

SOLEFIELD SCHOOL

Solefields Road
Sevenoaks
Kent
TN13 1PH

HEALTH and SAFETY POLICY

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1 HEALTH and SAFETY POLICY STATEMENT

- a) The Governors and Headmaster are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Headmaster will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, The Deputy Head or Headmaster.

Signed:
D PHILPS
Headmaster

Dated: 1st September 2010

2 RESPONSIBILITIES

2.1 HEADMASTER

The Headmaster's responsibilities are:

- a) to ensure with Governors that there is an effective policy for Health and Safety within the School and to be directly responsible for the establishment and effectiveness of that programme.
- b) to periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- c) to ensure with the Governors that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) to ensure that responsibilities are properly assigned and accepted at all levels.
- e) to take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) to ensure that all areas of the School are inspected, from a Health and Safety perspective.
- g) to review the methods and procedures, written where appropriate, for operations under his control.
- h) to ensure that all staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them, and have received induction training where appropriate.
- i) to inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Consultant, as necessary.
- j) to ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- k) to ensure, in conjunction with the Deputy Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- l) to ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- m) to be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc in place.
- n) to review the Health and Safety Consultant's reports and take action where appropriate.
- o) to comply with the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' and reported to the Governors
- p) to ensure First Aid and Fire Procedures are regularly tested and complied with.

2.2 DEPUTY HEAD

The Deputy Head will have the following responsibilities and in the absence of the Headmaster take on the Headmaster's responsibilities:

a) to familiarise himself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.

2.3 DIRECTOR OF STUDIES, HEADS OF DEPARTMENT & HEAD OF JUNIOR SCHOOL

Responsibilities are as follows:

a) to familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) to draw up safe methods and procedures, written where appropriate, for operations within their department.

c) to ensure that their classroom/work areas are safe before they are used by any person.

d) to ensure that all equipment in their department is safe before it is used by any person.

e) to ensure that protective equipment, where appropriate, is used at all times by teachers and pupils.

f) to ensure that any hazardous or dangerous conditions or situations are reported to the Headmaster or in his absence to the Deputy Head without delay.

g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

h) to familiarise themselves with First Aid and Fire Procedures.

2.4 TEACHING STAFF

Responsibilities are as follows:

a) to fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) to ensure that all safe methods and procedures, where appropriate, are followed at all times.

c) to ensure that their classroom/work areas are safe before they are used by any person.

d) to ensure that all equipment is safe and instructions followed before it is used by any person.

e) to ensure that protective equipment, where appropriate, is used at all times.

f) to ensure that any hazardous or dangerous conditions or situations are reported to the Headmaster or in his absence the Deputy Head without delay.

g) at all times to endeavour to ensure the Health, Safety and Welfare for all persons within their control.

h) to familiarise themselves with First Aid and Fire Procedures.

2.5 ALL OTHER STAFF

The general responsibilities of all other staff are as follows;

- a) to make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) to observe Health and Safety Rules at all times.
- c) to conform to all advice given by the Headmaster and instructions of others with a responsibility for Health and Safety.
- d) to report all accidents, damage, hazardous or dangerous conditions or situations to the Headmaster or in his absence the Deputy Head or without delay.
- e) to wear appropriate personal protective clothing, safety equipment and use appropriate safety devices..
- f) to ensure that their working areas are kept clean and safe.(see below*)
- g) to inspect all equipment and plant before use to establish that it is safe to use.
- h) to familiarise themselves with First Aid and Fire procedures.
- i) to look after all Health and Safety Equipment properly and report any defects immediately.

Specific Responsibilities* are as follows:

- Cook: Kitchen and food storage and dining room.
- Head's PA: Office and reception area.
- Caretaker: Playground and playing fields.

3 METHODS and PROCEDURES

3.1 SAFE SYSTEMS

Heads of Department have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- c) Where appropriate, details of the correct sequence of operations involved.
- d) Identification of safe procedures, both routine and emergency.
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

3.2 AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- | | |
|-----------------------|--|
| a) SCIENCE LABORATORY | procedures to be adopted for practical experiments |
| b) SCHOOL GROUNDS | general laboratory procedure |
| c) ART DEPARTMENT | use of hazardous machinery |
| | cutting |
| | spraying |
| d) CATERING | checks |

3.3 TRAINING

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document, the Staff Handbook or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc will be given training, as necessary, appropriate to the tasks that they are to fulfill. In all cases the training will be adequate such that, following training staff will be competent to carry out the tasks for which they have been engaged.

The Headmaster's PA who is qualified to carry out medical activities has received First Aider Training. In line with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice 1990, the Headmaster's PA will undertake a two day refresher course every three years.

In addition to the Headmaster's PA, the remainder of the School staff are to be trained in First Aid in due course.

All staff are responsible for identifying any specific personal training needs to the Headmaster's PA who will organize appropriate training.

3.4 PLAYGROUND SAFETY

The School Staff have a duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

The Junior School operates its own Rota system, which takes account of the requirement to have more supervision to allow for the ages of the pupils.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe by the Headmaster, following remedial work.

3.5 SPORT

3.5.1 General

The School has a full Games Policy which is coordinated by the Head of Sport. All pupils are expected to take part in sport activities.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in situations where injury or illness has occurred during the day and the pupil is clearly unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are competent in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

3.5.2 Injuries

In the event of injury in sport activities, minor scrapes and bumps are dealt with by the member of staff in charge, using the First Aid Kit kept in the pavilion. The Headmaster's PA who has First Aider training may be involved if necessary.

In the event of further action being needed the member of staff in charge of the particular sport in question, or the Headmaster's PA, will take the pupil to hospital or as appropriate summon an Ambulance. In all such cases, a member of staff will accompany the pupil in the ambulance and will ensure that the pupil's parents are contacted. The school will in the absence of alternative instruction from parent or guardian make the best decision on child care that it can.

A mobile telephone will be taken to the Sports' field at all times when games are taking place. The mobile telephone will be signed out and back from the office.

3.6 HALL

The Hall is normally only used by the School itself but is let to a Judo club once per week. Pupils are not permitted into the Hall without supervision.

3.6.1 Equipment

All equipment in the Hall is checked regularly to ensure that it is safe to use and it is stored in the store area at the back of the Hall when not in use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

3.6.2 Shoes

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

3.6.3 Injury

Injuries occurring in the Hall will be handled either by the member of staff supervising the activity in the Hall or by the Headmaster's PA if required.

3.7 SWIMMING

The School uses the Swimming Pool at Sevenoaks and the rules in place at Sevenoaks apply when the pool is in use.

Swimming only takes place with qualified instructors.

All other Methods and Procedures from the Sports Injury section apply to swimming.

3.8 FIRE

The School has been inspected by the Local Fire Officer and has complied with all his requirements.

Fire Drills are carried out each term and the drills are recorded in the Fire Log.

Fire and Evacuation procedures are posted in all parts of the School and are as follows:

FIRE NOTICE

The person discovering a Fire will Operate the nearest Fire Alarm
(The Fire Brigade will be called immediately)

ON HEARING THE FIRE SIGNAL

When in class:

The order to clear will be given by your teacher, who will indicate the route to be followed.

When not in class:

Form single file and move by the most direct route to the place of assembly.

AT ALL TIMES:

Act quietly

Do not stop to collect personal belongings

Do not attempt to pass others on your way to the place of assembly

The place of assembly is **THE PLAYGROUND**

In line with the Regulatory Reform (Fire Safety) Order 2005, a Fire Risk Assessment has been carried out and the results recorded.

All fire equipment is maintained and inspected in accordance with regulations.

3.9 MINIBUS

The School Minibuses are fitted with seat belts, have forward facing seats and are regularly serviced in line with manufacturer's recommendations.

Petrol, oil, water, tyres, and seat belts are all checked regularly by the school caretaker. Any defects identified or repairs required are attended to immediately.

On occasions, minibuses are hired from Kent County Council and drivers for these minibuses are required to pass a test devised by Kent County Council. The School also requires drivers to pass a test which is assessed by members of staff who have passed the Kent County Council test.

3.9.1 Equipment

The vehicles are equipped with the following items:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools

3.9.2 Preparation

Before commencing a journey the following procedure will be adopted:

- a) The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
- b) The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- c) The Driver will ensure that luggage carried on the roof rack (where fitted) is secured correctly.
- d) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

3.9.3 Breakdown

In the event of a breakdown, the following procedure will be adopted:

- a) The Member of Staff will stay with the minibus at all times.
- b) A Mobile Telephone will be taken in the minibus and used to summon assistance.

The minibuses are not fitted with Tachographs.

3.10 OFF SITE ACTIVITIES -Field Trips, Visits etc

For trips of this nature the procedure detailed in the staff handbook will be observed and will take account of the following:

- a) Careful planning of trip with prior visit made by organizer if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

3.10.1 SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points are taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

3.11 FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the control of the Headmaster's PA who has First Aider training.

First Aid Boxes are always kept topped up from a supply kept in the office.

Pupils who are on medication are required to hand their medicine to the Headmaster's PA for it to be administered as appropriate. In all cases a letter is required from the child's parents requesting that the School administers the medicine.

The following items are also controlled by the office staff:

- 1) The Accident Book - filled in for any injury, however minor, requiring treatment.
- 2) Pupil's Medicines - kept in a locked cabinet and administered as directed.
- 3) Medicines Book - detailing what has been given to whom, for the record.

When a child becomes ill at School, the Headmaster's PA will try to contact the parents to enable them to deal with the situation or to give permission for a suitable mild analgesic to be administered.

Where injury occurs at School, the first course of action is to contact the parents thus enabling them to take care of the situation. If the injury requires hospital treatment, the child will be taken to the hospital or an ambulance will be summoned if necessary. In the latter case, a member of staff will accompany the child to the hospital.

3.12 CATERING

The School undertakes its own catering arrangements and the activities in the kitchens are under the control of the Cook who has a Food Hygiene Certificate.

The Cook ensures that activities are undertaken in line with the Food Safety Act 1990 and Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- 1) Cleaning schedules are established and details recorded including the extraction system.
- 2) Equipment temperature checks are carried out twice per day and the results recorded.
- 3) Equipment is maintained in accordance with a schedule and the details recorded.
- 4) A full Hygiene Control Programme is in operation.
- 5) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands, with the exception of a wedding band, is not permitted.
- 6) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- 7) Blue plasters are used to cover minor cuts etc.
- 8) General hygiene inspections are carried out on a regular basis.
- 9) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- 10) A full deep cleaning programme is carried out at the end of each term.
- 11) A management system for Food Hazard Analysis and Critical Control Point is to be introduced.

3.13 SAFE PLACE OF WORK

The School organizes its own cleaning arrangements and the schedules for keeping the premises in a clean and orderly condition during term time are as follows:

DAILY:

Toilets

ONCE/TWICE PER WEEK:

Classrooms

Stairs

Corridors

Hallways

ONCE PER WEEK:

Changing rooms

In addition to the above, deep cleaning is undertaken during holiday periods.

3.14 CONTROL OF VEHICLES

Space for vehicles is very limited on the School premises. Parking on the drive in front of the School is strictly only for staff and visitors.

An unofficial one way system operates for parents for delivery and collection of children and arrangements are in place for safe crossing of the road as follows:

Mornings: The maintenance personnel see the children across the road.

After School: The children are escorted to the road by a member of staff and a member of staff is on duty to see the children across the road.

In both cases, high visibility clothing is worn to ensure that School staff can be seen.

3.15 SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry to its premises and all buildings are locked at night when not in use.

The general security of the buildings rests with the Headmaster and members of staff occupying the flats.

The front door to the School is locked during school time to prevent unauthorised access and there is a closed circuit television system operating to record details of movements around the school premises.

Side gates are shut to prevent unauthorised access round the side of the school and the playground area is fully enclosed.

During holiday periods, the buildings are unlocked and locked as appropriate to take account of maintenance work etc. being carried out.

3.16 MACHINERY and PLANT

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- 1) Annual Checks on Portable Electrical Equipment are to be introduced.
- 2) Annual Service of Fire Extinguishers.
- 3) Annual Service of Fire Alarm system
- 4) Annual Service of Boiler Plant and Associated Equipment.
- 5) Other maintenance is conducted in accordance with manufacturers' instructions.

3.17 ENVIRONMENTAL CONTROL

3.17.1 CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

3.17.2 ART ROOMS and SCIENCE LABORATORIES

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1994. All these areas use dilution ventilation but the School is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

3.18 WASTE DISPOSAL

3.18.1 GENERAL WASTE DISPOSAL

The disposal of normal waste will be carried out by a registered waste contractor.

3.18.2 CHEMICAL WASTE DISPOSAL

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

3.18.3 FOOD WASTE DISPOSAL

Disposal of food waste is carried out by the contractor along with the general waste.

3.19 REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

3.19.1 NOTIFICATION

Immediate notification to the health and safety executive by the quickest method (telephone) if one of the following occur:

- 1) Fatal Injury to Staff, Pupils or Any Other Person in an accident on the premises.
- 2) Major Injury to Staff, Pupils or Any Other Person in an accident on the premises - The Major Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

3.19.2 REPORTING:

- 1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

3.19.3 REPORTING FORMS:

F2508 - for injuries and dangerous occurrences

F2508A - for diseases

3.19.4 RECORD KEEPING:

A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

3.19.5 REVIEW

The Administration Committee reviews all accident reporting and HSE issues once a term. Any notifiable accident must be reported to the Chairman of the Board of Governors within 24 hours.

3.20 HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Consultant with assistance from other Personnel as required.

The school has had an asbestos report conducted and the control of areas with asbestos must be complied with, as recommended in this report.

3.21 PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- a) Report any loss or defect

3.22 DISPLAY SCREEN EQUIPMENT

The School does not have any personnel that are affected by The Display Screen Equipment Regulations 1992. Should this situation change the following procedure will be carried out:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

3.23 RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimize the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Consultant with assistance from other personnel as required.

Any major development or maintenance project will need to be accompanied by the contactors own risk assessment which must be provided in writing before the project commences. It is general practice for these projects to be conducted outside normal term time to reduce risk.

3.24 MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanized process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

3.25 GLAZING

The School is aware of the requirements of Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 and where glazed areas are wider than 250mm, the following action is taken:

- 1) An assessment is made to establish whether upgrading is required for reasons of Health or Safety.
- 2) Where action is required, consideration is given to the following:
 - a) Replacing the glazing with 'Safety Glass'.
 - b) Fitting adhesive safety film.
 - c) Fitting a screen or barrier to prevent a person coming into contact with the glass if he or she falls against it.
- 3) Reappraisal from time to time to establish whether the position following the initial assessment is still correct.

3.26 CONTROL of CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises. In order to meet these obligations The School exercises control over contractors in the following way:

3.26.1 IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

3.26.2 IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

3.26.3 APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

3.26.4 ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

3.26.5 CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)

The School is aware of its obligations under the CDM Regulations. Where projects are such that they come under these regulations, the School as the client, will carry out the following:

- a) Select and appoint a CDM Coordinator and Principal Contractor.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.

- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled 'Control of Contractors'

3.27 CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but when communication to all the staff is required, this will be carried out during the weekly staff meetings.

3.28 NOISE

The School regards Noise as a very important issue and takes the following action in order to minimize its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

3.29 VIBRATION

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimize the effect of vibration on employees:

- Equipment is selected carefully to ensure that the vibration level is as low as possible.
- Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

3.30 WORK AT HEIGHT

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organized.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimize the distance and consequences of a fall.

4 MONITORING POLICY

The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Consultant. Checks will be made annually with an inspection being made of all areas of The School followed by a report.

There will be a full review to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities of the School.