

Torquay Girls Grammar School Health, Safety & Environmental Policy

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Section 1.0 Statements of Intent

Health & Safety Policy Statement of Intent

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Torquay Girls Grammar School.

All persons conducting activities under the name of Torquay Girls Grammar School will adhere to this Health & Safety Policy.

Torquay Girls Grammar School will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout Torquay Girls Grammar School;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from workplaces that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Torquay Girls Grammar School activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of Torquay Girls Grammar School; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Environmental Policy & Statement of Intent

Torquay Girls Grammar School considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such Torquay Girls Grammar School will work with contractors, suppliers and employees towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Torquay Girls Grammar School.

All persons conducting activities under the name of Torquay Girls Grammar School will adhere to this Environmental Policy.

It is the Policy of Torquay Girls Grammar School to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise work activities in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to staff at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all work activities;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Section 2.0 Roles & Responsibilities

ROLES & RESPONSIBILITIES

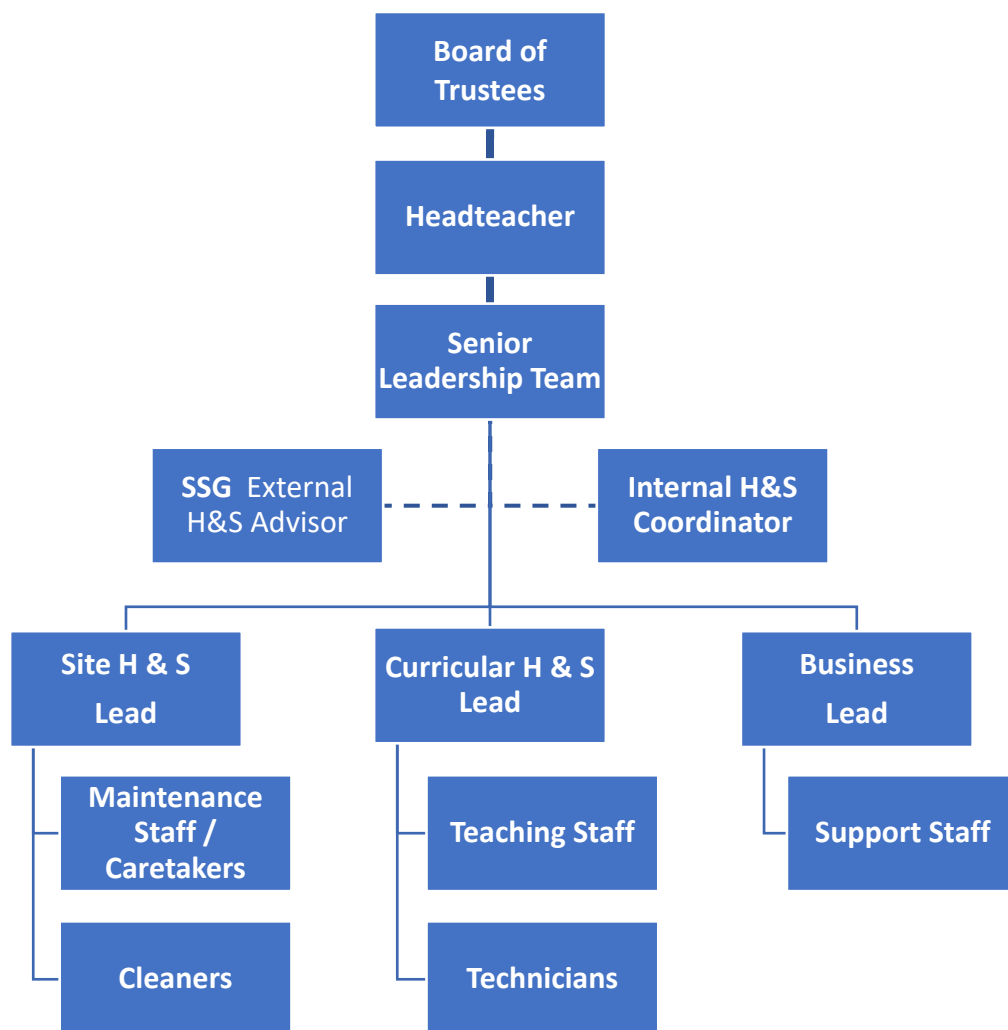
2.1 Introduction

Health, safety and environmental (HSE) management is the responsibility of all employees of Torquay Girls Grammar School and is a joint responsibility with contractors who undertake work on school premises. It is the responsibility of the Board of Trustees, the Headteacher, the Health and Safety Co-ordinator, Heads of Department and the Site Manager to ensure that all staff are properly equipped, trained and motivated in order to ensure high HSE standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Torquay Girls Grammar School and those self-employed persons who undertake work on behalf of Torquay Girls Grammar School.
- Contractors are deemed to be those persons who undertake work for Torquay Girls Grammar School but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

Visitors, contractors, and temporary workers attending Torquay Girls Grammar School will be expected to comply with our HSE Policy and associated rules and procedures insofar as these should be relevant and applicable to such persons, given the purpose and likely duration of their visit. The duty to ensure that relevant rules and procedures are brought to the attention of any visitor rests with the person responsible for the visitor, contractor, or temporary employee.

2.2 HSE Organisation Chart



- Solid lines indicate functional responsibility.
- Dotted lines indicate lines of communication.

2.3 Board of Trustees

- The Trustee Board has overall responsibility for the health, safety, and welfare of all School employees, for the environmental impact of School activities and fulfilment of all legal duties imposed on it, as the employer, by relevant legislation.
- The Board of Trustees, as the employer, recognises that it has a duty of care towards its staff, both teaching and non-teaching and its students and members of the public (such as visitors who may use the premises). This duty which is set out under the Health and Safety at Work Act 1974 will be primarily discharged through the offices of the Headteacher, the H & S Co-ordinator (Director of Finance & Resources), the Estates H & S Lead (Site Manager) and Curricular H & S Lead (Assistant Head). To meet this duty the Board of Trustees expects senior members of staff and certain nominated persons to regard health and safety as at least as important as any other duty and not as an extra.

A member of the Board of Trustees is tasked with monitoring health and safety arrangements.

In recognition of the legal duties imposed upon them, the Headteacher will:

- Understand the main requirements of the Health and Safety at Work Act 1974.
- Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the School HSE Policy, ensuring that it meets current legislative requirements and accurately reflects School activities.
- Ensure adequate resources are available to implement the School HSE Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on HSE issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the School.
- Ensure all employees receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of School activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees, students or others who may be affected by the activity.
- Ensure that the results of risk assessments are effectively communicated throughout the School and to others who may be affected by the activity.
- Ensure employees and students are provided with PPE as identified by risk assessment.
- Ensure employees and students are trained in the use and maintenance of PPE.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving employees and students are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the School and ensure employees are aware of the School HSE Policy and other HSE matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive Inspectors;
 - Concerns by employees, students or others, of HSE standards; and
 - Accidents, incidents and near misses involving employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that HSE management within the School is periodically audited to ensure that high standards of HSE performance are being maintained and to identify areas where improvements are to be made.
- Ensure that HSE performance is regularly reviewed.

2.31 Duties Under the Construction (Design & Management) Regulations 2015

Client Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the School is the **Client**, the Board of Trustees will ensure that:

- Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:
 - the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
 - Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.

Arrangements identified above are maintained and reviewed throughout the project.

- Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:
 - A Principal Designer who controls the pre-construction phase
 - A Principal Contractor who controls the Construction Phase
- Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.
- Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- A Construction Phase Plan is drawn up before the construction phase begins.
- The Principal Designer prepares and maintains a Health and Safety File.
- The HSE are notified in writing when a project is notifiable. A project is notifiable when:
 - It lasts longer than 30 working days and has more than 20 persons on site at any one time
 - Exceeds 500 person days
- All parties involved with the project cooperate with one another.

2.4 Headteacher and Senior Leadership Team

The Headteacher, together with her assigned senior staff, are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and School policies are observed within the School. Authority is delegated to the Headteacher to oversee and enforce implementation of the HSE Policy throughout their School. The Headteacher reports to the Board of Trustees.

The Headteacher and Senior Leadership Team will:

- Understand the Torquay Girls Grammar School HSE Policy.
- Ensure that the Torquay Girls Grammar School HSE Policy is effectively communicated to School staff under their control.
- Ensure that staff comply with the HSE Policy.
- Establish and maintain high standards of HSE performance within the School.
- Allocate necessary resources for HSE management.
- Foster a positive health and safety culture amongst School staff.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed.
- Ensure that suitable and sufficient risk assessments have been undertaken for work activities.
- Develop, implement, record, communicate and monitor the effectiveness of workplace arrangements for HSE specific to work activities.
- Ensure that staff under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Maintain all relevant HSE registers, records and documentation, as required by current legislation.
- Immediately bring to the attention of the Board of Trustees matters relating to HSE standards or performance.
- Advise and support staff on matters relating to the HSE Policy and all prevailing legislation.
- Ensure all their staff are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate HSE matters to staff via induction training or briefings.

2.5 Heads of Department and Site Manager

The Heads of Department and Site Manager Leadership Team are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and School policies are observed within their area of responsibility and for ensuring, as far as is reasonably practicable, the health and safety of staff, students and other persons. Head of Department are supported in their role by Teaching Staff and Technicians.

Heads of Department and the Senior Leadership Team will:

- Understand the Torquay Girls Grammar School HSE Policy.
- Ensure that their staff comply with the School HSE Policy and that high standards of HSE performance are maintained within their area of responsibility.
- Foster a positive health and safety culture amongst their staff.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Ensure risk assessments are adhered to and safe working practices are observed at all times.
- Assist the Headteacher and her Senior Team in the risk assessment process.
- Maintain all relevant HSE registers, records and documentation as required by current legislation.
- Carry out routine documented safety inspections (minimum monthly) of workplaces, facilities, machinery and equipment so as to maintain HSE standards.
- Ensure that all machinery and equipment is fitted with appropriate guards and safety devices and can be isolated centrally and locally for maintenance and other safety reasons.
- Ensure that machinery and equipment is maintained in safe working order.
- Ensure that the laboratory premises are safe to use and inaccessible to unauthorised persons.
- Ensure that suitable arrangements have been made for the safe storage of chemicals.
- Ensure that fume cupboards are regularly checked and maintained and that the date of the last inspection is clearly posted.
- Immediately bring to the attention of the Headteacher matters relating to HSE standards or performance.
- Advise and support staff on matters relating to the HSE Policy and all prevailing legislation.
- Ensure staff within their area of responsibility are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported as soon as practicable.
- Communicate HSE matters to staff via induction training or briefings.

2.6 Employees

All employees of Torquay Girls Grammar School have legal duties under health, safety, and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions. Members of staff, especially teaching staff, who may also be in the position of "Loco-parentis" owe a special duty of care to students. This duty can only be discharged by careful attention to the way in which e.g., teaching periods, field trips and practical studies etc. are planned and supervised. Maintenance staff must ensure that their work activities do not endanger others and that suitable arrangements are in place to prevent students and others from gaining access to hazardous environments, maintenance workshops, tools, scaffolds, ladders, etc.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Board of Trustees, the Headteacher, Heads of Department, the Senior Leadership Team, and the Site Manager to enable legal duties to be met.
- Comply with ALL requirements of the Torquay Girls Grammar School HSE Policy and associated procedures in order to maintain health and safety standards.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the School in the interests of HSE.
- Actively promote a positive health and safety culture throughout the School.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all School HSE rules and procedures.
- Use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by the School.
- Make themselves aware of all workplaces first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Identify any practical conflict between health and safety and other priorities and bring this to the attention of the Headteacher, Heads of Department, the Senior Leadership Team or the Site Manager.
- Ensure all accidents are documented.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the School as their employer is made aware of any form of health condition or disablement that is likely to affect their ability to undertake the work they are assigned., so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

2.6.1 Teaching Staff

In addition to the above, all members of teaching staff are additionally responsible for:

- General supervision of students in their charge and for close supervision of:

- Potentially hazardous activities such as certain sports, for example trampolining, field sports including javelin, discus throwing.
 - Laboratory activities such as chemical and electrical experiments, especially activities such as the handling of tissue samples, living creatures and micro-biological specimens, etc.
 - Handicraft and textiles activities including the use of photographic chemicals, silk screen printing chemicals, wood-working machinery, sewing and engineering machinery, soldering and the use of grindstones, etc.
 - Students using sharp tools, handling hot liquids, e.g. in food technology, biology, etc.
- Ensuring that guards and safety devices are in place and correctly adjusted before machinery and equipment is used.
 - Ensuring that students wear appropriate footwear, have appropriate clothing (e.g. laboratory coats), tie loose hair back and are otherwise dressed in an appropriate manner to protect against the risks they are likely to face.
 - Ensuring that students follow basic hygiene precautions, e.g. wash hands after handling chemicals or biological specimens.
 - Ensuring safe working practices are observed at all times.
 - Ensuring a safe working environment within their area of responsibility. Work spaces should be kept tidy and regard should be given to fire hazards such as paper piled on electrical equipment.
 - Safe access and egress to and from laboratories, workshops and classrooms.
 - Carry out routine documented safety inspections of laboratories, workshops and classrooms so as to maintain HSE standards.
 - Safe organisation of field trips and extracurricular activities. This includes accounting for students' whereabouts, ensuring that they do not go out alone, making sure that they are properly equipped for hazardous weather conditions, work over water, etc. Standard Operating Procedure forms (SOPs), detailing risks identified and control measures, must be complete for all off-site activities and visits and uploaded to Evolve. The school's off-site visit and activity procedures must be followed, and all visits authorised before they take place.
 - Familiarising themselves with fire safety arrangements applicable to their teaching area and for instructing students in the correct procedure to follow in the event of fire.
 - Ensuring that students receive appropriate first aid treatment for any injury sustained.

2.7 Students

Pupils and students at Torquay Girls Grammar School will be expected to play an active role in keeping themselves safe as follows:

- Use school equipment as instructed.
- Not to misuse anything provided in the interests of health and safety.
- Report promptly to a member of staff any potential health and safety hazards that they come across.

Comply with health and safety arrangements (including arrangements for fire-drills / alarms).

2.8 Contractors

All contractors who undertake work on behalf of Torquay Girls Grammar School have legal duties under health, safety, and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Torquay Girls Grammar School will:

- Co-operate with the Governing Body, the Headteacher, Heads of Department, the Senior Leadership Team, the Site Manager, and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Torquay Girls Grammar School HSE Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the School in the interests of HSE.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Site Manager prior to commencement of work, if they are not following the Safe System of Work provided by Torquay Girls Grammar School.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on School premises, follow all School health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment, in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by Torquay Girls Grammar School and their own Employer.
- Make themselves aware of all School first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Ensure all accidents are recorded by the School using the online Accident Reporting forms (via Staff Portal).
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person to ensure appropriate investigation can be undertaken.

2.9 Health, Safety & Environment Advisor - External

Torquay Girls Grammar School utilises the services of SSG to fulfil the role of Health & Safety Advisor (HSE Advisor).

2.10 Health, Safety & Environment Coordinator - Internal

Torquay Girls' Grammar School have appointed an internal Health, Safety & Environment Coordinator (Director of Finance and Resources) who is responsible for the provision and dissemination of advice and information to staff. The HSE Coordinator provides support to line management and ensures effective implementation of the HSE Policy and all associated policies and procedures, by means of regular reviews and monitoring of workplace activities.

The HSE Coordinator will:

- Maintain close contact with the Health and Safety Executive, and any appointed HSE consultants / advisors and other organisations from whom information may be obtained regarding HSE matters.
- Ensure that Torquay Girls' Grammar School is aware of statutory obligations and recommended codes of practice by interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Provide guidance notes and HSE briefings to School personnel.
- Assist in identifying appropriate training (in-house or external).
- Attend meetings where HSE input is required.
- Collate and analyse accident information and advise on trends and action areas.
- Carry out accident investigations and report as required.
- Undertake other such related duties as may be directed.
- Meet termly with Site and Curricular H & S Leads to review and monitor their areas of H & S responsibility.

Section 3.0 General Arrangements for Health, Safety & the Environment

GENERAL ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The attainment and maintenance of high standards of HSE within Torquay Girls' Grammar School will be achieved by the identification of hazards associated with the activities undertaken by the School. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Advice and Guidance

The external H&S Advisor to Torquay Girls' Grammar School is SSG.

3.2 Review and Update

- The School's HSE Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to the School's HSE Policy, including the organisational structure and associated arrangements, without the prior consent of the Headteacher.

3.3 Communication and Consultation

- HSE information, where it relates to School activities will be communicated throughout the School as it becomes available by the quickest possible means.
- Meetings and briefing sessions will be held at all levels in the School. At a minimum, these will comprise School induction, Safety briefings as appropriate and Termly HSE Committee meetings
- Concerns over the standards of HSE or issues relating to HSE are to be brought immediately to the attention of the Headteacher / Senior Leadership Team and/or the Site Manager.
- The School consults with its employees on HSE matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- The School will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

3.4 Contractor Management

- Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing HSE meet School standards and requirements, including where appropriate, sub-contractor management.
- If a contractor has the opportunity to have regular contact with children over a short period of time the necessary checks will be undertaken and they will be recorded on the SCR.

- Where contractor employees are deemed to have breached health and safety standards, the School may request that such persons leave School premises and/or subsequently refuse access to School premises to such persons.

Management will ensure that:

- Only contractors on who are competent to perform the work are sub-contracted to undertake work on behalf of the School.

- All contractors receive an induction on arrival at the School premises and that the induction is recorded and repeated at appropriate intervals.

- Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.

- An appropriate level of supervision, as per KCSIE guidance, is provided to contractors working on the School premises.

- School risk assessments include measures to protect contractors.

- Contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect School staff, students and other persons.

- Electrical appliances to be used by contractors have been tested and are safe to use.

- The quality of contractor's work is monitored to ensure that it is being conducted safely.

- All contractors on School premises are accounted for.

3.5 Training and Competence

- All new employees will receive induction training as soon as reasonably practicable.

- A record of the induction process will be maintained.

- Workplace-specific induction training will be given to employees whenever work commences in a new place of work. A copy of the workplace-specific induction training record will be retained by the School.

- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.

- Individual training needs are initially identified on induction and are reviewed annually.

- Employees will be provided with a suitable level of supervision until deemed competent to undertake tasks unsupervised.

- Employees shall only carry out work for which they hold the appropriate competences.

- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Staff will be given training (either in-service or via external courses) where necessary to complement their knowledge, skills and experience in respect of significant health and safety risks (e.g. use of hazardous machinery).
- Further training shall be given:
 - For periodic refresher training;
 - When required by current good practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held on file.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.6 Risk Assessments and Safe Working Procedures

Risk Assessments will be reviewed at least annually or:

- When School operations change;
 - Following an incident / near miss;
 - Following a change in legislation or industry best practice;
 - Following introduction of new technology or equipment;
 - Following significant changes in work activities
- The School will generate Method Statements and Safe Working Procedures as and when required.

Management will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate Risk Assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;
- Method Statements or Safe Working Procedures are produced based on the findings of Risk Assessments;

- That all Risk Assessments, Method Statements and Safe Working Procedures are communicated to all who may be affected by the activity;
- That all persons who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessment must be undertaken and appropriate changes to the safe system of work effected before the work is continued;
- That master copies of all Risk Assessments, Method Statements and Safe Working Procedures are on the server with working copies held on file within departments.

The Headteacher in conjunction with Heads of Department is responsible for ensuring that risk assessments are in place for all activities associated directly with Departments. Responsibility is delegated to nominated members of staff to risk assess activities they organise and run (e.g. extra curricular, sports, expeditions, outdoor education, visits and offsite activities, etc.). Risk assessments for all other work activities (maintenance, grounds, cleaning, etc.) are the remit of the Site Manager, supported by the Health & Safety Coordinator.

3.6.1 Permit to Work

High risk work activities are additionally controlled via a Permit to Work system. The range of high risk activities for which a Permit to Work is required includes, but is not limited to:

- Digging / excavations
- Hot work
- Work on high voltage electrical systems
- Work on operational pipelines and drainage systems
- Working on roofs

The PTW system is operated by the Site Manager in conjunction with contractors. Permits to Work are communicated to and signed off by all workers involved with the activity. Work is immediately stopped if there is any deviation from documented permit controls.

3.7 Personal Protective Equipment

Management will ensure that:

- Personal Protective Equipment (PPE) is provided (free of charge) to both employees and students and is used wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE is provided to employees as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used.
- Contractors provide and wear PPE to required standards.
- Information, instruction and training will be given to employees and students on the safe use and maintenance of PPE.

- Employees, students and contractors will, in accordance with instructions given, make full use of all PPE provided by the School and maintain it in a serviceable condition and report its loss or defect immediately.
- Line Managers will check PPE use and enforce compliance. Disciplinary action may be taken if employees fail to wear PPE as directed.

3.8 Employment of Young Persons

Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the School or when students are placed on work experience.

Protection will be provided from any risks to the health and safety of young person's associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.

Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young person's will not be employed where the work:

- Is beyond their physical or psychological capability;
- Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
- Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
- Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

Young person's will be supervised at all times when performing any task which may put them at risk.

3.9 Employment of New and Expectant Mothers

Risk assessments of the activities undertaken by Torquay Girls' Grammar School will take into account the needs of pregnant employees / students and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. Individual assessments will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.

Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

3.10 Employment of Persons with Disabilities

School risk assessments take into account the needs of employees and students with disabilities, in accordance with the Equality Act 2010.

Employees are to ensure that the School, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

3.11 Occupational Health and Wellbeing

School employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

The School is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work.

To the extent that is reasonably practicable, the School will endeavour to balance job demands and pressures with individual capabilities, and to support staff suffering from stress or common mental health problems (CMHPs) such as anxiety and depression.

A personal risk assessment may be undertaken to identify the extent and causes of employees' stress, together with reasonable adjustments to support staff, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to staff.

Staff are alert to the signs of possible mental health difficulties in both other staff and students. Any cases that may potentially be a cause for concern are brought to the attention of Year Heads and/or the Headteacher.

3.11.1 Health Monitoring and Surveillance

Employees will be provided with health monitoring / surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

3.11.2 Health Referrals

Employees will be referred to a medical professional as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.

3.12 Workplace Monitoring and Safety Inspections

Monitoring systems will be put in place to ensure that the activities of employees, students and contractors are carried out in a safe manner in compliance with established risk assessments and safe systems of work.

Monitoring systems will be put in place to ensure that plant, equipment and the general working environment are maintained in a safe condition in line with School risk assessments and safe systems of work and where appropriate, manufacturers requirements.

Periodic, documented workplace safety inspections will be conducted by the Site Manager.

3.13 First Aid Provision

The School will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and students receive immediate attention if they are injured or taken ill at work or School, in accordance with the Health and Safety (First-Aid) Regulations 1981 and DfE guidance – First Aid in Schools.

Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed throughout School workplaces and will be communicated via induction training.

A qualified First Aider or Emergency First Aider shall be present or immediately contactable for assistance at all times during normal School hours.

School employees will familiarise themselves with workplace first aid arrangements and facilities.

First Aid kits shall be distributed throughout School premises and in all School vehicles with the contents checked on a regular basis, and restocked if necessary.

3.13.1 Medication

Refer to separate 'Supporting Medical Needs Policy' (reviewed annually)

3.14 Incident Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses

3.14.1 Accident Records

All injuries are recorded on the online Accident Reporting form available within the Staff Portal. These are reviewed periodically by the H & S Committee and a summary is provided to Full Board of Trustees at least termly.

3.14.2 Incident Reporting

In the event of a written diagnosis of an occupational disease, a specified injury or fatality occurring to an employee statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met. Accidents involving students are reported in the same way as for employees.

Accidents involving a member of the public / third party resulting in direct transport from the scene of the accident to hospital for treatment will be reported in accordance with RIDDOR 2013.

All accidents, work-related illnesses, near misses and dangerous occurrences involving staff, students or third parties will be investigated.

3.14.3 Incident Investigation

All accidents, near misses and dangerous occurrences involving School employees, students or third parties will be investigated to an appropriate degree in accordance with the actual / potential

severity of outcome, in order to determine root causes and identify remedial actions to prevent recurrence.

Learning outcomes and remedial actions taken are disseminated throughout the School following an incident investigation in order to reduce the potential for recurrence.

3.15 Enforcement Authority Visits

HSE Inspectors, ISI Inspectors, Environmental Health Officers and Fire Officers all have statutory authority to visit School premises and work sites to enforce legislation under their control.

Management will ensure the fullest co-operation with all visiting enforcement officers and the School will always be responsive to recommendations and advice received. School management will liaise with visiting Enforcement Officers and ensure that they are accompanied, as required, during their visits.

3.16 Fire Safety

A Fire Risk Assessment to identify fire and explosion risks for the School premises will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs on School premises.

Fire precautions and prevention measures will be taken appropriate to the level of risk throughout School premises.

An adequate Fire Plan will be in place, prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors on induction.

In the event of a fire on School premises, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, personnel are not put at risk and they are confident and competent to do so. The person should remain available to brief the fire authorities on arrival. Under no circumstances should a person attempt to extinguish a larger fire. The primary aim should be to evacuate from the building.

A designated Fire Warden and deputy are appointed for the School premises, tasked with maintaining the Fire Log, ensuring that checks of systems and appliances are conducted as specified in the Fire Log and conducting fire drills and workplace inspections.

The designated Fire Warden and deputy (and other employees as considered necessary) will be trained in basic fire safety and the use of portable firefighting appliances, as found on the premises and in School vehicles.

Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.

Whole school fire drills / evacuations will be conducted at least termly.

Maintenance of the fire detection and alarm system will be conducted by a competent, specialist authority under contract.

Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.

Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.

Whilst working on School premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

3.17 Smoking and Vaping Policy

In compliance with the Smoke-free Regulations 2006, School premises and workplaces are vape/ smoke-free.

Disciplinary action will be exercised if employees or students smoke whilst on School premises or in School vehicles.

Smoking is strictly prohibited in areas where flammable liquids are stored or used.

3.18 Alcohol and Controlled Substances

Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter School premises or drive School vehicles.

School employees and contractors shall not have alcohol or controlled substances in their possession whilst working on School premises or driving School vehicles.

Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from School premises immediately.

3.18.1 Prescribed Drugs & Over the Counter Medicines

Staff must notify their Line Manager if using prescribed drugs or over the counter medicines to that may adversely affect their work e.g. some antihistamines can cause drowsiness, a particular risk while driving or using machinery. Where appropriate, an individual risk assessment will be completed.

Prescribed drugs and over the counter medicines should be locked away securely until required and not accessible to others.

Medication prescribed to students must be managed in accordance with 'Supporting medical Needs Policy'.

3.19 Violence & Bullying

Refer to the Anti-Bullying Policy.

3.20 Lone Workers

Wherever practicable, School employees are not to work alone in high-risk activities or areas.

Lone working is not permitted where there is a reasonably foreseeable risk that the work may result in an accident, violence or harm.

Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or School procedure which will be communicated to all persons potentially involved.

Lone workers are included in the School Liability insurance cover, in accordance with the Employer's Liability (Compulsory Insurance) Act 1969.

3.21 Mobile Phones

It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.

No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.

Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.

No calls are to be made / received on mobile phones while operating any plant, machinery or equipment unless the plant, machinery or equipment has been safely stopped, switched off or made safe.

Mobile phones must not be used whilst employees carry out hazardous work activities.

Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.

3.22 Environmental Management

The School will ensure that all employees are trained in the Environmental Policy and are given information, instruction and training to ensure its implementation in School activities.

Any complaints in connection with environmental issues shall be investigated and action taken accordingly.

Current UK environmental legislation will be regarded as the minimum standard of acceptable environmental performance for the School.

The School will implement measures to ensure that it makes the most economic use of transport. Sharing of School vehicles will be optimised.

The School will attempt to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.

The School will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The School will also promote the use of energy efficient products and source its energy from safe and sustainable sources.

The School will ensure that its operations do not cause a nuisance to the community through the generation of dust, noise or odour.

Paper will be used sensibly with increased use of electronic communication to reduce the need for paper consumption.

The School will check work sites for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology, before work starts.

Control measures will be introduced to reduce the environmental impact of School activities to a minimum and to comply with all required environmental safeguards.

Procedures and facilities shall be put in place to manage any foreseeable spillages of liquids related to School activities.

3.23 Waste Management

Waste shall be managed in accordance with the Environmental Protection Act 1990, Part 2 and the Waste (England and Wales) Regulations 2011.

The School shall comply with the Waste Duty of Care Code of Practice 2016 at all times.

Employees are given information, instruction and training to ensure waste materials are managed in a compliant manner.

Products and processes are carefully designed to eliminate the production of waste materials wherever possible.

Waste materials are segregated wherever possible and stored securely in appropriate facilities to prevent their release.

A Waste Transfer Note or similar documented information is produced for each shipment of waste, based on the Environment Agency's template. Records are retained for at least two years. The appropriate six digit EWC code is selected and clearly identified on all waste transfer and consignment notes.

All third-party waste contractors shall be checked using the Environment Agency Public Registers to ensure they hold a valid Carrier's License and Environmental Permit for the wastes involved.

3.24 Welfare Provision

The School is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees and students, including those with disabilities.

Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Ventilation will be adequate to ensure the comfort of employees and students. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

In offices and teaching facilities, temperature will be maintained not less than 16°C. Where practicable, measures will be taken so that windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

Safety glazing will be installed in higher risk areas in accordance with BS6262 Part 4 - Safety Glass in Critical Locations and Building Regulations Part N – Glazing Safety.

Eating and rest facilities with adequate access to boiling water and a means to heat food will be provided to staff.

Adequate canteen facilities will be provided to both staff and students.

Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

Workstations will be comfortable, with safe and suitable chairs and sufficient space.

3.25 Safety Signage

Appropriate safety signs and notices will be posted throughout School premises, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.26 Access and Egress

All workplace access and egress routes are kept clear at all times.

Emergency escape routes are unobstructed. Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.

If employees and students are unable to access working / teaching areas safely, they must inform their Line Manager / Teacher and not take personal risks.

3.27 Security

Access to School premises is restricted to authorised persons only and all reasonably practicable security measures are taken to prevent unauthorised access. All unauthorised persons are immediately escorted off School premises.

Visitors are directed to the School Reception. All visitors (parents, contractors, third parties) are required to sign-in on arrival. Visitors sign-out on departure and hand in any passes issued.

School buildings are fitted with intruder alarms.

Section 4.0 Workplace Arrangements for Health, Safety & the Environment

WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The following topics have been identified as significant in terms of workplace hazards and detail the School's policy on how the risk to persons exposed to them will be reduced or controlled.

4.1 Abrasive Wheels

The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.

Only trained personnel who have been appointed by management are permitted to change any class of abrasive wheel.

The School will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.

Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.

Defective abrasive wheel machines are taken out of use immediately.

All operators will be trained and competent to operate machinery with abrasive wheels.

4.2 Air Conditioning Systems

A written scheme of inspection is in place for air conditioning systems that operate at 0.5 bar above atmospheric pressure in accordance with the Pressure Systems Safety Regulations 2000.

Air conditioning systems are fit for purpose and maintained in good working order, according to manufacturers' guidelines. Filters are regularly cleaned and replaced.

Records are kept of all inspections, tests and maintenance performed on air conditioning systems.

Air quality is periodically tested to ensure a sufficient supply of fresh / purified air from air conditioning systems, uncontaminated by injurious or offensive fumes, gas or vapour.

4.3 Asbestos and Asbestos Containing Materials (ACMs)

The School will comply with its duty to manage asbestos in its premises as required under the Control of Asbestos Regulations 2012 and in accordance with advice provided by the DfE - Managing Asbestos in Your School (2015).

An Asbestos Management Survey will be conducted for all School premises constructed prior to 2000 by a competent surveyor to assess the risk and determine appropriate controls.

The School will act on the recommendations of survey reports in order to manage any associated risk.

All locations where asbestos or ACMs are identified as being present will be recorded in an Asbestos Register. The Asbestos Register is kept up to date and amended as and when necessary.

Based on the Asbestos Register and relative risk, an Asbestos Management Plan is put in place to minimise exposure. The Asbestos Management Plan details the actions that need to be taken for each occurrence e.g. signs posted and annual inspection for low risk asbestos / ACMs, encapsulation or removal by a licensed contractor for higher risk asbestos / ACMs.

All locations where asbestos / ACMs are present are readily identifiable by means use of appropriate warning signs / stickers.

School employees shall not generally conduct work involving exposure to asbestos / ACMs. If asbestos / ACMs are discovered or suspected that have not previously been identified in the Asbestos Survey then the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
- The Site Manager is to be informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day UKATA approved asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products will be undertaken by a suitably competent contractor.

In all circumstances, staff, students and any other persons who might be affected by the School's work activities will be protected from exposure to asbestos fibres resultant from those work activities.

4.4 Bottled Gases

Gas bottles shall be stored in a designated, secure gas storage facility in the open air when not in use. Cylinders are secured in position to prevent toppling.

Bottled gas storage facilities comply with BCGA Code of Practice CP44: The Storage of Gas Cylinders.

Clear signage is displayed on gas storage facilities identifying products stored, warning of access restrictions and prohibiting smoking / naked flames. Minimum recommended separation distances are adhered to.

Segregation rules shall be observed at all times. Cylinders of oxidant gases are separated from cylinders of flammable gases by a distance of at least 3m or by a 30 minute fire-resisting wall, in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. Empty and full cylinders are stored separately.

Only those cylinders in use or connected to equipment may be kept in work areas. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable.

Empty gas cylinders are collected by the supplier on a regular basis to prevent build-up. An inventory of gas cylinders stored on site (location and quantity) is maintained and provided to emergency services in the event of an incident.

4.5 Catering, Food Hygiene and Safety

Maintenance of all catering equipment, including checks of electrical equipment and gas appliances, is the responsibility of the Senior Leadership Team.

The Catering Manager maintains all necessary documentation and records, including routine and regular hygiene and safety checks. Reports are kept available on site for reference.

Catering Contractor staff involved in the preparation of food are all trained in food safety and hygiene to an appropriate level. Copies of certificates are kept available on site for reference.

Catering Contractor staff are aware of and comply with food safety procedures and regulations.

Catering Contractor staff are given induction training in food hygiene requirements.

Catering Contractor staff use disposable food handling gloves when handling and preparing food.

All food and drink preparation and service areas conform with environmental health and food hygiene regulations and are maintained in a hygienic, clean, and tidy manner.

All perishable items are stored in refrigerators or freezers and are removed as soon as they become out of date.

Periodic inspections are performed in conjunction with the Environmental Health Department to ensure compliance with regulations. Records of these inspections are kept available on site for reference.

4.6 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the School will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees and students as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

School management will ensure that:

- All hazardous substances / chemicals used by the School are identified and inventoried.
- REACH Safety Data Sheets for all hazardous substances used by the School will be obtained from suppliers
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all employees and students to the harmful effects of hazardous substances and by-products of processes.
- Suitable and sufficient PPE / RPE is provided to staff and students exposed to hazardous substances and materials. Employees and students are adequately trained in the use of any specialist PPE / RPE.
- Appropriate information, instruction and training will be given to employees and students exposed to hazardous substances and materials.

4.6.1 Cleaning Products

Where possible, non-hazardous cleaning products will be used in School premises. All domestic cleaning products are to be securely stored when not in immediate use. Bleach is not permitted for use within the school.

4.6.2 Pesticides

Management will ensure that:

- All pesticides used by the School are subject to risk / CoSHH assessment.
- Appropriate training is provided to those employees working with pesticides.
- All pesticide users hold a Specified Certificate issued by NPTC / C&G.
- Suitable PPE is provided to employees, together with storage facilities for the PPE.
- Only those pesticides approved for the application are used.
- Pesticides are stored safely in accordance with legal requirements and good practice. All pesticide stores are kept locked when not in use.
- Pesticides are disposed of in accordance with manufacturers / suppliers recommendations and local Waste Disposal Authority's requirements. Storage of surplus, unused, diluted spray is kept to a minimum.

4.7 Compressors and Compressed Air Tools

Compressors owned or hired by the School will have a current Certificate of Thorough Examination in accordance with the Pressure Systems Safety Regulations 2000, if the pressure vessel is greater than 250 bar litre capacity. Compressors owned by the School will be subject to regular maintenance in accordance with manufacturers' recommendations. Regular inspections of compressors and compressed air tools will be conducted to detect leaks / corrosion / other problems. All safety valves and gauges will be functioning correctly with the safe working pressure clearly marked on the air receiver.

Compressors and compressed air tools are only to be operated by trained and competent persons.

Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been effected by a competent person.

Only trained employees who have been authorised by management may operate gas cartridge-operated and portable compressed air tools. Operators must ensure that the work area is clear of other persons, all guards are fitted and interlocks checked and in a serviceable condition prior to using these tools. All persons operating compressed air lines must wear the PPE provided to prevent injury from flying debris.

4.8 Display Screen Equipment

All School workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the School will provide, free of charge, corrective appliances required specifically for DSE work.

Staff whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

4.9 Driving on School Business

All employees who drive on School business possess a valid driving licence. All employees driving on School business must be qualified and medically fit to drive the vehicle and hold adequate insurance, including business use cover if using their own vehicles for School business. Employees must inform the School of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles.

Where considered necessary employees will be provided with School vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the School and where agreed for their private use. The School will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.

Employees provided with a School vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the School office and remedial action taken at the earliest opportunity. Any identified damage to or defects with School vehicles are to be immediately reported to management and remedial action taken at the earliest opportunity.

All those driving on School business will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code. All those driving on School business will drive courteously and in a non-aggressive manner.

All those driving on School business will plan their journeys to ensure that sufficient time is allowed for the journey, taking into account prevailing weather and road conditions.

Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation whilst driving on School business.

4.9.1 Transport Management

All entrances, gateways and access areas are free from obstruction. Vehicle and pedestrian zones are clearly marked and serve to segregate pedestrians from vehicles as far as possible. Designated pedestrian walkways / zebra crossings are delineated by painted lines. Relevant signage is in place for instructions, directions (e.g. for visitor parking) and speed limits. Adequate lighting is provided in car parking and roadway areas.

4.9.2 Minibuses & Driver Certificate of Professional Competence (CPC)

School minibuses are operated in accordance with DfE Guidance – Driving School Minibuses (2013).

Employees with a current car driving license are permitted to drive a minibus provided that it is not being driven “for hire or reward”.

Employees who drive a minibus “for hire or reward” hold a Passenger Carrying License (PCV) and a Certificate of Professional Competence. Periodic training is undertaken in order to maintain this qualification.

Drivers who are over 65 provide a medical report to the DVLA every five years.

Tachographs are installed, operated, inspected and maintained in all minibuses and coaches in accordance with Regulation (EC) 3821/85. Tachograph records are maintained and maintained in accordance with Regulation (EC) 3821/85.

Driving hours are in accordance with the EU rules (Regulation (EC) 561/2006, the Road Transport (Working Time) Regulations 2005 (as amended) and the Working Time Regulations 1998 (as amended).

4.10 Dust and Fumes, Respiratory Protective Equipment

All processes conducted by School employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health

Regulations 2002 (as amended). If considered necessary, a dust / fume survey will be undertaken in order to establish dust / fume concentrations and the requirement for LEV / RPE.

Control measures to protect persons exposed to dust or fumes will be identified and put in place. All persons likely to be exposed to dust or fumes are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure.

Where identified by risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all persons identified in the assessment in accordance with the training and instruction provided.

Where the need to wear respiratory protective equipment (RPE) is identified via CoSHH assessment, suitable and appropriate RPE with the required assigned protection factor (APF) will be provided in accordance with HSE Guidance (HSG53, 4th edition 2013, Respiratory Protective Equipment at Work – A Practical Guide). · Each person who is required to wear tight-fitting RPE will undergo a fit test for each type of RPE worn. All persons wearing RPE will be clean shaven to ensure effectiveness of protection.

4.11 Electricity and Portable Electrical Appliances

The School recognises the need to ensure that all fixed electrical installations shall be safe at all times, in accordance with the Electricity at Work Regulations, 1989. This will be achieved by:

- Conducting a documented inspection of all fixed electrical installations at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, identifying the circuits and equipment they control.
- Restricting access to all rooms / cupboards containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).

The School recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used.
- Electrical appliances used outdoors will be protected by a 30mA RCD. RCDs will be tested regularly by operation of the test button and will undergo a combined inspection and test, conducted by a competent person, at regular frequencies in accordance with HSE guidance.
- Sufficient socket outlets will be provided. The use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.

- Electrical tools will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operator to follow;

Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance HSG107 Maintaining Portable Electrical Equipment.

- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment users regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.
- Where there is a possibility during the teaching process of any persons, including students, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given by the HSE (HSG85 Electricity at Work – Safe Working Practices).

4.12 Flammable Liquids / Fuels

All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management will ensure that:

- Only the required quantity of flammable liquids / fuels is stored on School premises for immediate use.
- All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.
- The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
- All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
- Machinery is re-fuelled in the open only after it has been turned off and allowed to cool down.

- When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume). Storage facilities are kept locked at all times when not in use.
- Containers are located in designated areas away from the immediate work area and do not jeopardise the means of escape from the area.
- Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a flashpoint of up to 55°C will be stored on School grounds. Individual containers are limited to 10 litre maximum capacity.
- The carriage of flammable liquids / fuels will satisfy The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

4.13 Gas Installations and Appliances, Plant Rooms

The School recognises the need to ensure that all gas installations and appliances shall be safe at all times. Management will ensure that:

- All gas installation work and other work carried out on School premises in relation to gas fittings and appliances (excluding portable appliances supplied with gas from a cylinder other than space heaters) is carried out in accordance with the Gas Safety (Installations and Use) Regulations 1998 and by competent GasSafe registered engineers.
- Gas appliances intended for use in shower areas must be room sealed appliances i.e. appliances whose combustion system is sealed from the room in which the appliance is located. Such appliances obtain air for combustion from a ventilated uninhabited space within the premises or from the open air outside the premises. Combustion products are vented to open air outside the premises.
- Gas-fired boilers, appliances and associated pipework / flues are inspected and serviced by a GasSafe registered engineer every 12 months and that records are kept on file.
- Plant / boiler rooms are kept locked / secure, with access restricted to authorised persons only.
- Adequate signage is in place warning of access restrictions and potential hazards (fire, explosion).
- Smoking and naked flames are strictly prohibited in plant / boiler rooms.
- Hot surfaces / pipes are insulated to retain heat and protect against burns.
- Plant / boiler rooms are maintained in a clean and tidy state. Storage of materials and equipment in plant / boiler rooms is not permitted.
- Clear access is maintained to all control panels.

- All service pipelines are correctly identified by appropriate colour coding in accordance with BS1710.
- Emergency shut-off / isolation switches are installed and clearly labelled as to function.
- Carbon monoxide detectors are installed in all plant / boiler rooms and in rooms containing gas / oil appliances.

4.14 Hot Works

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following: · Soldering and brazing, Welding and cutting, and Use of blow lamps

All hot work will be subject to risk assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate fire-fighting provisions shall be available;
- All sources of fuel shall be removed prior to work commencing;
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
- No hot work shall be conducted within 30 minutes of the end of the working day.

All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.

4.14.1 Soldering

The School recognises the need to minimise exposure to solder flux fumes. This will be achieved by:

- Monitoring employees' and students' exposure to solder flux fumes;
- Utilising a CoSHH assessment to determine the potential health risks caused by exposure to solder flux fumes and deciding whether or not exposure is 'significant' and what precautions are needed to protect persons' health, including suitable health checks (health surveillance);
- Putting in place appropriate safe systems of work and controls, e.g. tip extraction, local extraction ventilation, to prevent or control exposure to solder flux fumes and keeping equipment in efficient working order;
- Providing adequate washing facilities;
- Informing employees and students of the potential health risks caused by working with solder flux fumes and the precautions to be taken;
- Training employees and students in the use of any control measures and protective equipment.

- In addition, the School will report any instances of medically confirmed occupational asthma or dermatitis to the Health and Safety Executive in accordance with RIDDOR 2013.

4.15 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout School premises.

- All materials will be stored to reduce the risk of injury to staff and to minimise fire risk.

- Combustible materials will not be stored adjacent to heat / ignition sources.

- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.

- All spillages will be cleared up immediately.

- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for e4.16 Ionising Radiation

- The School has appointed a Radiation Protection Supervisor (RPS) who is responsible for the management of all radiation sources stored, handled and used on the premises.

- Management and use of radiation sources is in accordance with The Ionising Radiations Regulations 1999 and CLEAPSS L93 Managing Ionising Radiations & Radioactive Substances in Schools & Colleges (November 2016).

- Standard Operating Procedures and specific risk assessments are developed for the range of radiation sources kept on School premises, in accordance with CLEAPSS L93.

- The RPS conducts leakage tests on all closed (sealed) radiation sources annually and keeps up to date records of this process.

- Additional advice is obtained from a competent accredited Radiation Protection Adviser (RPA) as and when required.

4.17 Legionella / Water Hygiene

- Legionnaires' disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable Legionella bacteria. Given the right conditions, the bacteria can grow in hot and cold water systems, air conditioning, etc. The bacteria grow rapidly in water temperatures that range between 20°C - 45°C. Those most at risk at contracting the disease are the elderly and people whose immune system is impaired.

- A Responsible Person and deputy shall be appointed who shall be responsible for identifying and assessing sources of risk and putting in place a management plan (including a written scheme for the prevention and control of the risk for each water system) to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.

- Appropriate control measures for individual premises will be identified in legionella risk assessments.

- Call-out arrangements for automatic water systems are in place.
- Annual audits of the arrangements in place to control legionella in water systems will be undertaken.

4.18 Local Extraction Ventilation (LEV) Systems

- Where required due to generation of high volumes of dust / fumes, an air survey will be carried out to determine the requirement and specifications for LEV.
- Where there is a requirement for LEV to be installed, the LEV system / fume cupboard will be designed, installed and commissioned by a competent supplier / engineer in accordance with a written specification.
- Where required, cutting / soldering equipment will be fitted with on-tool extraction.
- Employees are trained in the correct use, cleaning and maintenance of LEV and on-tool extraction systems, in accordance with manufacturers' / suppliers' instructions.
- Extraction units are regularly emptied using disposable waste bags.
- LEV and on-tool extraction systems are maintained in good working order, in accordance with manufacturers' recommendations for servicing and testing frequency.
- LEV and on-tool extraction systems are subject to a detailed and systematic examination (Text) at least every 14 months.
- Records are kept of all checks, inspections, tests, maintenance (planned and reactive) and thorough examinations

4.19 Lifting Operations and Lifting Equipment

The School recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary;
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring all those employees involved in lifting operations are suitably competent to perform the work and operate the equipment;
- Ensuring all lifting equipment used for the movement of persons is inspected and tested by a competent person every 6 months and that the results are recorded as necessary;
- Ensuring all lifting equipment not used for the movement of persons is inspected and tested by a competent person every 12 months and that the results are recorded as necessary;
- Ensuring that all lifting accessories are inspected and tested by a competent person every 6 months and that the results are recorded as necessary;

- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Ensuring that all wire ropes, strops and chains are fitted to crane hooks correctly;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all staff involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
 - A suitable and sufficient Lifting Plan;
 - The maintenance, testing and examination of all equipment;
 - Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary;
 - The prevention of unauthorised use or movement of equipment by any unauthorised person; and
 - The safety of all staff involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.
- Ensuring that all lifting equipment is subject to thorough ongoing examination, and where appropriate, inspection by competent persons.
- Communicating Lifting Plans to all employees and others involved in or affected by the lift.

4.19.1 Passenger Lifts

The School recognises the need to ensure that lifts are used safely and maintained in a safe working order at all times. This will be achieved by adherence to the following:

- New lifts are manufactured and installed according to the Lifts Regulations 1997 and have a current Declaration of Conformity.
- Only suitably competent persons, accredited by the United Kingdom Accreditation Service (UKAS) to BS EN 45004, are selected to inspect, examine, test and maintain lifts.
- A preventive maintenance programme is in place for all lifts.
- Separate contractors are used to perform routine maintenance and to conduct inspections / examinations of lifts.
- All lifts are thoroughly examined by a competent person at statutory intervals (every 6 months for those carrying people), or in accordance with an examination scheme drawn up by a competent

person, as required by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Records of examination reports are kept available for review / inspection for at least two years

- A thorough examination is also performed following substantial and/or significant changes to a lift, a long period of inactivity or following damage to, or failure of, the lift.
- Any reported defects / problems with lifts are promptly addressed - where necessary, lifts are taken out of service whilst awaiting remedial maintenance.
- All lifts are fitted with emergency stop / alarm devices that are easily identifiable and accessible
- The maximum number of passengers and safe working load is clearly signed in all lifts
- Employees do not exceed the maximum number of passengers or safe working load in lifts.

4.20 Manual Handling Operations

The School recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided then suitable mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques. Students are not permitted to carry heavy and/or awkward loads on behalf of the School. When assisting with handling of lesson / activity materials, students will be advised of correct manual handling techniques as appropriate.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those employees involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

4.21 Noise

- The School aims to protect employees and students hearing from excessive noise whilst on School premises and/or undertaking School activities, in accordance with the Control of Noise at Work Regulations 2005.
- The School will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.

- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected persons, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- In no situation will the exposure limit value (ELV) be exceeded.
- All employees and students will use hearing protection provided for their protection.

4.22 Plant, Work Equipment and Machinery

- Where appropriate, a specific risk assessment will be conducted for items of hazardous plant, machinery and work equipment by reference to the Approved Code of Practice L22 Safe Use of Work Equipment and PD 5304:2014 Guidance on Safe Use of Machinery.
- School employees will only use plant, machinery and work equipment that is suitable for the job and will ensure that it is maintained in an effective condition, in good working order and repair, in accordance with the Provision and Use of Work Equipment Regulations 1998. Students will be supervised at all times when using equipment and machinery in the classroom environment.
- All dangerous parts of machinery will be adequately guarded at all times when in use. All safety devices (e.g. emergency stops and isolation switches) will be operable.
- All machinery and work equipment used in the School will be fitted with appropriate guards, emergency stops and isolation switches in accordance with BS 4163:2014 Health and Safety for Design and Technology in Educational and Similar Establishments - Code of Practice.
- Throttle controls on all internal combustion engine powered plant (e.g. lawn mowers) have an engine stop facility located on the control handle of the machine.
- Sufficient clear and unobstructed working space will be provided around plant, machinery and work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow persons to operate plant, machinery and work equipment safely.
- Appropriate PPE will be provided and worn when operating plant, machinery and work equipment, in accordance with manufacturers' recommendations.
- Plant, machinery and work equipment will be regularly inspected and tested (including functionality of guards and emergency stops) as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held on the School premises.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.

- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to employees who are trained, competent and authorised in its use.
- Employees and students receive adequate training and instruction in the use and safe operation of all plant, machinery and work equipment that they are required to operate.
- Plant, machinery and work equipment must not be used when unprotected members of the public are present.

4.22.1 Hired Plant / Equipment

- Where required, plant, machinery and work equipment will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired plant, machinery and work equipment is safe to use.
- When plant, machinery and work equipment is hired in for use by the School, suitable instruction, training and demonstration of its safe use is to be provided by the Hire Company before it is operated by staff.
- If staff are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

4.22.2 Workshop Machinery

- Machinery within Workshops will only be operated by trained and qualified personnel authorised by management.
- Personnel under the age of 18 will not be permitted to operate woodworking or other hazardous machinery unless they have completed approved training and are under the supervision of a competent person.
- Guards on machinery will be in place at all times and correctly adjusted prior to use.
- Defective machinery shall be immediately reported to management, and taken out of service.
- Hearing protection provided will be worn at all times by all personnel when operating noisy machinery within Workshops.
- Sufficient clear and unobstructed working space will be provided around the machines to allow persons to work without the risk of injury.

Adequate lighting and ventilation will be provided to allow staff to operate machinery safely.

- Local Exhaust Ventilation and dust extraction equipment must be checked running prior to the use of equipment, if fitted.

4.22.3 Hand / Small Tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Employees and students are adequately trained in the use of hand / small tools.

4.23 Pressure / Steam Cleaners

- Pressure cleaners will be maintained, tested and repaired by a competent person, and records of maintenance and tests kept.
- Equipment is to be operated by trained, authorised and competent staff and eye protection is to be worn at all times by operators to protect from flying debris.

4.24 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices, classrooms and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

4.25 Storage Shelving, Materials Storage and Handling

- All shelving designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Staff will be aware of the safe methods of stacking materials on shelving and removing materials from shelving.
- Materials will be stored and stacked to reduce the risk of manual handling injuries.

4.26 Underground / Overhead Utilities

All work involving potential contact with overhead or underground electrical cables or other utilities / services will be properly planned and will be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all employees associated with the work.

4.27 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools, Hand guided power equipment, Powered machines which process hand held materials, and Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the School.

4.28 Weather Conditions

Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.

- Employees are aware of the increased risk of slips, trips and falls in wet, muddy, and icy conditions and the need to wear appropriate footwear.
- Employees are aware of the effects of working in cold conditions and the precautionary measures to take to avoid hypothermia or cold stress.
- Employees are aware of the effects of strong sunlight and the precautionary measures to take to avoid sunburn or heat exposure.

Industry guidance will be consulted when deciding the maximum wind speeds for working at height.

The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of staff or materials, position and height of the work activity and the size of materials being handled.

The decision to suspend on site school activities as a consequence of weather conditions is the responsibility of the Head Teacher and the Activity / Trip Organiser for off-site activities.

4.29 Working at Height / Working on Fragile Surfaces

4.29.1 General

All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended). The School's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.

· The School shall Avoid work at height where they can; and Use work equipment or other measures to prevent falls where they cannot avoid working at height;

Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur the School will ensure:

- All work is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled;
 - The risks from falling objects are properly controlled.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented. Lowering materials must be conducted in a controlled manner, using ropes or via chutes into skips.

4.29.2 Risk Assessment

Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of employees at height and identify the measures required to protect persons working at height.

All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.

4.29.3 Scaffolding and Towers

·All scaffolds and towers shall be erected by fully trained, competent contractors (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice and Industry standards. 'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.

Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards and design specifications. All scaffolds will be inspected by a trained and competent person, and records of such inspections kept:

- Prior to use;
 - After any substantial addition or dismantling;
 - After alteration;
 - After any event likely to affect its strength or stability; and
 - Weekly.
- Where practicable, hand-over certificates will be issued to the School and a joint inspection carried out.
 - Employees shall not make use any scaffold unless it has been erected and inspected as above.
 - During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.

Where portable tower scaffolding is used, the person responsible for erecting, dismantling and using the equipment will be trained (PASMA) and competent.

4.29.4 Personal Fall Protection Equipment (PFPE)

All employees will wear PFPE (including safety harnesses, lanyards, karabiners, fall restraint / arrest systems and personal rescue devices) as identified through assessment. Appropriate training by a competent resource will be given in its use and maintenance.

Where practicable, safety harnesses shall be worn whilst working at height or on fragile surfaces, attached to suitable anchor points via lanyards and karabiners.

All safety harnesses, lanyards, karabiners, fall restraint / arrest systems and personal rescue devices shall be inspected and certified by a trained and competent person, and records of such inspections kept.

Inspections will be conducted at least every six months, unless equipment is used in arduous environments in which case it is inspected every three months.

All safety harnesses, lanyards, karabiners, fall restraint / arrest systems and personal rescue devices are inspected and checked 'in date' for test prior to use.

4.29.5 Roof Work

Before carrying out any roof work a risk assessment will be undertaken and a safety method statement prepared, that takes into account safe methods of access and fall prevention / mitigation. All work requiring access to a roof is subject to a Permit to Work. All work on roofs is conducted in accordance with HSE guidance HSG33 Health and Safety in Roof Work.

The School only permits employees to access roofs that have adequate edge protection (e.g. parapet walls of appropriate height) or that have designated walkways from which a fall from the roof is not possible either due to distance from the roof edge or provision of guardrails. Employees are made aware of these restrictions.

Where it is necessary to access a roof for inspection purposes either a suitable means of access is arranged (i.e. scaffold) or the work is contracted to a company making use of specialist pole / drone technology to collect images.

4.29.6 Man-safe Systems

In the absence of edge protection and other means of preventing falls, then, in accordance with the hierarchy of control as specified in the Work at Height Regulations 2005, a man-safe system may be used.

All man-safe systems, including anchor points, shall be inspected and certified by a trained and competent person, and records of such inspections kept. All man-safe systems shall be checked 'in date' for test prior to use.

All persons who are required to make use of a man-safe system wear a full body harness fitted with self-retracting lanyard, inertia reel fall arrest system and personal rescue device at all times. The self-retracting lanyard must ensure that the shortest distance to the point of attachment to the man-safe system is maintained at all times. A short (2m) fall restraint lanyard may only be used if work is conducted near to the man-safe system and away from the roof edge i.e. there is no possibility of reaching the fall risk.

Personal rescue devices are of sufficient spool length to enable lowering to the ground. If due to building height the personal rescue device would be ineffective, operatives must be equipped with a self-rescue ladder, kept to hand at all times. All persons remain attached to the man-safe system at all times whilst exposed to work at height. Unless using a specialist fastening device, two karabiners must be used when crossing man-safe cable supports in order to maintain a point of attachment at all times.

· Refer to Section 4.29.4 Personal Fall Protection Equipment.

4.29.7 Ladders and Stepladders

All persons using ladders and stepladders will be fully trained and aware of the hazards and risks

Ladders, including stepladders, used by the School will be of the correct type (Class 1 or EN 131) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.

Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

4.29.8 MEWPS

All work involving the use of MEWPs is planned and conducted in accordance with HSE guidance GIS6 The Selection, Management and Use of Mobile Elevating Work Platforms.

Mobile Elevated Work Platforms shall only be operated by fully trained, competent operators with current IPAF certification.

Safety Harnesses will be worn at all times whilst work is being conducted from boom-style MEWPs (e.g. cherry pickers). The requirement for use of a safety harness in other types of static MEWP (e.g. scissor lift) will be determined via risk assessment.

Where a harness is worn, this is used in conjunction with a short work restraint lanyard secured to a suitable anchorage point within the basket.

When working next to or over water a risk assessment is carried out to determine whether the greatest risk of injury to the operator is from falling from the MEWP basket or drowning, if the MEWP falls into the water. Life jackets are worn in preference to harnesses where the risk of drowning is greater.

A rescue plan is in place for falls from MEWPS which is incorporated into emergency procedures.

4.29.9 Fragile Surfaces

All work on fragile surfaces is planned and conducted in accordance with HSE guidance GEIS5 Fragile Roofs.

All fragile surfaces display suitable and legible warning notices.

Fragile surfaces are provided with adequate means of support / protection (platforms, coverings, guard rails) for anticipated loads. Suitable and sufficient warning notices are prominently displayed on approaches to fragile surfaces.

When working at height or on fragile surfaces, all employees will wear PPE identified through risk assessment. Appropriate training will be given in its use and maintenance.

4.30 On Site Departments

4.30.1 Art, Craft, Design & Technology

Guidance provided in the DfES Building Bulletin 81 Design and Technology Accommodation in Secondary Schools – A Design Guide will be adhered to at all times.

The respective Head of Department in conjunction with subject teachers and technicians is responsible for the management of art, craft, design and technology rooms and the activities undertaken within these.

4.30.2 Music & Drama

The respective Head of Department is responsible for the management of all productions and rehearsals and the use of associated equipment, scenery, lighting and props. The Site Manager is responsible for the maintenance of all electrical equipment (including electrical equipment used for music purposes) and the fixed electrical installation.

4.30.3 Physical Education & Sporting Activities

Guidance provided in the Safe Practice in Physical Education, School Sport & Physical Activity 2016 will be adhered to at all times.

The respective Head of Department is responsible for the management of all sporting activities and equipment. The Facilities Manager is responsible for the maintenance of all sporting facilities and grounds.

4.30.4 Science Laboratories

Relevant guidance provided by CLEAPSS will be referenced and adhered to at all times.

The respective Head of Department in conjunction with subject teachers and technicians is responsible for the management of science laboratories and the activities undertaken within these.

4.31 School Trips

Any member of staff planning a school trip shall complete a proposal which shall be submitted to the Senior Leadership Team.

It is the responsibility of the trip organiser to complete a risk assessment for the proposed activity. This is done using the SOP (Statement of Operating Practices) form from the EVOLVE system.

The proposed trip will be reviewed by the Educational Visits Co-Ordinator. Category B & C trips require endorsement from Devon County Council (via EVOLVE) to run.

5.0 Linked Policies and Legislation

This policy also links to our policies on:

- Anti-bullying
- Behaviour
- Staff Behaviour / Code of Conduct
- Parent Conduct
- Supporting Medical Needs
- Management of Outdoor Education, Visits and Off-Site Activities

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- Construction (Design & Management) Regulations 2015

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.