, smoking rules, correct storage of flammable liquids. This is continually being reviewed.



## Alarm System

Our premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.

The alarm system is serviced routinely on a six monthly basis.

The alarm system is tested by the Maintenance Manager on a weekly basis by activating a different alarm call point each time in rotation. Staff/people in the building are made aware of the fact that the alarm is a test e.g. the alarm is activated at Wednesday afternoon each week and is sounded for a minimal amount of time to ensure that staff are aware that it is a test. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and also to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm, locks which release on sounding the alarm.

The results of alarm testing and servicing are recorded and held with the Maintenance department.

## Emergency Lighting

We have installed an emergency lighting system incorporating battery backup, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by our Maintenance Manager and Andy Brown Electricals. The results of emergency lighting tests are recorded and held with the Maintenance department.

## Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

Signs are also displayed:

- to identify the location of the assembly point;
- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware i.e. 'push bar to open', 'turn to exit', break to exit
- to show the correct operation of gas shut off valves
- to show 'fire action' required
- to identify fire doors which must be kept shut
- to designate the building as non-smoking in accordance with smoke free law

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our routine weekly checks the Maintenance Manager checks that safety signs are in

place and clearly visible. The results of these checks are recorded and held at in the Maintenance department.

### Escape Routes and Exits

Structural fire separation is provided by protected routes surrounded by fire, ceilings, and fire doors providing fire protection. Where building alterations take place which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level. *Not all buildings have fire separation (e.g. small buildings may not require it), therefore delete this if not applicable. You may need input from your competent fire safety advisor in order to complete the information.*

Fire doors are kept closed by self closing devices *or kept locked shut where designed to be. If you have doors on hold open devices, indicate that they are shut at.*

On a *weekly/daily* basis the Maintenance Manager checks that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either *kept shut, kept clear or locked shut* as required. *The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked by the Maintenance Manager.*

The results of escape route and fire door checks are recorded and held at the Maintenance department.

### Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. Our fire have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

On a monthly basis the Maintenance Deptment checks that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded and held in the Maintenance department.

### Fire Procedure

#### Action on discovering a fire

1. raise the alarm by operating one of the manual call points
2. attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
3. leave by the nearest available exit to the assembly point at the Bottom Court

#### Action on hearing the alarm – all persons except for Fire Marshalls

1. do not stop to collect personal belongings
2. close windows and doors if it does not cause undue delay
3. escort any visitors and leave by the nearest available exit and go to the assembly point on Bottom Court
4. check that someone has called the Fire Brigade by dialing 999
5. do not return to the building until given the all clear by the Fire Brigade.

#### Action on hearing the alarm – Receptionist

Call the fire brigade immediately to every fire or on suspicion of fire.

Dial from the reception phone if safe but if in doubt, dial from a mobile phone from the assembly point.

1. dial from reception or 999 from a mobile
2. give operator your telephone number and ask for FIRE
3. when the fire brigade replies give details: Fire at S Anselm's School, Stanedge Road, Bakewell, DE45 1D. Do not replace receiver until address has been repeated by the fire brigade.

#### Action for Fire Marshalls on hearing the alarm

1. check which zone has been activated by viewing the alarm panel
1. so far as possible without taking risks, check that all areas of the floor are clear of people including stores, toilets and kitchen. If there are two fire marshals on duty, divide the search between you if the opportunity arises
2. shut off *machinery/the gas supply/other* if safe to do so
3. once the building is clear, go to the assembly point closing doors behind you.
4. meet the Fire Brigade and report any persons who remain in the building, report on areas not able to be checked, any signs of fire observed and the zone indicated on the panel *[and the location of any hazards to the Fire Brigade e.g. flammable substances]*
5. prevent people from reentering the building
6. once the Fire Brigade announce that the building is safe, tell assembled staff that they may return to the building.

#### Disabled Persons and Others Requiring Assistance

*Any person who requires Assistance to get out of the building in an Emergency must inform the School Office. They will then be allocated a person to escort them safely out of the building incase of an emergency. A risk assessment will also have been provided and members of staff made aware such as Teachers and the Bursar.*

## Fire Drills

Fire drills are carried out at least every term.

A proportion of drills are undertaken whilst simulating the lack of availability of at least one exit. Drills are also undertaken for boarding pupils.

Records of drills are held with the Maintenance Manager.

## Training for all Staff

New starters are provided with information on emergency procedures on their first day of employment including the location of escape routes, the sound of the alarm and the location of the assembly point.

All staff receive annual refresher training in fire safety and fire procedures. Those with particular fire safety roles such as Bursar and maintenance staff are provided with instruction in their responsibilities.

Records of all training are held with the Maintenance Manager.

## Cooperation and Coordination

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on *gas and* electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

## First Aid

Please see the separate policy on First Aid.

## Food Safety

Chilled water dispensers are connected to a water supply. These machines are regularly cleaned and maintained to ensure that the highest possible hygiene standards are achieved.

In respect of our catering activities which providing all meals and snacks to our pupils, we have a separate food safety policy and hazard analysis to ensure that we comply with the Food Hygiene (England) Regulations and other relevant statutory requirements.

## Gas Safety

The risks associated with the storage and use of gas systems and appliances include fire, explosion and poisoning by the by-products of combustion, including carbon monoxide.

S. Anselm's school will ensure that all work carried out on gas systems and appliances and their use are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 as amended, and related Approved Code of Practice.

We keep our gas appliances to a minimum, and we currently have domestic/commercial boilers, commercial tumble dryer, gas powered heaters, gas-powered commercial catering equipment, fixed gas welding installations, science lab gas taps, fixed gas systems in plumbing department.

We also ensure that flammable gas and oxygen cylinders are not stored together and are adequately segregated. All gas cylinders are stored in locked, ventilated, external compounds when not in use, with access limited to authorised persons such as the *Facilities Department*.

Where Liquefied Petroleum Gas (LPG) Cylinders are stored and used, the following precautions are taken:

- cylinders will be stored in well-ventilated areas;
- spare or empty cylinders should be stored outside in a lockable area;
- cylinders should not be stored below ground level or near drains, cellars or basements;
- warning notices are displayed (e.g. Highly flammable - LPG, no smoking etc.);
- smoking or naked flames are not permitted in or near cylinder storage areas;
- combustible materials are not stored near cylinders;
- cylinders are kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials;
- regular checks should be made to ensure that all hosing and connections are in good order and that there are no leaks;
- no valves on any cylinder should be left open and they should not be dropped or roughly handled;
- accommodation in which gas is used must be adequately ventilated; and
- portable LPG gas heaters should only be used for emergency purposes and following a thorough risk assessment.

It is the responsibility of the Facilities Manager to ensure that a maintenance schedule is in place for all gas appliances and that they are safety checked annually as a minimum and serviced in accordance with the manufacturer's recommendations. The Facilities Manager will ensure that all work on gas appliances is carried out by a Gas Safe registered engineer, and will retain records of all servicing, maintenance and repairs.

We ensure that carbon monoxide detection is installed in relevant areas of our building(s) where there is a risk of a build-up being present; i.e. near to combustion appliances (i.e. gas, oil, coal and wood) and/or solid fuel appliances (i.e. coal or wood).

Employees are instructed to report any suspected defects to gas systems/appliances as soon as possible to the Facilities Manager and the appliance should be taken out of use immediately. All gas shut-off points are highlighted, and the relevant staff are instructed in their use.

In the event of a suspected gas leak staff should:

- In the first instance, contact the Facilities Manager who will decide whether further action is needed;
- Call the 24-hour gas emergency service on 0800 111 999;
- Evacuate the building and move the occupants to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency qualified engineer;
- If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply
- Do not re-enter the area / building until either [the Facilities Manager or gas supply engineer has confirmed it is safe to do so.

#### **STAFF MUST NOT TURN ELECTRICAL SWITCHES ON OR OFF**

If the general public in the neighbourhood are at risk, staff should also contact the police on 999.

No person shall interfere with any gas appliance, gas fitting, and/or pipework unless qualified and competent to do so.



## Glazing

S. Anselm's school ensures that we meet the requirements of Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 and Part K of Schedule 1 to the Building Regulations 2010 regarding window glazing used in windows, doors, gates and walls around our building(s).

We recognise that impact with glazing can cause significant injury, for example:

- Cutting and piercing injuries as a result of impact with glazing in doors, door side panels, and/or glazing at low level in walls and partitions. For doors and door side panels, the risk is greatest for glazing between floor and shoulder level when near to door handles and push plates, especially when normal building movement causes doors to stick;
- Falls through glazing following Initial impact at between waist and shoulder level, resulting in additional injury to the face and body; and
- Children impacting with low level glazing.

As a result of this, we have taken steps to protect the users of our buildings as outlined below.

We have identified the critical locations within our building(s) by way of [e.g. risk assessment, survey etc.] (For further information on 'critical locations' see section 4 of Approved Document K available at <https://bit.ly/2JucVsk>).

Critical locations, which are areas of a building which are more likely to be subject to accidental human impact, have been identified and to protect our *employees, students, pupils, visitors, contractors etc.* we have adopted the following approach(es) to protect against impact with glazing:

- *We have implemented measures to limit the risk of cutting and piercing injuries by the use of glazing that is reasonably safe, such that, if breakage did occur, any particles would be relatively harmless;*
- *We use glazing that is sufficiently robust to ensure that the risk of breakage is low; and / or*
- *We have taken steps to limit the risk of contact with glazing e.g. adding permanent screen protection or manifestation strips.*

Special consideration has also been given to areas of high risk such as *e.g. bathing / washing areas, sports activity areas, storage facilities etc.*

The condition of the glazing through our building(s) is monitored by visual walk-arounds, by the Maintenance manager. The risk assessment / survey is reviewed on an e.g. annual basis.

## Hazardous and Dangerous Substances

We use *limited* quantities of hazardous and dangerous substances including *cleaning substances, paints, lubricants, glues, sealants*. We also undertake activities which generate hazardous or dangerous substances such as *weld fume, wood dusts*.

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. *Our Health and Safety Advisor* undertakes a risk assessment of the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures.

We ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances we check that the storage area is suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire resistant flammables store.

A bespoke external store is provided for the storage of gas cylinders including proper ventilation and warning signs.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

The correct storage of substances and their correct use is monitored via our Maintenance department.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors.

Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held in the Maintenance department and records of training are held in HR files.

## Homeworking

The school prefers not to have homeworkers, but defines home workers those who work from home on an agreed basis comprising on average more than 10% of their working hours.

We ensure that home workers are able to work safely by undertaking a home working risk assessment and a display screen assessment. We undertake these by training home workers in general hazards and risk control measures and in display screen assessment and then asking them to undertake their own risk assessments which are reviewed by the Health and Safety Advisor. Improvements are implemented as agreed between the home worker and the Bursar. These risk assessments are held in the Bursary and are reviewed annually.

We ensure that the home worker has ready access to their line manager and IT Manager. Regular communications take place with the line manager and colleagues

We ensure that contractual and insurance arrangements account for the work taking place in the home including the risks which may be introduced by the school's electrical equipment.

Arrangements for the periodic inspection and testing of school electrical equipment are made by the Facilities Manager.

## International Business Travel

Our teaching staff travel internationally as part of their job role occasionally.

### Risk Assessment

Before any employee is given permission to travel internationally, a risk assessment must be completed. If the country / location is visited often, one risk assessment will be completed and this will be reviewed upon each planned visit to ensure that it is up-to-date and accurate.

The types of risks that should be considered within the risk assessment include (but are not limited to):

- Travel to/from the UK airport/ferry port/train station
- Mode of transport to destination country (i.e. plane, ferry, train, coach etc.)
- Travel within the destination country (e.g. coach, bus, train, taxi etc.)
- Driving abroad
- Missed / cancelled transport (e.g. flights / trains)
- Health effects from long travelling hours / fatigue
- The event of being unable to contact the person(s) travelling
- Lone working / personal safety
- Security (both at the accommodation and whilst out and about)
- Awareness of culture and communication (e.g. appropriate dress, language etc.)
- Emergencies whilst abroad
- Access to medical care whilst abroad
- Inadequate insurance
- Climate
- Country specific risks (political, security, medical etc.)
- Spending money
- Vaccinations required
- Accommodation
- Individual risks (e.g. staff / pupils with medical conditions, allergies, disabilities etc.);
- Communication
- Smoking, alcohol and illegal drugs; and
- Any hazards specific to the activities that will be undertaken by staff / pupils during the trip

### Travel Advice

Before planning any international trips, S.Anselm's school will take advice and guidance from the Foreign & Commonwealth Office, employees who are travelling should also subscribe to the FCO's e-mail and social media updates for that particular country. Trips to any country /

area assigned with 'advise against all travel' or 'advise against all but essential travel' will not be sanctioned.

### Insurance

S. Anselm's school will ensure that adequate insurance is in place before any employee is permitted to travel abroad. We will ensure that the insurance policy covers routine travel risks such as flight issues, lost luggage, additional transport costs, travel disruption and medical emergencies. We will ensure that those employees who will be travelling abroad are given the full details of the arrangements and cover that are in place to take with them.

Employees who will be travelling within the EU must also carry their European Health Insurance Card at all times during their trip. However, this does not replace the need for travel insurance.

### Visa / Passport

Employees are responsible for ensuring that their passport will be valid for the entire period in which they will be abroad

If our employees are required to travel to countries where a visa is required. Visas must be organised in plenty of time, and this is the responsibility of the staff member travelling.

### Vaccinations and Other Medical Checks

Due to the locations of some of our potential destinations, employees may need to have vaccinations or other medical checks before they travel. Some vaccinations / medication (i.e. anti-malaria tablets) need to be taken some weeks in advance to the trip, plans for trips must factor these time scales in.

In the event of an employee needing vaccinations / other medical checks, S. Anselm's school will fund the cost of these.

### Accommodation

We will ensure that accommodation is booked and confirmed before any employee is expected to leave for their trip.

### Local Travel

Transport should be arranged in advance where possible i.e. trains, flights, transport to and from airports etc. If an employee is asked to drive whilst abroad, only reliable hire companies will be used. Employees will also be given information on local traffic laws.

### Incident / Accident Reporting Whilst Abroad

In the case of an incident / accident occurring whilst employees are abroad, the Teacher in charge should contact the Head. In the case of an emergency, employees will be given emergency contact information for the Head who will be available to contact 24 hours a day in the event of an emergency. We will also ensure that employees are provided with the emergency contact numbers for the local emergency services of that particular country.

### Travelling Alone

Where possible, our employees will not be expected to travel alone. However, from time to time this may not be avoided. In the case of an employee travelling alone, we will ensure that good communication procedures are in place i.e. regular agreed contacts with line managers.

### Keeping in Touch

Employees will also be expected to 'check-in' with a designated person to ensure that they are safe and well.

### Debrief

A debrief will be arranged between the employee who has returned from their trip and their line manager. The meeting will allow the employee to discuss any issues that they had whilst they were away, and the risk assessment will be updated where possible so that improvements can be made for future trips.

### Legionnaire's Disease

The school has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*' and *Health Technical Memorandum 04-01: The Control of Legionella, Hygiene, "Safe" Hot Water, Cold Water and Drinking Water Systems*.

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of Maintenance Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing which are held in the Maintenance Department together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by is undertaken by the Maintenance Manager to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Maintenance Manager reports this immediately to the Bursar and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

## Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to moving items around the school.

Specific manual handling risk assessments are undertaken by our maintenance Manager, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects e.g. trolleys and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to Facilities and Grounds staff and line managers monitor to ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least 5 years and master copies are retained by the Bursar.



Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

#### New and Expectant Mothers at Work

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work i.e. heavy lifting. As a result on notification of pregnancy employees are instructed that they may not lift heavy items and must ask a colleague to assist.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from *our Occupational Health Advisor*. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy.

#### Occupational Health Provision and Health Surveillance

Through risk assessments we have considered the need to provide ongoing health surveillance to employees and as a result we have determined that no health surveillance is required.

#### Performance Monitoring and Audit

Proactive measurement of our performance against health and safety standards will be undertaken through:

- formal review of performance against health and safety policy
- monthly health and safety monitoring of the workplace and work activities
- staff appraisals
- monitoring of progress against action plans by the Health and Safety Committee.

#### Formal Review and Audit

The Health and Safety Advisor undertakes a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. Following this audit, a report is presented to the Board analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the audit report, the Board agree the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Bursar will drive forward improvements and monitor to ensure that progress is made within identified timescales, making frequent progress reports to the Board.

Our Health and Safety Advisor, conducts a six monthly strategic review with the Bursar to discuss progress in implementing the action plan, targets and objectives, identify any new concerns arising and provide further advice.

The Health and Safety Policy document is reviewed by the Bursar with input from the Health and Safety Advisor on an annual basis, in liaison with representatives of the school, to ensure that the policy reflects current activities, school structure and legislation.

### Monthly Health and Safety Monitoring

The Facilities Manager undertakes a monthly inspection of the entire premises and monitors that routine management actions are completed using a prepared checklist. On completion of the monthly checks, the Facilities Manager collates the results and determines with the assistance of the Bursar, any actions to be taken. Timescales and responsibilities are assigned and at the next monthly check, the Facilities Manager determines whether there are actions which remain outstanding from the previous monitoring. Where actions have not been completed the Facilities Manager highlights these to the Bursar for follow up.

### Staff Appraisals

Governors and Senior Leaders have health and safety performance objectives based on the school's overall health and safety objectives. Progress against all individual objectives is measured as part of our staff appraisal programme.

### Monitoring by the Health and Safety Committee

Our health and safety committee meetings include a standing item for performance monitoring. This item is used by the committee to receive and evaluate progress reports concerning the health and safety action plan and overall objectives.

### Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

PPE is checked our monthly workplace monitoring programme and replacements are available on request in between inspections.

## Pressure Systems

The school has identified the following systems/vessels which fall within the requirements of the Pressure System Safety Regulations 2000.

A written scheme of examination has been drawn up by our competent person and that written scheme is held in a location readily accessible to the plant. Examination and testing is carried out by competent person in accordance with the written scheme.

We have appointed the Maintenance Manager as our responsible person to operate the pressure system on a day-to-day basis including *undertaking periodic* checks and the planned preventative maintenance schedule. The Maintenance Manager has been trained in the safe systems of work which have been devised as a result of risk assessments of the work activities. He has been made aware that the system may not be modified without the changes being first evaluated by the competent person. The safe operating limits of the equipment are clearly displayed for the information of our maintenance personnel.

Appropriate emergency response procedures have been devised.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. Our maintenance log is also used to record any abnormal or particularly arduous operating conditions and these records are made available to the competent person during the next examination.

*Note that it may not be necessary to undertake all of the risk control measures listed, as the Regulations are complicated and provide for exceptions relating to lower risk vessels. You should seek advice from your competent Health and Safety Advisor in order to ensure that this policy document correctly reflects the requirements placed on the school.*

## Providing Work Experience Placements

### Introduction

This policy relates to all incoming work experience placements that are hosted by S. Anselm's school, including teaching, childcare, grounds and facilities. The majority of our work experience placement are students looking to pursue a teaching career

S. Anselm's school's priority is to ensure that those on work experience are kept safe, and we recognise our responsibilities under the Health and Safety at Work etc. Act 1974 for ensuring, so far as is reasonably practicable, the health and safety of those on work experience placements with our organisation. We also recognise that whilst the placement holder is carrying out their work experience, that they are regarded as our employees for purposes of health, safety, and insurance.

### Procedure

Requests for work experience placements will usually be received verbally or by email approved by the Bursar and Head. If the proposed work experience placement is accepted, then a Placement Supervisor must be assigned who will be responsible for completing all remaining aspects of this procedure.

### Booking Forms/Gathering Information

Information gathered by the Bursar prior to the start of any work experience will include name, age, next of kin/emergency contact details, details of any medical conditions, disabilities, special needs.

### Working Hours

Young workers have special rights under the Working Time Regulations 1999 (as amended) and these must be adhered to for persons on work experience placements and will therefore need to be considered when agreeing hours of work for each placement. The rights of young workers – those over the minimum school leaving age but under 18, and those under the minimum school leaving age on approved work experience schemes – differ from adults in the following ways:

- A limit of eight hours working time a day and 40 hours a week;
- Not to work either between 10pm and 6am or between 11pm and 7am;
- 12 hours' rest between each working day; and
- Two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

## Safeguarding / Disclosure & Barring Service (DBS) Checks

If the work experience placement is going to involve the person working with children or young persons (i.e. those under the age of 18) and/or adults at risk, it will also be necessary for them to have a DBS Check. It is the responsibility of the Bursar to obtain a DBS check prior to commencement of the work experience placement.

## Risk Assessments

Once approval has been granted for the work experience placement to go ahead, it is the responsibility of the Bursar to complete a risk assessment; template at the end of this policy. If there are any risks identified by the risk assessment, they will either be controlled so far as is reasonably practicable, or the work experience placement holder may be prohibited from entering certain areas and/or engaging in certain activities during their work experience placement in order to eliminate the risk.

If the work experience placement holder is classed as a child (i.e. they have not yet reached the official minimum school leaving age – pupils will reach this in the school year in which they turn 16), a copy of the risk assessment will be provided to their parents/guardians with the key findings, the parents/guardians should agree to the contents of the risk assessment. Risk assessments are kept on file for a minimum of 3 years.

Children are prohibited from undertaking certain activities. These include:

- Activities that are **beyond** their physical or psychological capacity;
- Activities that involve harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way;
- Activities that involve **harmful** exposure to radiation;
- Activities that involve the risk of accidents **that cannot reasonably be recognised or avoided** by young people due to their insufficient attention to safety or lack of experience or training; and
- Activities that have a risk to health from **extreme** cold, heat, noise or vibration.

Young persons (i.e. those age 16 or 17) may carry out activities if they carry the above risks, if it is:

- Necessary for training purposes;
- They are supervised by a competent person; and
- The risks are reduced to the lowest level, as far as reasonably practicable.

## Identification

All staff will be made aware of any work experience placements within the school.

## Work Experience Induction Checklist

It is the Bursar's responsibility to complete a Work Experience Induction Checklist with the person on their first day of placement. This will cover the following aspects as a minimum;

- Tour of the premises;
- Location of facilities (e.g. toilets, handwashing facilities, drinking water, etc.);
- The Organisation's legal responsibilities and duty of care;
- The person's legal responsibilities to themselves and others;
- The Organisation's Health and Safety Policy, organisation and arrangements;
- Name of designated Placement Supervisor and supervision arrangements;
- Significant risks and control measures;
- Prohibitions (e.g. areas, activities) and Health & Safety rules;
- Emergency and fire arrangements (e.g. how to raise the alarm, location of fire exits, fire assembly point etc.);
- Location of first aid boxes and Names of First Aiders;
- How to report an accident;
- Ill health and incident reporting;
- Manual handling hazards and protective measures;
- Personal protective equipment and clothing (e.g. how and when to wear it);
- Safe use of equipment and machinery;
- Rest break arrangements;
- Uniform/dress code.

The Bursar must ensure that the original signed copy of the Work Experience Induction Checklist is kept on file for a minimum of 3 years.

## Responsibilities

The following people will have an involvement in the implementation of this procedure, as follows;

### Head

The Head is responsible for;

- Checking and signing off booking forms to indicate that they give their permission for the work experience placement to go ahead.

### Bursar

The Bursar is responsible for:

- Agreeing the placement verbally in the first instance;
- Ensuring that a booking form has been completed and signed by the person requesting the work experience placement, the Bursar, and the Head;

- Ensuring that a Risk Assessment and a DBS check has been completed;
- Completing a Work Experience Induction Checklist with the person on the first day of their placement, and ensuring that this is signed; and
- Ensuring that the work experience placement employee is adequately supervised by a competent person throughout their placement. Where work experience placement employees are placed under the supervision of a member of staff that is not their Placement Supervisor, it is the responsibility of the Placement Supervisor to brief that member of staff on key information e.g. any agreed prohibitions, medical conditions etc.
- Carrying out DBS checks on persons wishing to undertake a work experience placement.
- Working with Placement Supervisors to carry out a Risk Assessment for each person wishing to undertake a work experience placement on the organisation's premises.

#### Work Experience Placement Employees (i.e. Persons Undertaking Work Experience Placements)

Persons undertaking work experience placements have a responsibility under the Health and Safety at Work etc. Act 1974:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- To co-operate with their employer in complying with their legal duties; and
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare (e.g. fire extinguishers).

Persons undertaking work experience placements are also responsible for notifying their Placement Supervisor:

- Of any existing medical conditions, or any medical conditions that may arise during the work experience placement (including pregnancy);
- Of any work-related accidents and/or ill-health; and/or
- Of any health and safety concerns/issues that may arise.



## Risk Assessment

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as work at the premises of others, travel and driving.

The extent to which we undertake the assessments internally depends on the competency required. Our arrangements in relation to each type of risk assessment are detailed below:

<b>Type of Risk Assessment</b>	<b>Competent Assessor Who Undertakes</b>
General	<i>Trained in-house assessor</i>
COSHH (Chemical and Biological Hazards)	<i>Health and Safety Advisor</i>
Dangerous Substances and Explosive Atmospheres	<i>Health and Safety Advisor</i>
Radiation	<i>Radiation Protection Supervisor, Radiation Protection Advisor</i>
New and Expectant Mothers at Work	<i>Bursar</i>
Young People	<i>Bursar</i>
Personal Protective Equipment	<i>Information is included within COSHH and General Risk Assessments</i>
Work equipment	<i>Information is included within General Risk Assessments, Specific risk assessments undertaken by H&amp;S Advisor</i>
Manual Handling Tasks	<i>Health and Safety Advisor, Manual Handling trainer</i>
Fire Safety Risk Assessment	<i>Health and Safety Advisor, Fire Safety Advisor</i>
Display Screen Assessment	<i>Health and Safety Advisor, Bursar</i>
Assessment of First Aid Needs	<i>Nurse</i>
Noise	<i>Health and Safety Advisor</i>

Vibration	<i>Health and Safety Advisor</i>
Pressure Systems – Written Scheme	<i>Competent Person for Pressure Systems, Insurance Company responsible for testing and inspecting the equipment</i>
Lifting Operations – Lifting Plan	<i>Competent supervisor of lifting operations</i>

Progress on the programme of risk assessments, and the outcome of assessments are subject to consultation with employees via the Health and Safety Committee Meetings.

The significant findings of risk assessments are communicated to staff involved in relevant activities by circulating the risk assessments to all employees.

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least *e.g. 5 years* and master copies are retained by Maintenance Manager.

### Safe Hot Water and Hot Surface Temperatures

We ensure that temperatures at hot water outlets accessed by more vulnerable persons, are thermostatically controlled to prevent scalding in accordance with *education authority guidance*. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.

Heating appliances within the areas accessed by more vulnerable persons, are designed in such a way as to prevent accidental burns, by the use of *low surface temperature radiators, insulation, enclosure of pipes and radiators*, thus ensuring that surfaces do not exceed 43°C.

A testing regime is undertaken by Maintenance Manager in accordance with Education authority guidelines, to check that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in maintenance Department.

All care staff are trained in safe systems of work such as bathing, including a clear understanding of when additional supervision and temperature checks must be carried out. They are made aware that any temperature they observe which appears to be outside of the expected range must be reported for appropriate remedial action. Sufficient numbers of staff are also trained in emergency first aid for burns and scalds.

### Safety Signs, Signals and Notices

Statutory health and safety notices are displayed including no smoking signs, the Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate.

Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

We check that the signs remain in place, visible and in good condition through our monthly workplace monitoring regime.

Audible signals such as the fire alarm are tested periodically to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

Employees are instructed in the meaning of safety signs and signals which they find in our workplace.

We also display, to assist our health and safety communications with employees the health and safety policy, health promoting materials.

## Slips, Trips and Falls

We have reviewed all of our premises for slips, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a monthly basis as part of our school monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the school relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with white / yellow paint / hazard tape where necessary for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staffs are encouraged to wear sensible footwear. Specific footwear is provided to our catering, maintenance and grounds departments.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly school monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

### Smoking

Smoking is not permitted within our site or in school vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on school business if it is being used to carry passengers.

### Stress

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result we have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others. This assessment has taken into account the HSE's stress management standards and indicators of stress within the school. As a result we have implemented an action plan to reduce the impact which excess work pressure can have on our staff.

The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via the Health and Safety Committee Meetings.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The school discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through managers, the HR team and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health. We also have an external telephone Employer Assisted Programme whose details are advertised in the staff rooms.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the school is intending to implement organisational or procedural changes, we ensure that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the school has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

### Vibration

A specialist has undertaken an assessment of vibration risks which affect employees using tools such circular saws, drills, mowers and it has been determined that the level of exposure is below the daily Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005. Nevertheless we have ensured that employees are aware of vibration hazards, symptoms to look out for and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products.

Vibration exposure will be reviewed where there are changes in the equipment used or work patterns.

### Visitors

Visitors to our premises include parents, prospective parents and pupils, couriers, contractors, suppliers and ex staff and pupils.

Visitors are asked to sign in and out of our buildings and will be under the supervision of one of our members of staff, visitors will be provided with badges to assist with security. Regular visitors who undertake activities with pupils are DBS checked. Contractors undertaking work within the premises will be subject to our contractor control arrangements.

## Welfare Facilities

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

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

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

A staff rest room is provided which includes the provision for heating water and food as well as a supply of drinking water. Access to the school dining hall is provided to staff where they are able to eat meals provided by the school kitchen.

All of the welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. A daily cleaning regime is in place.

## Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff and pupils should utilise the portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius for a prolonged period, managers will authorise staff to work from home. If work in some areas involves physical effort, include details and explain that the minimum temperature which applies is 13 degrees Celsius.

For outdoor workers suitable clothing is provided.

Employees who drive for work purposes have been issued with, and are expected to follow, the Hettle Andrews Guide to Driving in Snow and Ice.

In the event of snowfall within the commuting routes of employees, senior leaders will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Senior leaders will also contact staff if the workplace is to be closed due to weather conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. Where possible staff who have the ability to work from home should continue to do so following the requirements outlined in the section of this policy regarding home working and



the staff handbook. Non-attendance due to extreme weather will be managed on a case by case basis by the Bursar and Head.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working due to low staff numbers in the workplace or home working.

If due to low staff numbers, our first aiders are not available, the most senior school leader present will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

Procedures will be implemented in accordance with our slips trips and falls policy to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on our premises will be regular cleared of snow and gritted to reduce ice. We will follow the government's snow code in our approach to clearing snow and ice.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings.

### Work at Height

Whilst we aim to avoid work at height we have identified the following situations where our staff may be at risk of falling from a height e.g. changing light bulbs, accessing high shelving, accessing our attic store, cleaning tall displays, installing equipment.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Activities which we have identified as acceptable for work from ladders or step ladders are listed in the maintenance department.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may *include tower scaffolding erected by a PASMA trained person*.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. Steps used for heavy industrial applications e.g. work on construction sites will always have a maximum static load capacity of 175Kg. All work at

height equipment including kick stools, step ladders and ladders, are subject to formal inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided which is restricted to accessibility.

Window cleaning contractors are required to submit their risk assessment and method statement to demonstrate that the risks of falls from height are adequately controlled. Their work is monitored periodically to ensure that they are applying the safe methods of work submitted

### Work Equipment

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Where we purchase machinery or equipment from outside of the EU, we recognise that we may become the importer and are consequently responsible for ensuring that the equipment meets conformity requirements as set out within Regulation 10 of the Provision and Use of Work Equipment Regulations and relevant CE Marking and EC Directive requirements. *If there is no possibility of this situation occurring, delete this sentence.*

Portable electrical equipment is subject to portable appliance testing by David Hadfield a trained in-house tester. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out.

Defects are reported to the Head of Facilities who ensures that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

Power tools are of 110v CTE type or battery powered. In the unusual circumstance that it was necessary to use a 240v tool on site, this would be carried out using an RCD adaptor and only then in dry conditions and where mechanical damage was unlikely.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

Fixed machinery is inspected regularly as well as by users and supervisors on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment.

Where we hire equipment on a long term basis we ensure that the maintenance and repair responsibilities are clearly agreed between ourselves and the hire company. *Delete if not applicable.*

*Note that it will be necessary to amend this document to take account of the types of equipment and circumstances of use. It may be preferred to replace suggested statements with very specific information eg instead of saying 'suitable storage arrangements are provided' it may be preferred to describe the storage facilities in the workplace.*

## Workplace Environment

The comfort of our staff is a high priority and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises.

To achieve this we provide:

- a central heating system
- additional heating appliances where necessary
- windows which can be opened safely
- adjustable blinds
- portable fans where necessary
- lighting which is suitable for the tasks undertaken
- emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent engineers.

For our Grounds and Facilities staff who work outside, we provide suitable warm and weather proof clothing in the winter and sun protection in the summer. Additional rest breaks are provided during extremes of weather and facilities for making hot or cold drinks are always available.

## Workplace Transport

Our premises include a number of car parks.

We have undertaken a risk assessment to cover these activities and identified the risk control measures required

Plant such as School Minibuses are only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators are also formally authorised to use the equipment and keys are removed

Traffic routes and precautions such as barriers and signs are inspected by staff and supervisors informally on a daily basis and termly.

All school vehicles are subject to a maintenance programme and Martin Harrison makes these arrangements and also ensures that vehicles for use on the highway are licensed, insured and MOT'd where applicable. All maintenance records are kept by Martin Harrison.

Defective vehicles are taken out of service whilst awaiting repair or replacement.

**Note that it may not be necessary to undertake all of the risk control measures listed, although similar measures will be required to cover all of the areas described.**