

OVERSTONE PARK SCHOOL



Health & Safety Policy

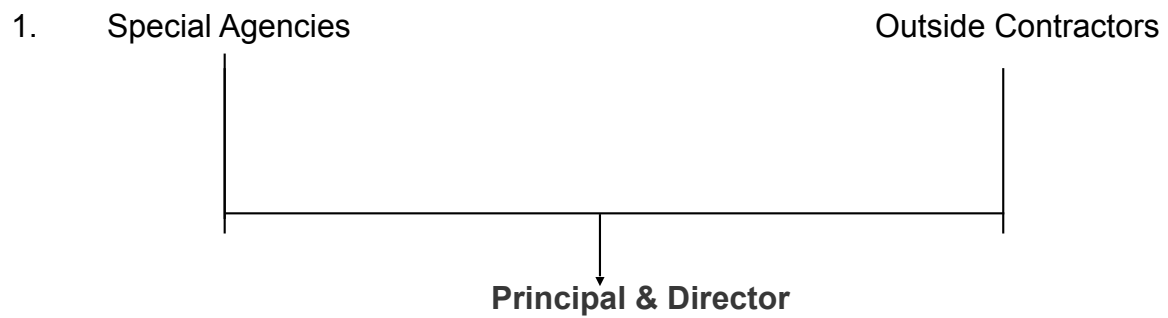
Health and Safety Policy

Date	Review Date	Coordinator
September 2023	September 2024	Mrs M Brown Miss K Varty Mrs D York

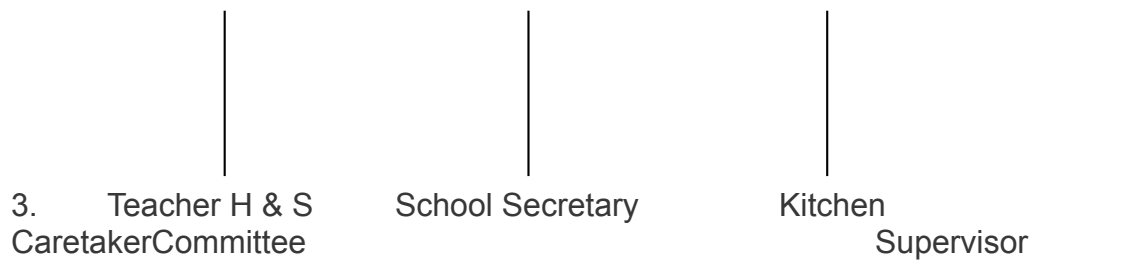
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HEALTH AND SAFETY MANAGEMENT STRUCTURE



2. Administrator _____



(Pre-Prep, Prep Staff

& High School)

About Health and Safety

Health and safety aims to reduce injury and ill-health that arises out of work activities. Workplace injury and ill health are mostly not the result of unusual or exceptional circumstances.

A comprehensive assessment of potential risks in all areas of the school and in all activities can prevent both injury and ill-health significantly. This is what the Health and Safety Policy at Overstone Park School sets out to achieve.

About this policy

The academic and Administrative Team departments at Overstone Park School share the responsibility for implementing the Health and Safety Policy of the school specifically in relation to their particular department.

The issues concerned may differ between departments. This policy aims to address the whole range of issues that can arise.

The policy is a working document to help the Senior Leadership Team fulfil their responsibilities. The Principal will be responsible for revising the policy from time to time and keeping it up to date.

The policy contains procedures. It does not include risk assessments. These are filed separately.

Who should read this policy?

This policy should be accessible to all staff at the school. As part of their induction training, all new staff should be shown how to access the manual either as a hard copy or preferably on the school computer network.

- All members of staff should read and note the Health & Safety Policy Statement.

Key Functions in Health & Safety Management, particularly in relation to their individual role.

- The Senior Leadership Team should read the whole policy and note issues of relevance.
- The Senior Leadership Team should identify relevant sections in the manual that apply to their staff and ensure that risk assessments have been completed for all activities in their department, and that staff have been given the appropriate information and training.
- All staff should be reminded of the importance of reporting hazards, accidents and incidents and be encouraged to do so.

OVERSTONE PARK SCHOOL

HEALTH & SAFETY POLICY STATEMENT

Overstone Park School's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such training & supervision as they need for this purpose.

We also accept our responsibility for the Health & Safety of pupils, guests, visitors and contractors on the School's premises and for pupils, teachers and others when participating in off-site activities elsewhere.

Overstone Park School is committed to achieving high standards; hence it follows that minimising risk to people and property is inseparable from all other school objectives. The school encourages the active participation of all staff in the achievement of our safety goals.

We encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the school and the Works Committee which meets to consider Health & Safety issues on a weekly basis.

The allocation of duties to implement this policy is set out below:

- School Leaders provide leadership by developing a culture within the school that incorporates health and safety into all activities.
- The Head, Administrative Team and Health & Safety Coordinator ensure effective implementation of the policy by making arrangements for the involvement of staff at all levels in health and safety.
- The School's Health and Safety Consultant provides advice and guidance on policy and the effectiveness of School's procedures.
- The Head and Administrative Team promote a responsible attitude towards health and safety by day to day management in accordance with the policy and provide a safe environment for all in their areas of responsibility. They also arrange induction training for new employees, maintain training records and ensure legal compliance with accident reporting procedures.
- The Senior Management Team and Support Staff monitor the ongoing effectiveness of facilities, equipment and systems, including emergency systems to ensure the safety of all at Overstone Park School.
- Staff, pupils, visitors and contractors are expected to take all reasonable care of themselves and for the health and safety of others at Overstone Park School and recognise that controlling health and safety risks is an essential part of everyone's daily life.

Our policy will be kept up-to-date and in line with changes in current legislation. To ensure this, the policy and the way in which it has operated will be reviewed regularly.

Health & Safety Consultants

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Mrs Marion Brown
Principal

2. KEY FUNCTIONS IN HEALTH & SAFETY MANAGEMENT

School Principal

- Ratify the health & safety policy.
- Monitor health & safety performance by receiving reports from the Health & Safety Coordinator.

Administrative Team

- Appoint specialist health & safety consultant.
- To review health and safety audits and ensure that corrective action is implemented as necessary within agreed time frames.
- Annual review of health & safety policy.
- Attend weekly Works Committee meetings.
- Arrange annual inspections of water storage tanks
- Arrange annual service of gas boilers.
- Manage day-to-day health and safety matters in accordance with the school policy.
- Ensure the safety policy is understood and implemented by all staff.
- Check that any regular requirements and periodic inspections have been completed
- Arrange for portable appliance testing in accordance with the School's procedures.
- Ensure legal compliance with RIDDOR accident reporting procedures throughout the school.

Health & Safety Coordinator

- Participate in the school Works Committee with specific responsibility for raising Health & Safety issues and ensuring action points are progressed.
- Review all accidents and near-miss incidents.
- Day-to-day management of curriculum based health & safety in accordance with this policy.
- Ensure adequate site fire and emergency procedures are in place.
- Arrange for Senior Leadership Team to be informed and trained where necessary.
- Follow up on advice and guidance by the H&S Consultant (Universal Safety Management).
- Develop and assist in the implementation of the Health & Safety Policy.
- Conduct audits and inspections as requested.
- Respond to requests for information or for advice.

- Be responsible for ensuring Risk Assessments are completed in accordance with the separate Risk Assessment Policy; ensure risk assessments are filed and reviewed as necessary.
- Pass information received on health & safety matters to appropriate people.
- Help in accident or incident investigations where requested.

Premises Manager

- Conduct weekly testing of fire alarm and emergency lighting systems
- Day-to-day management of health & safety relating to the school buildings, grounds and equipment.
- Arrange for premises staff to be informed and trained.
- Check procedures are followed in the department.
- Ensure all injuries and other accidents are reported and investigated.
- Provide general Health & Safety induction training for new premises employees.
- Manage COSH records and ensure compliance with all regulations
- Be responsible for the Asbestos Management Plan
- Be responsible for regular water temperature monitoring.
- Report health and safety problems to the Administrative Team.
- Arrange for the fire alarm systems and emergency lighting to be maintained
- Arrange annual inspection of fire extinguishers.

School Secretary

- Participate in the school Works Committee.
- Record all accidents.
- Supervise Fire Drills and record evacuation times.
- Be responsible for coordinating the School's First Aid provision
- Help in accident or incident investigations where requested.
-

Other non academic staff

- Check work area is safe.
- Check equipment used is safe before use.
- Ensure protective equipment is used when needed.
- Bring problems to their line manager's attention.

Academic Staff

Principal

- Act on directives from the Works Committee within an agreed time frame.
- Pass information received on health & safety matters to appropriate people.
- Bring to the attention of the Administrative Team any concerns relating to health and safety.
- Review health and safety issues with the Senior Leadership Team.

- Check health and safety procedures are being followed.
- Review accident and ill-health records and near-miss reports and take action as necessary.

Teachers

- Ensure the safety policy is understood and implemented by all pupils within the classroom and department.
- Conduct risk assessments before all practical work and ensure adequate control procedures are in place.
- Review risk assessments on completion of practical work and inform Senior Leadership Team of any hazards not adequately controlled.
- Carry out visual safety checks of classroom/work areas and equipment before use.
- Participate in Health & Safety inspections as required.
- Conduct risk assessments for all Educational Visits and review these following each Educational Visit to ensure lessons learned are applied to future excursions.
- Assist in accident investigation.
- Report any health and safety issues and areas of concern to the H&S Coordinator or Administrative Team.

All Employees

- In addition to the specific responsibilities detailed earlier in this section all employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions.
- Wear and use all Personal Protective Equipment and safety devices that are provided by the School for their protection
- Observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed
- Must report all accidents, incidents and damage to their immediate supervisor.

2.1 WORKS COMMITTEE

2.1.1 Overall aims

To act as a focus for Health & Safety issues in the school and to ensure that all members of the school receive sufficient information and encouragement to maintain high standards of Health & Safety.

2.1.2 Terms of Reference

- To monitor the school's overall Health and Safety Policy.
- To review all accidents and incidents with particular emphasis on action to avoid recurrence.
- To monitor accident statistics within the school looking for trends.
- To consider staff health and safety training needs.

- To promote health and safety awareness in the school and examine ways of achieving this.

2.1.3 Composition of Committee

It is important that the committee contains a 'mix' of people covering a spread of department interests. Above all, members should be 'enthusiasts' for health and safety and at all times set a good example to others. The committee shall comprise, but not be restricted to:

- The Head
- The Administrative Team
- The Deputy Head
- The Health & Safety Coordinator
- The Premises Manager
- The Head of Games
- The School Secretary

2.1.4 Frequency of meetings

The committee will usually meet weekly during term times. Minutes will be taken and recorded.

3. HEALTH & SAFETY RISK ASSESSMENT

3.1 Risk Assessment Policy

The School has a separate Risk Assessment Policy.

3.2 Objectives

The objectives set out in the Risk Assessment Policy are:

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by school activities have received suitable information on what to do.

That risk assessments are recorded and reviewed when appropriate.

3.3 Specific Risk Assessments

Specific Risk Assessments are carried out by external contractors, on behalf of the School, periodically:

Fire Risk Assessment – annually.

Water Hygiene and Systems – every two years.

Asbestos Management – every 5 years or as required.

Whole School Risk Assessment - every two years.

4. ACCIDENT REPORTING PROCEDURES

4.1 Definition

- An accident is any unplanned event that results in injury or ill-health of people, damage or loss of property, products, materials or the environment or a loss of business opportunity.
- Accident reporting is a formal written procedure, which must follow every accident.

4.2 Accident Reporting

- All accidents, no matter how minor must be recorded in the school accident book/s.
- It is not necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries.
- In the event of death, a specified major injury or a dangerous occurrence (refer 3. below) the Administrative Team and Head must be notified immediately.
- In the case of minor injuries, property damage or near-miss incidents, it is the responsibility of each employee to complete an accident report if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than Overstone Park School staff, the School Secretary is responsible for completing the accident report.

4.3 Legal Obligations

Reporting accidents and ill-health at work is a legal requirement. We have legal obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the subsequent Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012 – collectively known as “RIDDOR”.

RIDDOR requires the reporting of work related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Further information and advice about RIDDOR reporting requirements can be found in the
HSE Information Sheet EDIS1:

“Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)”
A copy of this document is included of Appendix B of this policy.

RIDDOR reports can, in most cases be filed online at: <http://www.hse.gov.uk/riddor/report.htm>

Fatal injuries and “specified injuries” should be reported by telephoning the **HSE Incident Contact Centre**: 0345 300 9923 (open Mon-Fri 8.30am to 5pm).

The list of “specified injuries” includes:

- > fractures, other than to fingers, thumbs and toes
- > amputations
- > any injury likely to lead to permanent loss of sight or reduction in sight
- > any crush injury to the head or torso causing damage to the brain or internal organs
- > serious burns (including scalding) which:

covers more than 10% of the body
causes significant damage to the eyes, respiratory system or other vital organs

- > any scalping requiring hospital treatment
- > any loss of consciousness caused by head injury or asphyxia
- > any other injury arising from working in an enclosed space which:

leads to hypothermia or heat-induced illness
requires resuscitation or admittance to hospital for more than 24 hours

4.4 Person responsible

It is the responsibility of the Administrative Team to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within ten (10) days of the injury or dangerous occurrence.

The Head should be notified immediately of all major accidents.

4.5 Accident Records

The accident records must be compliant with the Data Protection legislation. This ensures that personal details of those injured are protected.

5. SAFETY TRAINING, INDUCTION & EMPLOYEE INFORMATION

5.1 Legal Requirements

Training is a legal requirement in many of the Health and Safety Regulations. Under Section 2 (c) of the Health and Safety at Work etc. Act 1974; there is a legal obligation for all employees to be: -

- Trained and provided with information, instruction and supervision.
- To ensure their health and safety so far as is reasonably practicable.

5.2 Responsibility

It is the responsibility of all levels of management under the guidance of the Head and the Administrative Team to ensure that all employees receive safety training.

Academic & Support Staff Department Heads are responsible for induction training in all aspects of safety, which must be done on the first day of employment, and for the regular instruction of all employees under their control.

5.3 Health & Safety

The **Administrative Team** is responsible for arranging specific courses to ensure health & safety training needs throughout the school are met. These will include: -

- First Aid and Emergency Aid.
- Health & Safety Qualifications.
- Fire Safety.
- COSHH.
- Manual Handling.
- Display Screen Assessment.

5.4 Induction training

Induction training for all employees should include:

- How to report Health & Safety concerns
- Fire evacuation procedures
- Where to read the school's Health & Safety Policy
- Any relevant C.O.S.H.H. or other job related safety information.
- Who to go to if First Aid is required.

5.5 Training Records

Proper training records must be produced and maintained for each member of staff and must contain records of induction, refresher and other training and must be available for examination when required.

5.6 On-going Training

Training is an important element in ensuring health and safety at the School and will be conducted on a regular basis. In addition to induction training, The Senior Leadership Team will be expected to arrange on the job training on an as needed basis.

5.7 Training Objectives

5.7.1 First Aid

The HSE Guidance Document INDG214:

“First Aid at Work – Your Questions Answered”

provides advice and self assessment criteria regarding the number of first aiders and the training level required. A copy of this document can be found in Appendix B of this policy.

At Overstone Park School it is our policy to have at least two members of staff trained in Emergency First Aid at Work. There is also a requirement with the “Statutory Framework for the Early Years Foundation Stage” for us to have sufficient members of staff trained in Paediatric First Aid to ensure that at least one person who has a current paediatric first aid certificate is on the premises and available at all times when children are present, and must accompany children on outings.

5.7.2 COSHH Training

- The Premises Manager be trained on COSHH assessment.
- ALL USERS of hazardous substances to receive training in safe use of particular hazardous substances used and emergency procedures.

5.7.3 Manual Handling

- The Premises Manager to be trained on Manual Handling assessment.
- ALL those involved in manual handling, where a risk remains despite the implementation of other control procedures, should receive manual handling training.

6. FIRE & EMERGENCY PROCEDURES

6.1 Introduction

- The **Administrative Team and Premises Manager** are responsible for ensuring that adequate fire and emergency procedures are in place.
- The **Administrative Team** is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.

- **All staff and pupils** have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school's contractors in the event of a fire or other emergency.

6.2 General Fire Precautions

The Regulatory Reform (Fire Safety) Order 2005 requires employers to formally assess the risk of fire to their employees at work as part of the general risk assessment required by the Regulations.

The above legislation requires employers to provide:

- Means of detecting fire and giving warning
- Means of escape
- Means of fire fighting
- The training of staff in fire fighting.

6.3 The School's Responsibilities

- An audible fire alarm system must be installed and must be capable of being heard in all areas of the school.
- All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.
- All fire alarm systems must be checked by operation at least once every 3 months. All false alarms must be investigated and the incident recorded.
- All areas of escape must be clearly marked and those exits kept free from all obstruction. No Fire Exits will be locked other than by crash bars and bolts or other similar approved devices.
- Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the accommodation and an Emergency Lighting System must automatically operate during evacuation if the main lighting system fails.
- Portable fire extinguishers of the correct type must be provided throughout all the school buildings. They should only be used in an emergency by those staff that have received training in the practical use of fire extinguishers.
- All equipment/apparatus provided to extinguish fires must be overhauled at least annually. It must be replenished immediately if partially or totally discharged whether by accident or design.
- A comprehensive Emergency Evacuation Procedure must be devised and occupants must carry out regular drills to ensure familiarity i.e. once each term. Copies of the Procedure must be conspicuously posted on Notice Boards.
- The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school.

6.4 Responsibilities of the Leadership Team

- To ensure that all staff are aware of their responsibilities in the event that the school needs to be evacuated.

- Review the findings of the Fire Risk Assessment and take action where appropriate in accordance with recommendations made.
- Ensure all pupils, masters, visitors, staff and temporary staff must be shown where the fire exits are situated.
- Report any faults with fire safety equipment to the Premises Manager immediately.
- Encourage staff to be vigilant in ensuring exit routes are kept free of obstructions.

6.5 Practical Fire Safety and Prevention for All Staff

- All fire exit routes and fire doors must be kept free of obstructions at all times.
- Fire doors must be kept shut at all times and not held open by any means.
- Fire extinguishers and fire blankets must be stored on the correct wall bracket or fire station and not moved to other locations or employed for other purposes, e.g. door stop. They must be at readily accessible heights and conspicuously marked with an unobstructed sign at high level. Fire extinguishers must only be used by those staff who have received training in their practical use.
- Good housekeeping and tidy storage of all materials and waste will reduce the risk of a fire.
- Report any faults on electrical or gas equipment and cease the use of it if there is an obvious or real risk of a fire.
-

6.6 Fire Training

General Staff training in fire evacuation procedure must include:

- Safe evacuation of pupils from the premises is the priority for all staff
- Keep calm, quiet and do not panic.
- Operate the nearest fire alarm point.
- If possible, turn off the gas or electric supply to all equipment
- Close doors and windows if practicable.
- Do not attempt to extinguish or smother the fire unless it is safe to do so.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated Assembly Point.
- The Senior person at the incident will take responsibility for reporting any missing staff to the Fire Brigade as soon as they arrive.
- Only staff who have received fire training, including practical use of firefighting equipment, must attempt to extinguish any small fire and then the following applies:
 - Personal safety is paramount and no risks must be taken.
 - If the fire gets larger, cease any attempts to extinguish it and leave the premises.
 - Attempt to extinguish or smother the fire by using only the correct extinguisher or fire blanket. If in any doubt at all, do not attempt to tackle the fire.

All staff should undergo an approved fire-fighting course, which would include practical use of fire extinguishers.

6.7 Fire Evacuation Procedure

Overstone Park School publishes a separate Fire Evacuation Procedure which should be followed at all times.

Staff should be aware of this procedure.

A copy of the Fire Evacuation Procedure can be found in Appendix B

7. OUT OF SCHOOL VISITS

Pupils are encouraged to enjoy a wide range of extra-curricular activities at Overstone Park School. A number of these will be conducted offsite and range from day/evening visits locally to trips abroad.

We take note of the HSE Guidance Document: "School Trips and Outdoor Learning Activities" a copy of which is included in Appendix B of this policy.

Parental Consent

Parents will be made aware of likely risks and their management so that consent can be given or refused on an informed basis. Parental consent will be required for all such activities.

- Overseas trips, trips involving an overnight stay and hazardous activities will require specific consent.

Parents will be given full information on the trip / nature of the hazardous activity.

Visit approval

All off-site activities require approval from the Head.

For every educational visit there will be a Group Leader who manages the whole visit and approval will be conditional upon a satisfactory risk assessment and emergency arrangements. Any visit near water additionally requires an alternative plan B to be implemented in inclement weather conditions.

Competence

The Head should set the standards of competence required for each type of visit and approve the assignment of competent staff.

Educational Visits Policy

A separate policy exists which details all the procedures to be followed in respect of planning and participation in Educational Visits.

Review

The Educational Visits Policy and any procedures should be regularly reviewed and informed by good practice.

8. HAZARDOUS SUBSTANCES

8.1 COSHH ASSESSMENT

1. Definitions

- Substances that are 'hazardous to health' include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) under other statutory requirements, agricultural pesticides and other chemicals and substances with occupational exposure limits. They also include harmful micro-organisms and substantial quantities of dust and indeed any material, mixture or compound used at work, or arising from work activities, which can harm people's health.

8.2 Assessment

- An assessment is required to identify all hazardous substances, which are used at each location. All cleaning products and other potentially hazardous products are listed on the following page and all hazardous products have been identified.
- All chemicals are purchased from approved suppliers and no other hazardous substances can be used under any circumstances.
- We have endeavoured to find the least hazardous chemical for each specific task - and we will substitute less hazardous chemicals if and when these become available. We rely to a large extent on the manufacturers and suppliers of these products to keep us abreast of new developments.
- The safety data sheets, which are easily accessible at all times, detail specific information about each of these substances. Our policy is to update this information whenever our suppliers provide new information, or whenever a new product is purchased.

8.3 Staff Information

- All staff who use these chemicals have been informed about the hazards - and know where to find information about each product should this ever be required. Staff training is conducted by the suppliers of these products on an annual basis.

8.4 Personal Protective Equipment (PPE)

- PPE (e.g. gloves) will be available for staff. All PPE will be kept in good condition and replaced as necessary.
- Hands should always be washed after using chemicals.
- Any cuts should be properly covered with a blue waterproof plaster, and then rubber gloves worn, before handling any chemical.

8.5 Supervision

- Department Heads must supervise staff especially those who have only recently been trained to ensure:
 - They are using chemicals in the correct way
 - PPE is worn where appropriate

8.6 Pesticide Use

- All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

8.7 Science Teaching

The Association for Science Education (ASE), publishes a handbook resource specifically for primary schools named “Be Safe”. Overstone Park School staff are expected to follow the guidance in this publication a copy of which is available from the School’s Science Coordinator.

The school’s Science Coordinator, in conjunction with the Health & Safety Coordinator, will be responsible for ensuring that safe practices are adopted throughout the school in all practical aspects of the science curriculum.

9. MANAGEMENT OF ASBESTOS

9.1 Introduction

· Asbestos is no longer manufactured in the UK and is not used in new building materials. However, it has been used extensively in the past for many purposes and may be present in areas such as floor and ceiling tiles, cement cladding, gutters and pipe lagging. The risk from asbestos comes from inhaling its fibres, which can cause cancer in the chest lining and lungs. If asbestos fibres do not become airborne, e.g. if the asbestos is in good condition and not disturbed, exposure does not occur. People in the building and maintenance trades can be inadvertently exposed when working in buildings. This can lead to repeated exposure, which may be high depending in the tools being used.

9.2 Identification

- An inspection or survey of the premises has been carried out by a specialist contractor to establish if there is asbestos, how much and in what condition. All materials that cannot be ruled out will be presumed to contain asbestos.

This inspection will be reviewed or repeated at intervals of not less than 5 years or after significant building work or alterations have been carried out.

- Materials may be sampled to establish whether asbestos is present.

9.3 Asbestos Register

- A detailed and accurate record of the findings will be made including, whether asbestos containing materials are present, where they are located, what condition they are in and what type of asbestos is there (if known).
- The Administrative Team will hold the Register.

9.4 Risk Assessment

- Where asbestos is present or liable to be present a risk assessment will be carried out to produce a ranking of materials that reflects the risk they present to people working on or near them.
- A standardised assessment approach based on that suggested by HSE in MDHS100 will be used.
- The assessment will consider the **hazard** the materials present to human health in terms of their likelihood of releasing fibres into the environments. The potential for fibre release can be determined by these factors (material assessment)
 - Type of material and properties (friability)
 - Type of asbestos used
 - Condition of material or sealant
- The **risk** they present to people working on or near them can be determined by considering these factors
 - Occupant activity
 - Likelihood of disturbance
 - Human potential exposure
 - Maintenance activity

9.5 Management Plan

- The **Administrative Team** will coordinate with relevant contractor to prepare and implement a plan setting out how the risks from any asbestos found will be managed based on the following.

Good condition

- Monitor condition yearly
- Employees, contractors, and other workers likely to disturb material informed

Minor damage

- Repair or encapsulate material

- Label and monitor condition of material 6 monthly
- Employees, contractors, and other workers likely to disturb material informed

Poor condition

- Remove

Asbestos disturbed

- Remove
- If the assessment indicates that any repair or removal work needs to be done this will be prioritised and carried out by a specialist/licensed contractor.
- Where asbestos-containing material is in a sound condition it will be left in place and labelled as such.
- If asbestos or anything suspected of containing asbestos is found during work in any area where asbestos has not been previously identified work MUST STOP. The area will be protected from further damage and a specialist contractor consulted to sample the material and further actions determined on the result of analysis
- Checks will be carried out to ensure that the material remains in a safe condition at a frequency dependant on the likelihood of damage (to be determined for each situation – each term or yearly) and that signs are still present, clear and readable. Records to be kept with the Register.
- Our policy is to review management options in cases of deterioration.

9.6 Information

- Information about the location and condition of asbestos containing materials will be provided to employees, building maintenance contractors, and other visiting contractors including telephone/computer engineers. Where applicable they will be told that there are potential risks to their health if they disturb it and of the possibility of coming across hidden asbestos materials.
- Contractors are not permitted to start work before they are given the relevant information on any asbestos present and are issued with a permit to work.

10. WORK EQUIPMENT

10.1 Definition

Workplace equipment is defined as ‘any machinery, appliance, tool or installation for use at work. This includes items such as hand tools, ladders, woodworking machines, power presses and fall arrest equipment.

10.2 Legislation

The two principal sets of regulations covering the safe use of work equipment are the “Provision and Use of Work.

Equipment Regulations 1998” (PUWER) and the “Lifting Operations and Lifting Equipment Regulations 1998” (LOLER).

- PUWER requires employers to select work equipment suitable for the work it is supposed to do and ensure it is used according to the manufacturer’s instructions.
- The regulations also require employers to inspect work equipment where significant safety risks could result from incorrect installation or relocation, deterioration, or as a result of exceptional circumstances.
- In addition, PUWER requires employers to assess all mobile work equipment that is used at a workplace and install appropriate safety devices, such as adequate braking devices, to enable mobile equipment to brake properly on gradients, or protective cages to protect operators in the event of mobile equipment rolling over.
- LOLER applies over and above the general requirements of PUWER in dealing with specific hazards and risks associated with lifting equipment and lifting operations.

10.3 Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving the use of work equipment.

10.4 Training and Instruction

It is the responsibility of the school to ensure that work equipment is operated in a safe and correct manner.

Managers, supervisors and operators must receive adequate training and instruction on the safe use of work equipment and how to report any defects.

Training will include:

- All health and safety aspects arising from the use of work equipment;
- Any limitations on these uses;
- Any foreseeable difficulties that could arise
- The methods for dealing with them.

In addition to the above, for certain types of machine, specific training requirements exist and guidelines are available. These will be covered in detail in the specific risk assessments.

Training will be provided if there is a change in the working procedures or if any new technology or equipment is introduced into the workplace.

Employee responsibility

Employees, especially machinery operators have a legal responsibility to ensure that work equipment is used in as safe a manner as possible. Machinery operators will be reminded of their responsibility as part of their training.

10.5 Lighting

Another essential requirement in ensuring the safe operation of work equipment is the provision of adequate lighting. The school is responsible for ensuring that lighting in the workplace will be sufficient to:

- Allow people to notice hazards and risks
- Be suitable for the environment and type of work;
- Allow people to see properly and discriminate between colours;
- Not cause glare, flicker or stroboscopic effects;
- Not result in excessive differences in luminance within an area or between adjacent areas
- Be suitably positioned so that it can be maintained or replaced, and disposed of safely.

Emergency lighting

In addition, employers are required to provide suitable and sufficient emergency lighting where a failure in the artificial lighting would put employees at risk. Emergency lighting must also be tested and checked at regular intervals to ensure it works properly – the more hazardous the environment, the more frequently it needs to be checked.

10.6 Ventilation

Good ventilation is also important for a safe and healthy workplace. The school is responsible for ensuring that workplaces are properly ventilated by an appropriate quantity of fresh or purified air so that stale, hot or humid air is replaced at a reasonable rate and that unpleasant smells are minimised.

Where mechanical ventilation systems are installed, these will be regularly tested, cleaned and maintained so that the system remains free of contamination and continues to work efficiently. However, in all cases, workers should not be exposed to uncomfortable draughts – and this applies whether air is supplied through a window opening or by an air conditioning system. This means that the direction of airflow has to be controlled where mechanical systems are used.

11 WORKING AT HEIGHT

11.1 Definition

The HSE defines work at height as work in any place – including at, above or below ground level – where a person could fall a distance liable to cause them personal injury.

In practical terms this covers a wide range of activities, such as:

- Using a ladder to carry out window cleaning, maintenance and other tasks;
- Working on a flat roof, scaffold or from a mobile elevated work platform;
- Working on the back of a lorry or climbing fixed structures to perform maintenance activities
- Working at ground level close to an excavation area that someone could fall into.

11.2 Legislation

The “Work at Height Regulations 2005” (WAHR) came into force on April 6, 2005. The overriding principle of these regulations requires employers to do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. The school must ensure that:

- Work at height is avoided where possible;
- Work equipment or other measures are used to prevent falls when working at height.
- Where the risk of fall cannot be eliminated, work equipment or other measures are used to prevent accident.

The Regulations require the school to ensure:

- All work at height 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.

11.3 Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving work at height.

11.4 Training and Instruction

It is the responsibility of the school to ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

12. MAINTENANCE

12.1 BUILDINGS & EQUIPMENT

- All buildings and equipment will be kept in good repair and condition and service contracts will be maintained for all major items.
- Work equipment must be maintained so that it continues to operate correctly and does not put people at risk.
- Maintenance activities will only be carried out by competent individuals who are trained to do the work and will be carried out in accordance with any manufacturer's recommendation relating to the equipment.
- Copies of all service contracts will be kept and all service visits under these contracts will be recorded.
- Any defects to equipment noted by users should be notified to the Premises Manager
- If a risk of injury exists, use of the equipment must stop.
- It is the responsibility of the individual to ensure classrooms etc. are secured when left i.e. windows shut, lights off.
- Corrective action taken in relation to any defect notified by user, service engineer or as a result of periodic inspection should be recorded. The Premises Manager should take action to stop use if deemed necessary by a competent person following an inspection.

12.2 ELECTRICITY AT WORK

12.2.1 Legislation

The "Electrical Equipment (Safety) Regulations 1994" require that electrical equipment must be safe for humans and domestic animals, but also must not cause damage to property. Electrical equipment that satisfies the requirements of the 1994 Regulations must have the "CE marking" affixed to it.

Electrical safety in workplaces is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under the HSW Act. The Electricity at Work Regulations 1989 establishes general principles of electrical safety. The Regulations not only require employers to prevent electric shock, but also have regard to all foreseeable risks. These should include the suitability, design, construction and installation of electrical equipment for specific tasks.

12.2.2 Actions to comply

The School will take all necessary steps to comply with the above Regulations. The School recognises that they have to introduce a formalised system of maintenance for all electrical systems.

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

- The School will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises, the School will write to the pupil's parents to the effect that the School expects all equipment to be to a high standard of manufacture and maintenance.
- Portable Appliance Testing is carried out annually by a suitably experienced external contractor under the supervision of the Premises Manager.

12.3 GAS SAFETY

The gas supply only services the heating system boilers. The gas boilers are maintained in accordance with the manufacturers specification and are serviced annually. Only "Gas Safe" registered contractors are allowed to service the boilers or work on the gas supply.

The gas supply can be isolated from outside of the main building.

12.4 KITCHEN AND CATERING

Overstone Park School does not currently provide whole school catering. However it does have a small kitchen which caters for the school's After School Club where a hot supper is provided each day during term time. All equipment in the kitchen is electric, there are no gas appliances.

Electrical equipment is tested annually.

A "deep clean" takes place every six months which includes cleaning of the extractor fan grease filters.

Food safety and hygiene is managed by the school's chef and is regularly inspected by the local authority's environmental health officers.

13. LEGIONELLA CONTROL & WATER HYGIENE

13.1 Introduction

- Legionnaires' disease is a potentially fatal type of pneumonia contracted by inhaling tiny airborne droplets containing legionella bacteria. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, spa baths/whirlpools and fountains and water features.
- Water systems must be operated so as not to allow proliferation of the organisms and to reduce exposure to water droplets and aerosol.
- The Approved Code of Practice and guidance, L8 "Legionnaires' disease – The Control of legionella bacteria in water systems" gives practical advice on the requirements to meet regulations such as COSHH 1999 (concerning the risk of exposure to Legionella bacteria) and the Management of Health and safety at work Regulations 1999.

13.2 Identification and risk assessment

An specialist external contractor will be appointed to carry out a Risk Assessment.

13.3 Monitoring of precautions

The contractor will carry out testing of water samples on a periodic basis as identified in the risk assessment.

The Risk Assessment will also identify regular maintenance and testing which will be carried out by the school's staff on a regular basis.

Any maintenance issues or shortcomings with equipment or pipe work identified in the risk assessment will be rectified. The Administrative Team and the Premises Manager will be responsible for ensuring these tasks are completed within a reasonable time scale.

14. MANUAL HANDLING

14.1 Introduction

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling. Our aim is to reduce the risk of injury to Overstone Park School staff and pupils. Before any manual handling task, the following points should be considered:-

1. Assess the weight of the load.
2. Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
3. If not, do you need help moving the load?
4. If more than one person is involved, you must work as a team with one person supervising.

You can reduce the risks of injury: -

- Store loads at waist height
- Use good handling technique (see training notes)
- Use task rotation
- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

14.2 Assessment

Where the risk assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Regulations should be followed.

The Regulations establish a clear hierarchy of measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury from those operations so far as is reasonably practicable – particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

A formal assessment is not required for tasks that do not involve a significant risk of injury.

14.3 Guidance On Manual Handling Operations

The normal operation of a school will involve a degree of manual handling of items, the majority of which will be of insufficient weight to need further assessment.

The following guidance should be considered to see if the task could be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

14.3.1 Working Environment

- Floor surfaces are flat and firm without changes in level
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

14.3.2 Physical Capability

- Staff are physically fit **with no history of injuries or health problems** that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant
-

14.3.3 Procedures

- All staff should follow the advice given in this policy with regards to manual handling, lifting techniques and use of equipment.

The following diagrams show the official advisory weights that can be lifted or lowered safely for 95% of working people. If the load passes through one or more of the different weight zones, the smallest weightzone must be used.

There is no need for further assessment if the following guidance is complied with:

General Risk Assessment Guidelines

If the manual handling operation involves holding or lifting the load at arms length, the maximum weight that can be lifted must be halved e.g. 20kg down to 10kg.

If the manual handling operation involves turning with the load, the maximum weight that can be lifted must be reduced by 20%, e.g. 20kg down to 16kg.

If the manual handling operation involves team work of two people then the weight that can be safely carried is two thirds of their combined total, e.g. $2 \times 20 = 40\text{kg}$ down to 26kg.

14.4 Training

Appropriate training will be provided to all staff regarding the safe procedures for lifting and manual handling.

Mid lower leg height

Shoulder height

Elbow height

Knuckle height

15. CONTROL OF CONTRACTORS

15.1 Introduction

It is important that the activities of contractors on site are properly co-ordinated. Many accidents involve contractors and it is essential to consider how their work may affect each other and how they interact with Overstone Park School's activities. There is a need for communication and close co-operation to make sure that all risks associated with the work are covered and all parties meet their obligations.

15.2 Application

- 'Internal contractor' – long-term 'permanent' contractor
- 'External contractor' - other than those above.

This procedure only applies to those carrying out work on the building or equipment.

15.3 Overstone Park School will: -

- Plan work involving contractors.
- Assess the competence of contractors before selection.
- Work with them at any stage when they are on site.

- Monitor and review work carried out by contractors.

15.4 Responsibility

- The Administrative Team and Premises Manager will be responsible for the operation of this procedure as it relates to building and maintenance works and any cleaning contractors.

15.5 Selection

- The competence of contractors will be checked to make sure proper provision has been made for controlling risks.

15.6 Planning

- A Specific Permit-to-work procedure will operate for more hazardous activities i.e. Hot Work

15.7 Working on site

- A manual signing-in and out records what contractors are on site at any given time.
- Contractors must sign-in and out at Reception.
- Contractors will be assigned a site contact where General Access Permits have been issued and additionally a 'responsible person' in the case of specific permits to Work.
- Contractors will abide by Overstone Park School rules and regulations.

15.8 Keeping a check

- The Administrative Team and/or Premises Manager will keep track of progress until the job finishes. This responsibility may be delegated this to another site contact but the Administrative Team or Premises Manager will retain responsibility. For longer jobs the contractor will make contact with the site contact each day to communicate any health and safety issues that arise.

16. FIRST AID

16.1 Definition

First Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

16.2 Legislation

Employers must inform employees of the first aid provisions, and nominate someone who will be responsible for first aid treatment within the school. The 'nominated person' should also take charge of the situation (e.g. call an ambulance) if a serious injury or major illness occurs.

16.3 Nominated Person

At the school the 'nominated person' is the School Secretary.

16.4 First Aid Boxes

The Health & Safety Coordinator is responsible for the upkeep of first aid boxes and for ensuring that staff know where the first aid boxes are located.

First aid boxes must be located where all staff have access – not locked in an office or cabinet.

16.4 First Aid Policy

The school has a separate First Aid Policy which details all specific and non-specific procedures to be followed. It also includes a schedule of all first aid trained staff. A copy of this policy is included in Appendix B of this policy.

17. YOUNG PEOPLE AT WORK

An assessment has been conducted to determine whether there are any special risks attached to young people working at Overstone Park School.

The assessment has been based on advice provided by the health and Safety Executive (HSE) in their publication "Young People at Work – a guide for employers".

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The main risks that could affect young people largely relate to their inexperience, lack of awareness of existing or potential risk, and their immaturity.

As we do not employ people below the age of 18 years, the health & safety implications relating to young people are adequately addressed by our normal health & safety management procedures. Should this policy change, we will review our assessment.

18. NEW AND EXPECTANT MOTHERS

18.1 Responsibilities

The Management of Health and Safety at Work [Amendment] Regulations 1994 require employers to carry out an assessment of the risks to the Health and Safety of new and expectant mothers from any processes, working conditions or physical, biological or chemical agents to which they are exposed whilst at work

- A new or expectant mother means an employee who is pregnant, who has given birth within the previous six months or who is breastfeeding [no time limit].

- The School is not required to take any action until the employee has notified them in writing that she is pregnant, has given birth within the previous six months or is breastfeeding.
- Pregnancy should not be equated to ill-health but should be regarded as part of normal life and the Health and Safety implications for the employee can be adequately addressed by normal Health and Safety procedures.
- Employees should be informed of identified risks and what action is being taken to ensure they are not exposed to risks that could cause them harm.
- Where risks are identified and cannot be removed, the risk should be controlled. If there is still a significant risk giving rise to genuine concern, the school should take the following sequential action:
 - Temporarily adjust the employee's working conditions and/or hours of work. If it is unreasonable to do this or it does not avoid the risk then:
 - Offer suitable alternative work if any is available. If this is not feasible then:
 - Suspend her from work for as long as is necessary to protect her safety or health or that of her child. The decision to take this step must be referred to Head or Administrative Team as the employee would be on paid leave.

18.2 Risk Assessment:

- The main hazards to which the employee is exposed in Overstone Park School are manual handling, extremes of temperature, movement and posture, working with VDUs and general safety matters relating to the premises, e.g. slippery floors.
- Risk assessments for the above hazards have been carried out but day-to-day management of risk can only be undertaken at the workplace and responsibility for ensuring controls are implemented rests with the Head or other member of the Senior Leadership Team nominated by the Head.
- The risk assessments should be regularly reviewed. Whilst many of the hazards are likely to remain constant, the risks to the employee vary at different stages of the pregnancy.

18.3 Generic Assessments:

Manual handling

Hazard Manual handling where there is a risk of injury, e.g. heavy weights or repeated and continual lifting.

Risk Muscle strain, ligament damage or posture problems causing foetal lesions and/or likely to disrupt placental attachment.

Remedy Address the specific needs of the employee and reduce the amount of physical work expected of her.

Extremes of temperature

Hazard Working in hot and humid conditions or in cold conditions.

Risk Fainting and heat stress in hot conditions. Impairment of breastfeeding caused by dehydration.

No specific problems from working in cold conditions.

Remedy Reduce the amount of time spent in hot and humid conditions. Provide rest facilities and refreshments.

Movement and posture

Hazard Fatigue from standing and other physical work. Excessive physical or mental pressure.

Working in confined workstation particularly during the later stages of pregnancy. Impairment of dexterity, agility, co-ordination, speed of movement, reach and balance increasing the risk of other accidents.

Risk Miscarriage, premature birth, low birth weight, anxiety, raised blood pressure, strains and sprains.

Remedy Ensure hours of work, the volume of work and the pace of work are not excessive. Ensure proper seating is available. Longer and more frequent rest breaks where possible. Adjust workstations or procedures to remove postural problems. Ensure all normal procedures are adopted to reduce the risk of accidents, e.g. preventing slippery floors and stairs by good standards of housekeeping.

Working with DSE

Hazard Stress and anxiety about the possible effects of radiation emissions from the display screen.

Poor workstation layout and poor seating arrangements.

Risk No proven links between miscarriages or birth defects and exposure to radiation when working with DSE. Posture problems causing foetal lesions and/or likely to disrupt placental attachment.

Remedy Provision of proper workstation and seating arrangements.

18.4 Senior Management Team Responsibilities

To inform the Administrative Team when they are informed that an employee is pregnant and when any decision is required to suspend the employee from work for Health & Safety reasons.

To regularly assess the hazards to which the employee is exposed and to do what is reasonably practicable to reduce or remove the risk using the criteria listed above and to record it on the assessment form. A template Assessment Form is included in Appendix A of this policy.

To ensure there are facilities for the employee to rest and to express and store milk if necessary.

To be aware of the following aspects of pregnancy that may affect the ability of the employee to work in a school environment:

Morning sickness Early morning work Backache Standing - Manual Handling - Posture
Varicose veins Standing - sitting
Haemorrhoids Working in hot conditions
Frequent visits to toilet Difficulty in leaving classroom or workstation
Tiredness Length of working day
Balance Problems working on slippery floors
Comfort Problems of working in a small workstation

18.5 Employee Responsibilities

To inform their Line Manager in writing when they know they are pregnant.
To provide the *Certificate of Confinement MAT B1*, confirming the pregnancy when requested in writing to do so.

To co-operate with the Head or designated member of the Senior Leadership Team in carrying out regular assessments.

19. DISPLAY SCREEN EQUIPMENT

19.1 Introduction

The Health and Safety [Display Screen Equipment] Regulations 1992 are designed to protect people, **the users**, who regularly or continually use display screen equipment, commonly known as a VDU.

The user is someone who habitually uses DSE as a significant part of his normal work, depends on it to do his job, has no discretion as to its use, uses it daily for prolonged spells of 1 hour or more and requires a high level of performance and concentration to complete the work satisfactorily.

The main health risks to the user, which can be associated with operating DSE, are physical problems [musculoskeletal, posture, repetitive strain injury], visual fatigue and mental stress.

19.2 Workstations

The workstation where the DSE is used should be assessed and should be suitable for the use.

Display Screen

The characters on the display screen should be well defined, clearly formed, of adequate size with adequate space between them. The image on the screen should be stable with no flickering. The brightness and contrast between the characters should be easily adjustable. The use of anti-glare devices is not recommended.

The screen should swivel and tilt easy to suit the needs of the user; it should be possible to use it on a separate base or table and should be free of reflective glare and reflections.

Keyboard

The keyboard should be tiltable and separate from the screen. There should be sufficient space in front of it to allow a comfortable and supported working position for the users hands and arms.

The keyboard should have a matt surface to avoid glare, and the symbols on the keys should be contrasted and legible.

Work Desk or Work Surface

The work desk should be large enough to allow for the screen, keyboard, related equipment and documents to be arranged to find a comfortable working position for the user. It should have a low reflectance surface.

Work chair

The work chair should be stable and should allow the user to find a comfortable position and to have freedom of movement.

- The seat of the chair should be adjustable in height.
- The back of the chair should be adjustable in height and tilt.
- A footrest should be available if required by the user.

19.3 The Working Environment

The working area should have suitable lighting, which gives an appropriate contrast between the screen and the background without glare or reflection and allows the user to easily read any other documents being used.

The workstation should be positioned where there is no glare or reflection from natural or other light sources. If necessary, windows should be fitted with suitable blinds to reduce this effect.

19.4 The Work Routine

If the use of the DSE involves continual or intense spells of use, the work should be planned so that breaks can be taken or other work carried out away from the screen.

Wherever possible, the work routine should be organised so that the DSE should not be used for continual periods exceeding one hour.

19.5 Eyes and Eyesight Testing

The user of DSE is entitled, upon request, to have an eyesight test. The School pays for the cost of the test.

If the test shows that the user requires 'Special Corrective Appliances' [normally spectacles] to operate the DSE, these will be provided at the School's expense.

19.6 Training

DSE users should be given information and training in the Health and Safety requirements needed to work with DSE in a safe manner. This must include how to adjust their chair and set up the workstation.

19.7 Risk Assessment

A DSE Assessment Form template is included in Appendix A of this policy. The assessment form should be completed in all instances where the DSE is used for 1 continuous hour or more on a daily basis. If any of the questions produces a 'NO' answer, corrective action is required to remove the risk and ideally produce a 'YES' answer.

20. WORK RELATED STRESS

20.1 Definitions

The Health and Safety Executive (HSE) defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them".

20.2 Responsibility

It is the responsibility of all levels of management under the guidance of the **Head** and the **Administrative Team** to minimise ill-health as a result of work related stress.

This statement sets out our intentions to review the current situation and determine the best way forward for the school.

20.3 Main factors

The main factors (stressors) that can lead to work related stress have been defined by the HSE as:

demands relationships
control roles
support change

20.4 Risk Assessment

To determine if there are problems within the school which are leading to or which could result in work related stress, and to define these problems in detail; senior management within the school will identify those areas considered to have the greatest potential for stress.

Our approach will be to focus on the concerns of the majority of employees. In this way, any actions taken by the school to address issues will have the greatest impact on staff as a whole. However, it is also important to address the concerns of individuals and small groups within the school.

20.5 Consultation

The next step will be to consult with employees to confirm the nature of any problems and agree what action could be taken to reduce stress levels. The exact method of consultation is yet to be decided but may take the form of small groups working on specific issues.

20.6 Action

Corrective action to resolve or deal with problems will then be implemented. Individual issues that have arisen should also be reviewed at this time.

20.7 Feedback & review

Staff response to any changes and corrective action will need to be closely monitored throughout. It is recognised that monitoring stress levels within the staff at the school will become part of the on-going management process.

21. LONE WORKING

Only a small restricted number of staff have access to the school premises outside normal working hours. It is acknowledged that there is potential risk associated with someone working alone on the premises.

The following procedures apply to lone working:

- Lone workers should let their whereabouts be known to others and keep in regular contact.
- If a staff member brings a visitor into the building with him/her, they must be made aware of the exit routes and emergency evacuation procedures.
- Lone workers should keep in range of a telephone or mobile phone with workable signal.
- Working at heights must not be undertaken by lone workers.
- Electrical maintenance/installation work or hot work must not be undertaken by lone workers.
- All persons must make use of control measures and equipment provided to minimise any risks when carrying out work.
- No person should be on the premises alone if they have any known medical conditions that could make it unsuitable or unsafe to work alone.

22. SCHOOL MINIBUSES

22.1 General

The School operates a fleet of minibuses which are used for the transportation of pupils. This use includes:

- Morning pick up from home (or pre-arranged pick up point) prior to the start of the school day.
- Afternoon drop off to home (or pre-arranged drop up point) at to the end of the school day.
- Transportation of pupils to weekly sessions at the local public swimming pool
- Transportation of pupils on educational visits
- Transportation of pupils to sports events
- Transportation of pupils for other curriculum activities
- Use by the Premises Manager or his staff on school business
- Other purposes as authorised by the Head or Administrative Team

22.2 Legal Requirements

The Administrative Team will ensure that the minibuses are maintained to a road legal standard, that the Road Fund Licence is paid, each vehicle has a valid MOT certificate and that adequate insurance cover is provided.

A “Section 19 Permit” is required for each minibus.

The Premises Manager will be responsible for ensuring daily safety checks are carried out on all vehicles.

Particular attention will be paid to the condition of the tyres and checking all seat belts are in working order.

22.3 Drivers

In most cases a driver will need to hold a D1 entitlement on his/her driving licence to legally be able to drive a school minibus. In some cases and with certain vehicles this is not required and individuals may legally be able to drive a minibus with a standard B entitlement on a UK/EU driving licence.

In all cases a driver must satisfy the Administrative Team or Premises Manager that he/she is competent to drive a minibus.

Where deemed necessary this may include requiring an individual to undergo formal assessment or driver training.

The Administrative Team will keep a record of all authorised drivers' driving licence details. Where applicable, endorsement details will be shared with the school's insurers.

22.4 Driver's Declaration & Expectations

An individual will be required to complete a declaration form, a copy of which is included in Appendix A of this policy, before being authorised to drive a school minibus. Drivers will be advised:

- Not to drive if under the influence of drugs or alcohol
- Not to drive when taking medication that warns the user of drowsiness
- Not to drive when ill
- Not to drive when fatigued
- Not to drive a vehicle that is in an unroadworthy condition
- To report any road traffic accidents you are involved in
- To report any changes to your driving license
- To report any changes to your original/current driver's declaration form held by the School
- To report any DVLA notifiable medical condition
- To carry out pre use checks on the vehicle to ensure that it is safe and legal to use
- To contact the School immediately in the case of a breakdown
- To drive with due care and consideration of other road users
- To adhere to the Highway Code at all times
- To drive with the vehicle lights on during the day when there is poor visibility
- To drive within the speed limits
- To plan your journey to allow sufficient time to complete it safely
- Not to use a hand held mobile phone whilst driving
- To use a hands free phone only when it is safe and legal to do so
- To use in vehicle technology only when it is safe to do so
- Keep your eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read
- To drive defensively and with courtesy to other road users
- To ensure the safety of any occupants by ensuring that seat belts are used correctly

22.5 Children on Minibuses

The number of children carried on the bus will never exceed the number of seats available. Each child must wear a seatbelt at all times and this must be checked by the driver before departure.

22.6 Luggage and Other Goods

Luggage, sports kit or other items carried on a minibus must never be stored in such a way that it may prevent or restrict access to exits or prevent means of escape in case of emergency.

22.7 Lone Drivers / Chaperones

In some circumstances it may be necessary to have a second adult, or chaperone, on a minibus when transporting children. In other circumstances this may not be necessary. Each situation should be subject to a risk assessment. The main points to consider are:

- the age of the children travelling on the minibus
- any special needs of the passengers
- the length of the journey
- whether the journey is on local roads or partly on dual carriageways / motorways

Where a chaperone is not present a driver should immediately pull safely over to the side of the road and park the minibus before attempting to attend to the needs of passengers.

23. CIRCULATION OF VEHICLES ON SITE

23.1 Parking Area

There is a main parking area just inside the main entrance gates to the school which is fenced off from the main pedestrian entrance and playground. During school term time periods only school minibuses and other occasionally authorised vehicles use this area.

23.2 Playground Area

During school term time periods vehicles are only permitted into the playground are under the following circumstances:

- school minibuses for turning – by authorised drivers who are vigilant for children present in the playground – children are supervised by other staff to keep them away from the minibus whilst it is being manoeuvred.
- authorised contractors vehicles under the supervision of the Premises Manager or a member of his staff

Parking or turning is not permitted in the playground area during school term times between 8am and 5.30pm under any other circumstances. During school holidays or at other times outside of the school day vehicles may be permitted access to the playground but drivers' attention will be drawn to the need to be vigilant for pedestrians crossing the area or emerging from the buildings.

23.3 Parents

Parents do not have vehicular access to the school grounds at any time.

24. MONITORING OF SCHOOL PROCEDURES

1.Introduction

The School's Works Committee has the important task of monitoring the health & safety performance throughout the school. At each Committee meeting, participants will have the opportunity to report on health & safety performance within their area of responsibility.

2. External Audit

Where considered appropriate by the H&S Committee, the school's external H&S Advisor will be asked to conduct a specific topic audit. A full General Health & Safety Audit will be carried out by the school's H&S Advisor every two years.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - o Facebook
 - o Twitter
 - o Virtual pin boards
 - o School blog

Principal:	Mrs M F Brown	Date:	September 2023
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APPENDIX A ASSESSMENT FORMS

1. Risk Assessment

2. New and Expectant Mothers Work Assessment
3. Display Screen Equipment Assessment

New and Expectant Mothers Work Assessment

NAME OF EMPLOYEE

DATE OF NOTIFICATION

DATE OF CONFINEMENT

DATE FORM MATB1 RECEIVED

1. Do the employee's duties include the following hazards and are there any significant risks? [describe any relevant points]

Manual handling.....
 Working in hot conditions
 Standing or sitting for long periods.....
 Working in a small workstation
 Working at a DSE for periods of longer than one hour
 Night work

2. Are there any known hazards from the work location?

YES NO

If YES, give details

.....

3 What action is necessary to control the risks from any identified hazard?

.....

SIGNED:

MANAGER

EMPLOYEE

DATE

Display Screen Equipment Assessment

1. DISPLAY SCREEN

1.1 IS THE SCREEN CLEAN AND ARE THE CHARACTERS CLEAR AND EASILY READ?

1.2 IS THE IMAGE ON THE SCREEN STABLE AND FREE FROM FLICKERING?

1.3 DOES THE BRIGHTNESS/CONTRAST CONTROL WORK?

1.4 DOES THE SCREEN TILT AND SWIVEL EASILY AND CAN IT BE MOVED?

2. KEYBOARD

2.1 IS IT A STANDARD KEYBOARD WHICH IS TILTABLE?

2.2 ARE THE CHARACTERS ON THE KEYS EASILY READ?

3. WORK DESK

3.1 IS THE WORK DESK LARGE ENOUGH TO ACCOMMODATE ALL THE EQUIPMENT?

3.2 IS A DOCUMENT HOLDER REQUIRED?

4. WORK CHAIR

4.1 IS THE HEIGHT OF THE SEAT ADJUSTABLE?

4.2 IS THE HEIGHT OF THE BACK ADJUSTABLE AND CAN THE BACK BE TILTED?

4.3 IS A FOOTREST AVAILABLE IF REQUIRED?

5. WORKING ENVIRONMENT

5.1 IS THE ARTIFICIAL LIGHTING ADEQUATE TO GIVE CONTRAST TO THE SCREEN?

5.2 IS THE SCREEN FREE FROM GLARE OR REFLECTION?

6. WORK ROUTINE

6.1 ARE BREAKS TAKEN AWAY FROM THE SCREEN DURING INTENSE SPELLS OF WORK?

Display Screen Equipment Assessment

7. EYESIGHT TESTS

7.1 IS THE USER AWARE OF THE EYESIGHT TEST PROVISION?

8. TRAINING

8.1 DOES THE PERSON UNDERSTAND THE RISKS AND COMPLY WITH INSTRUCTIONS?

9. ACTION REQUIRED?

WHAT AND BY WHEN?

ASSESSMENT CONDUCTED

BY:

DATE:

REVIEWED BY: DATE:

APPENDIX B

REFERENCE DOCUMENTS

1. Risk Assessment Policy
 2. HSE Information Sheet EDIS1 (RIDDOR)
 3. Fire Evacuation Procedure
 4. HSE Information Sheet : School Trips
 5. First Aid Policy
- 1 of 4 pages
Health and Safety Executive

HSE information sheet

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The information sheet includes examples of the incidents that sometimes result from schools. Activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

injuries and ill health involving employees (Section 1);
injuries involving pupils and other people not at work (Section 2);
dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the responsible person. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools. Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team.

The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers.

Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities.

For privately run nursery schools, the local authority is the enforcing authority. What records must I keep? You must keep records of: or dangerous occurrence that requires reporting under RIDDOR;

Incident reporting in schools (accidents, diseases and dangerous occurrences) 2 of 4 pages

Health and Safety Executive

all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them. Employers can record these injuries in their accident book. You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

must be reported without delay (see .Reportable accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the

day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see .Reportable diseases.). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
 - . cover more than 10% of the body; or
 - . system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - . leads to hypothermia or heat-induced illness; or
 - . requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for selfemployed people.)

These include:

carpal tunnel syndrome;
severe cramp of the hand or forearm;
occupational dermatitis, eg from work involving
strong acids or alkalis, including domestic bleach;
hand-arm vibration syndrome;
occupational asthma, eg from wood dust and
tendonitis or tenosynovitis of the hand or forearm;
any occupational cancer;
any disease attributed to an occupational exposure to a biological agent.
Stress

Work-related stress and stress-related illnesses

(including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an accident arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.
Incident reporting in schools (accidents, diseases and dangerous occurrences) 3 of 4 pages

Health and Safety Executive

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

the death of the person, and arose out of or in connection with a work activity; or
an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil arises out of or is in connection with work.?

The responsible person at the school should consider whether the incident was caused by:

a failure in the way a work activity was organised the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or the condition of the premises (eg poorly maintained). So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an

asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

Examples of reportable incidents include where:

the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff slippery for sports; or
there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

the condition of the premises or equipment was poor, eg badly maintained play equipment; or the school had not provided adequate supervision, action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

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However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

the collapse or failure of load-bearing parts of lifts and lifting equipment;
the accidental release of a biological agent likely to cause severe human illness;
the accidental release or escape of any substance that may cause a serious injury or damage to health; or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in Consulting employees on health and safety: A brief guide to the law Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at: www.hse.gov.uk/pubns/edis1.htm.

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OVERSTONE PARK SCHOOL

HEALTH & SAFETY

Hazard: (Include details of any accident, if applicable)

Reported by: _____ Date: _____

Action taken to implement Health & Safety

Signed: _____ Date: _____

OVERSTONE PARK SCHOOL

HEALTH & SAFETY

Hazard: (Include details of any accident, if applicable)

Reported by: _____

Date:

Action taken to implement Health & Safety

Signed: _____

Date:

Health & Safety Review (1)

Date:

Reviewer:

	Observations	Action Required
Kindergarten 1		
Kindergarten 2		
Pre Prep		
Prep Classes		
Laboratory (CLEAPS)		

Road Leading to School		
Playground		
Drainage		
Field		
Car Park		
Kitchen Appliances:	Dishwasher Fridge/Freezer Cooker Microwave	
School Boiler		
Burglar Alarm		
Fire Alarm		

Health & Safety Review (2)

Date:

Reviewer:

	Observations	Action Required
Room 1		
Room 2		
Room 3		
Room 4		
Room 5		
Room 6		
Room 7		

Staff Room	Fridge Microwave	
Toilet Areas		
Common Room		
Burglar Alarm		
Fire Alarm		



Report Number (consecutive)



Accident Record

1 About the pupil who had the accident

Name _____
Year _____
Class or Form _____

2 About you, the individual filling in this record

Name _____
Department _____

3 Details of the accident (Continue on the back of this form if you need to)

When it happened. Date ____/____/____ Time _____

Where it happened. State location _____

How did the accident happen? _____

Give the cause if possible _____

If the pupil who had the accident suffered an injury, give details _____

Have the parents been informed? ☐ Yes ☐ No How? (eg. copy of Record, Verbally) _____

Sign the record and date it.

Print Name _____ Sign _____ Date ____/____/____

4 For the Head Teacher only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

How was it reported? _____

Print Name _____ Sign _____ Date ____/____/____

INCIDENT FORM

Teacher(s)/Pupil(s) involced:

Date: _____

Incident:

Reported to:

Teacher's signature:

PARENT INTERVIEW

Date of Meeting:

Persons attending Parent(s), Teacher(s)

Name(s) of pupil(s) under discussion (if applicable)

Reason for meeting:

Issues Raised:

Conclusion / Follow Up:

Teachers Signature: _____

THIS FORM IS TO BE COMPLETED IMMEDIATELY AFTER INTERVIEW

Copies for (1) Pupils File (2) Office

IN CASE OF **FIRE**

1. THE PERSON DISCOVERING THE FIRE
SHOULD IMMEDIATELY RAISE THE ALARM
AND NOTIFY A RESPONSIBLE PERSON.

2. TEACHERS SHOULD CONDUCT THEIR PUPILS BY THE SHORTEST AND SAFEST ROUTE TO THE ASSEMBLE POINT, WHERE A ROLL CALL SHOULD BE TAKEN TO ENSURE THAT ALL PUPILS ARE ACCOUNTED FOR.
3. A RESPONSIBLE PERSON SHOULD IMMEDIATELY SUMMON THE FIRE BRIGADE BY TELEPHONE.
4. IF IT IS SAFE TO DO SO, AN ATTEMPT SHOULD BE MADE BY MEMBERS OF STAFF TO PUT OUT THE FIRE USING THE NEAREST APPROPRIATE EXTINGUISHER.
5. THE PLACE FOR ASSEMBLY IS:

THE PLAYGROUND

LOCATED AT THE BACK OF THE SCHOOL