

Health & Safety Policy 2019



Signed (Chair of Governors).....

Signed (Head teacher).....

Date.....September 2019

Review Date September 2022.....

HEALTH AND SAFETY POLICY

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Section 1.0:

Introduction

Latchford St James Church of England Primary School (LSJ) has introduced this new school specific Health & Safety Manual which gives information and guidance on a wide spectrum of health and safety topics, which are relevant to our working environments and individual roles.

In order for LSJ and its Employees to comply with their legal obligations this Manual is accessible to all Employees and interested parties; thus ensuring that they are aware of their role in compliance to the Health & Safety At Work Act 1974.

At this time, it should duly be noted by the Employees that they are required by Law to co-operate with Management in all matters concerning health, safety and welfare of themselves and any other person who may be affected by their actions or omissions whilst at work.

It is the responsibility of each Employee on receiving the Manual to familiarise themselves with its contents. There will be planned opportunities for colleagues to contribute to the policy. Should any areas be unclear clarification should be made in the first instance with LSJ's Management, who will advise accordingly.

On completion of the familiarization/ collaboration process it is the responsibility of each staff member to sign and date a return slip, which will be issued to each employee.

Please note: That by returning the signed slip it is an acknowledgement that you have read and understand the contents of this Manual.

LSJ recognises, under Section 2 (3) of the Health and Safety at Work Act 1974 that it has a statutory duty to prepare a written Health and Safety Policy Statement and publish accordingly. As part of this publicising process the Policy Statement*¹ has been included within this Manual.

LSJ reserves the right to amend and update the Manual so as to reflect health and safety within the organisation. Amendments will be issued to each Employee as soon as they become available so as to ensure that they are kept up to date with the changes.

**1If required a copy of the Health and Safety Policy can be obtained from LSJ's Management or Office Staff.*

Section 2.0:

Health and Safety General Policy Statement

The school, through its Board of Governors, Head teacher and staff recognises and fully accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and other relevant legislation for the health and safety of its employees, pupils and all others who may be affected by its activities.

Ultimate responsibility for formulating and implementing this Policy rests with the Board of Governors who will ensure that the necessary resources are provided to ensure that the Head teacher is able to manage health and safety effectively throughout the organisation. In addition, outside expertise will be sought whenever considered necessary. Adequate financial and physical resources have been committed and are reviewed annually.

The school believes that accidents and occupational ill health are preventable and to this end, using the principles of risk assessment and good safety management, shall endeavour to manage risks in order to prevent or at least minimise the occurrence of these incidents. Risks shall, where possible, be reduced to a reasonably practicable level.

Health and safety performance will be monitored by the Head teacher and Phase Leaders at regular review meetings including termly Buildings, Health & Safety meetings.

The performance of its health and safety management system is regarded by the school to be of equal standing to all other operational performance and targets. The safety of our pupils, staff and visitors is paramount.

Communication throughout the school is achieved through staff meetings, briefings and notices, the objective being to involve all staff and other employees on a day to day basis. A Health and Safety Committee is in place to ensure that matters of health and safety are discussed and dealt with effectively.

Signed:

Position: Head teacher

Date:

Section 3.0:

Environmental Statement

LSJ is dedicated to being Environmentally Friendly in all aspects of its Operations. We believe that a sound Environmental Policy benefits our Pupils, Employees and the wider public by improving the quality of the Environment for all.

Compliance:

The School will endeavour to meet or exceed all Environmental Legislative requirements, applicable Statutory Provisions and Approved Codes of Practise by adopting both existing and new cost effective technology.

Management Commitment:

All levels of leadership are committed to promoting, implementing, maintaining and improving all environment controls of the School. This will support our “Continuous Improvement” philosophy and ensures that the School operates in such a way that our “Carbon Foot Print” is controlled in line with other comparable sectors within the UK.

Culture:

We will foster a “Culture” that promotes “Care for the Environment” by implementing the Eco-Schools agenda which clearly defines the school’s responsibilities and encourages its active involvement.

Energy Conservation, Waste Prevention and Recycling:

We will focus on all aspects of Energy Conservation, Waste Prevention and Recycling by utilising known technology which addresses these topics in our working environment.

Community:

The School supports any initiatives in the design, development and establishment of sound public Policy and Educational Programs, relating to the preservation of our common World Environment.

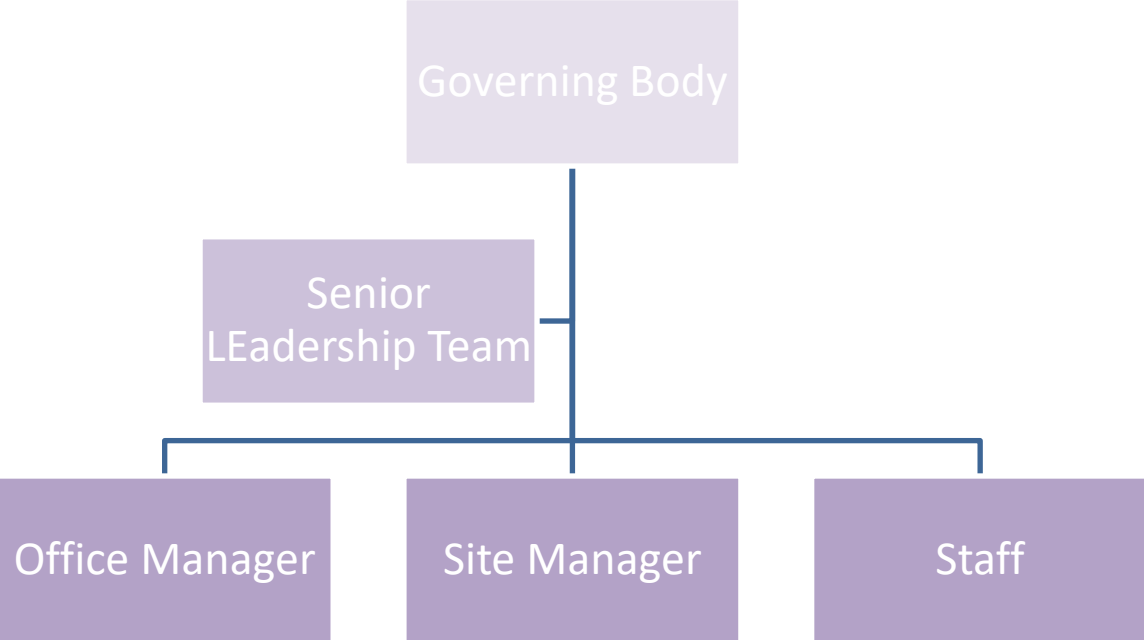
Signed:

Position: Head teacher

Date:

Section 4.0:

Organisation



Section 5.0:

General Responsibilities

LSJ Is Responsible For:

- Ensuring that the Health & Safety Statement and Policy is implemented and maintained.
- Ensuring that the Health & Safety Statement and Policy is reviewed on a yearly basis and is revised when necessary.
- Ensuring that their actions or omissions and those of their Employees do not affect the Health & Safety of others who are not employed by the School.
- Ensuring that they provide, as far as is reasonably practicable, a safe place of work for its Pupils, Employees, Visitors and Others who may enter the working environment.
- Ensuring that suitable and adequate Welfare facilities are provided and maintained.
- Ensuring that appropriate Risk Assessments are carried out and are reviewed annually or earlier if circumstances dictate.
- Ensuring that control measures identified in the Risk Assessments are implemented and monitored.
- Carrying out regular workplace inspections so as to identify and control Risks.
- Ensuring that all machinery and equipment provided is suitably maintained, with suitable maintenance regimes being applied.
- Ensuring that any unsafe machinery or equipment is taken out of service and not re-used until it has been satisfactorily repaired by a competent person.
- Ensuring the Health & Safety induction of all new employees takes place at the start of their employment.
- Ensuring that All Employees carry out appropriate Health & Safety Training and that this training is recorded.
- Ensuring that all accidents are investigated, the findings reviewed and that recommendations intended to reduce the risk of any reoccurrence are implemented.
- Putting in place suitable systems for the Consultation and Communication with Employees in relation to health and safety matters.
- Ensuring that the Health & Safety Law Notice is displayed and the required details on the notice are accurate.
- Appointing a competent Health & Safety Advisor (Watson & Watson) so as to help comply with Health & Safety Legislation.

LSJ - Competent Person/s:

Whilst LSJ's SLT has had many years' experience they appreciate that their level of Competency may not be adequate with regard to Health and Safety matters. Due to this, it is their intention to employ the advice of a Health & Safety Consultants as and when required, this will support and underpin their knowledge and subsequently compliance with the Health and Safety at Work Act {1974}. That named Health & Safety Company is Watson and Watson Health and Safety Consultants Ltd.

Employees Are Responsible For:

- Employees working for LSJ have a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions.
- Co-operate with the Employer or others to enable them to carry out their duty and/or statutory requirements.
- Observing the requirements of the Health & Safety Manual and current legislation relating to safe methods of work.
- Use any equipment, material or substance provided to them in accordance with any training and instruction.
- Ensuring that anything provided in the interests of Health & Safety or Welfare is not misused or abused.
- Reporting all accidents and near misses to the head teacher so that appropriate corrective action can be taken where necessary.
- Reporting any defects in equipment to the head teacher as soon as the defect is discovered and not attempting to carry out any repairs or adjustments unless they have been trained and authorised to do the task.
- Advise Management of any areas where protection arrangements require reviewing.
- Only carry out work that they are qualified to undertake.

Section 6.0:

Health And Safety At Work Etc. Act 1974 An Outline Of The Main Provisions

The **Health and Safety at Work etc. Act 1974** makes provision with regard to health, safety and welfare of persons at work, to protect others against risks to health or safety in connection with those activities, controlling the keeping and use of, and preventing unlawful acquisition, possession and use of, dangerous substances and controlling some emissions into the atmosphere. There has been a plethora of modernising and deregulating legislation since the 1974 Act. These Regulations cover all aspect so health and safety at work and many are very specific to certain industries and types of employment.

To carry out the provisions of the 1974 Act, a Health and Safety Commission and a Health and Safety Executive were set up. The Commission is an independent body, although it is funded from government finances, i.e. the taxpayer. It is the responsibility of the Secretary of State for Employment to supervise control and give the Commission directions for discharging its statutory duties.

An overview of the Act is as follows:

Health And Safety At Work Act - Main Provisions:

- Covers everyone involved with work or affected by it.
- Built on general duties to cover all possible hazards.
- Encourages employers to improve organisation and systems.
- Seeks to involve employees through unions and better information.
- Provides stronger power for Inspectors.
- Creates a framework for developing and updating detailed safety law.

PART 1: HEALTH AND SAFETY AND WELFARE

General Duties of Employer to Employees

The effect of Section 2 is to make criminally enforceable the common law duty to take reasonable care for the safety of employees.

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”.

In particular, this duty extends, so far as is reasonably practicable, to:

- Safe plant and systems of work
- Safe use, handling, storage and transport of articles and substances
- The provision of any necessary information, instruction, training and supervision.
- Safe place of work with safe means of access and egress
- A safe working environment

Safety Policy

An employer must: -

- Prepare a written statement of the general health and safety policy
- Set down the organisation and arrangements for carrying out the policy, e.g. who is responsible and for what
- Revise and update as necessary
- Bring the policy and arrangements to the notice of all employees

Safety Representatives and Safety Committees

The act provides for the appointment by recognised trade unions of employee safety representatives who have functions prescribed by the Safety Representatives and Committees Regulations 1977

(Note: s. (5) repealed by Employment Protection Act)

The employer must: -

- Consult with safety representatives on the arrangements for co-operation on safety measures
- Consult with safety representatives on monitoring safety measures
- When requested establish safety committees

Duties to Others

An employer (or self-employed person) must safeguard not only himself but anyone not in his employment who would be affected by his activities (e.g. the general public, contractors etc.)

Those in control of premises must ensure that they are safe, have safe access and egress, and that any plant or substances do not endanger health (i.e. affecting neighbours etc.)

Those in control of prescribed premises must take the best practicable means to prevent noxious or offensive emissions into the atmosphere (i.e. affecting neighbours etc.). (Note: premises are to be prescribed by Regulations)

Duties to Suppliers

Persons designing, manufacturing, importing or supplying articles or substances for use at work must: -

- Ensure that they are safe and without risk to health when properly used
- Carry out tests or examinations as may be necessary to ensure that they are safe and without risk to health when properly used
- Provide any information necessary to ensure that they are safe and
- without risk to health when properly used

- Anyone erecting or installing articles for use at work must ensure that they are safe and without risk to health when properly used

The duties can be relieved by a written undertaking from the user that he will take steps to ensure the article or substance will be safe in use, (s.6(8)).

Duties of Employees

Every employee must: -

- Take reasonable care for his own health and safety
- Take reasonable care for the health and safety of anyone who may be affected by his acts or omissions
- Co-operate with his employer or any other person to enable legal obligations to be met

Other Duties

No person must misuse or interfere with anything provided in the interests of health and safety at work.

Employees cannot be charged for anything done or provided to comply with specific legal obligations.

Health and Safety Commission and Executive

Initially, two bodies were set up:

The Health and Safety Commission had responsibility for:

- General Policy, research and dissemination of information.
- Developing the Law through proposals for Regulations and Codes of Practice and to consult with employer and employee organisations as appropriate.

The Health and Safety Executive, appointed by the Commission was responsible for:

- Implementing policy
- Inspection
- Enforcement
- Research, Information, Advice

These two bodies merged during 2008, and now the Health and Safety Executive carries out both functions.

Regulations and Codes of Practice

The Act enables regulations to be introduced:

- To modify or replace existing legislation.
- To provide for new situations as they arise.

The Act enables approved codes of practice to be introduced:

- To provide practical guidance.

N.B. Regulations are enforceable by law. Codes of Practice are not enforceable by law but are admissible in evidence as failure to comply.

Introduction of new legislation must not detract from existing standards, i.e. a Code of Practice cannot replace a regulation.

Enforcement

Authorities responsible for enforcement and appointment of Inspectors

Power of Inspectors

- To enter premises at any reasonable time
- To take a Police Officer with him if necessary
- To take with him another authorised person and necessary equipment
- To examine and investigate, and to this end require premises to be left undisturbed
- To take samples (subject to leaving a compatible sample)
- To dismantle or test any dangerous article or substance for examination or for use in legal proceedings
- To require information, facilities and assistance
- To require the production of any relevant books and documents
- To issue improvement or prohibition notices and initiate prosecutions
- To seize, destroy or render harmless any article or substance which is a source of imminent danger

Improvement and Prohibition Notices

An Improvement Notice:

- Identifies a contravention of legal requirements
- Requires that the contravention be remedied within a specified time

A Prohibition Notice:

- Specifies a risk
- Identifies any contravention of any legal requirements
- Directs that the activities cease until remedied

Employers may appeal against an Improvement or Prohibition Notice within 21 days. If an appeal is made to an Industrial Tribunal:

- Improvement notices are suspended until the appeal is heard
- Prohibition notices remain in force

Summary Offences

It is an offence for a person:

- To obstruct enquiries authorised by the Commission (s.14)
- To prevent or hinder any other person appearing before an Inspector for questioning
- Intentionally to obstruct an Inspector
- Falsely to pretend to be an Inspector

A person shall be liable on summary conviction to a fine not exceeding £2,000.

Indictable Offences

It is an offence for a person:

- To fail to discharge any General Duty
- To contravene sections 8 and 9
- To contravene any requirement imposed by an Inspector
- To contravene any Improvement or Prohibition Notice
- To contravene any notice requesting information to be given to the Commission.
- To make any statement known to be false
- Intentionally to make a false entry in any document required by law
- To forge a document with intent to deceive
- To fail to comply with an Order of the Court

A person shall be liable on conviction on indictment to imprisonment for a term not exceeding two years and/or an unlimited fine.

Part IV Miscellaneous and General

Aspects Of Personal Liability

If a regulation has been contravened, failure to comply with an approved code of practice is admissible in criminal proceedings.

Where an offence is committed by a person due to the act or default of another, either or both may be prosecuted.

Where an offence is committed by a corporate body with the knowledge or through the neglect of a responsible person, both that person and the body corporate are liable to prosecution.

In proceedings for an offence, the onus on proving the limits of what was reasonably practicable rests with the accused.

The absence of entries in a statutory record is admissible as evidence of failure to comply.

Summary

- a. An 'enabling' Act.
- b. A general duty of care on all people at work.
- c. Protection for public and other persons.
- d. Flexible legislation - Codes of Practice.
- e. Consultation and Representation.
- f. Powers for Inspectorate.
- g. Criminal liabilities for employers, employees, designers, manufacturers, suppliers, importers, contractors.

Section 7.0:

Information For Employees

The main source of information can be referenced from this Health and Safety Manual. However, it should be noted that additional sources of health and safety information can be obtained from the SLT, School's Health and Safety Advisors and from the Health and Safety Executive website.

Other local documented sources of information which may be reference are the completed Health and Safety Law Poster, the Fire Notice and Plan, and the Health and Safety Policy/Statement; all of which can be found in the main Offices at LSJ.

So as to complement the above avenues of the transfer of information LSJ 's SLT will employ regular formal Health and Safety Meetings {inc. Update Talks}, as well as carrying out Site Inductions; this will ensure that key information is delivered and fully understood. H&S will be a standing item on every staff meeting agenda, giving colleagues an opportunity to raise any concerns regularly.

Section 8.0:

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations 1996 requires all Employers to consult with Employees. LSJ's consultation process will be carried out directly with the employees or through one or more elected employee. These representatives are known as Representatives of Employee Safety and their duties and rights are similar to Safety Representatives {Trade Union appointed}. All information with regards to Health & Safety will be communicated by means of consultation in the form of the written word, policies and verbally.

The Health and Safety Advisors of LSJ will inform its SLT of any relevant changes to Health & Safety Legislation. The Head teacher or his/her nominee will then take responsibility to pass the information on to all other employees within the school via a suitably agreed method of communication; the type of media will be dependent on the information being delivered.

Section 9.0:

Health And Safety Meetings

Health and Safety meetings will be held termly to enable comments and suggestions about safety matters. The meeting will be chaired by a governor. All appointed governors will be required to attend.

A survey of the relevant safety aspects of premises, work practices, employees, contractors and equipment will be carried out by authorised competent member/s of Staff during the week before the meeting.

Minutes of the meeting will be recorded.

The agenda of the meeting should include the following:

- Attendance.
- Matters arising from last meeting with particular reference to outstanding matters, which have not been completed.
- Report on any accidents or 'near misses' since the last meeting and any remedial action taken to prevent recurrence.
- The reporting of changes in Health and Safety Legislation, amendments to the School 's Health and Safety Policy and School Procedures including Risk Assessments; since the last health and safety.

NB. Do not wait until Health and Safety Meetings to communicate key health and safety updates; these should be addressed as they occur either on a one-to-one basis or during

Update Talks.

- Report on any training since last meeting and on any training planned to take place within the next four months.
- Report on recent surveys of the premises and equipment in relation to Health and Safety.
- Any other relevant matters relating to Health, Safety or Welfare which any member of staff may wish to discuss and bring to the attention of the meeting.
- Draw up an Action Plan for any points or outstanding matters requiring attention.

Suggested format of the Health and Safety Meeting Minutes:

- Name of school
- Address
- Date and time of meeting
- Staff present
- Apologies or none attendees

Part One:

- Outstanding matters from previous meeting
- Detail of actions undertaken and actions required

Part Two:

- Details Accidents and near misses since the last meeting
- Details & actions to prevent recurrences

Part Three:

- Details of other health, safety and welfare developments
- Include changes in Legislation, policy and procedures etc.
- Details of subsequent actions required

Part Four:

- Details of Safety training undertaken since the last meeting
- Details of safety Training which is planned
- Training details of the topic selected from the health and safety manual; discussed at this meeting

Part Five:

- Details of recent surveys/inspections which have been carried out on the premises and equipment
- Details of safety improvements identified and actions required

Part Six:

- Details or any other business relating to health, safety or welfare which employees may wish to discuss

Part Seven:

- Summarised Action Plan
- Include Action, Required by Whom and Date for Completion

Part Eight:

- Distribution list

A copy of the minutes must be retained in the Health and Safety File in for 10 years

Section 10.0:

Update Talks

Update Talks are a key tool for the direct communication with Employees. These will be carried out at regular intervals, nominally on a half termly basis but this may be more frequent depending on circumstances within the school in relation to health and safety matters. The agenda for the Update Talks is set out in the "Update Talks" form (*provided*). All Employees should attend the talks.

The purpose of the Update Talks is to review the previous month's occurrences of Near Misses, Accident, Dangerous Occurrences and observations made by Employees. This review process facilitates the communication of incidence, actions taken (control measures implemented etc.) and learning points; thus ensuring that all Employees are aware of Health and Safety developments within the school. It also gives the Employees the opportunity to make suggestions on further possible control measures and improvements to be implemented. This encourages "buy in" and ownership of issues from the workforce.

The Update Talks forum is also an ideal opportunity to address "Little and Often Training" sessions. Topics for consideration may be taken from this manual, the pre-defined Update Talks (*provided*) or in-light of the possible previous month's occurrences (as listed above) may include the adoption of new control methods.

Lastly, the Update Talks will be opened up for "Any Other Business". This gives the opportunity for the Employees to highlight any concerns which currently they may have.

Section 11.0:

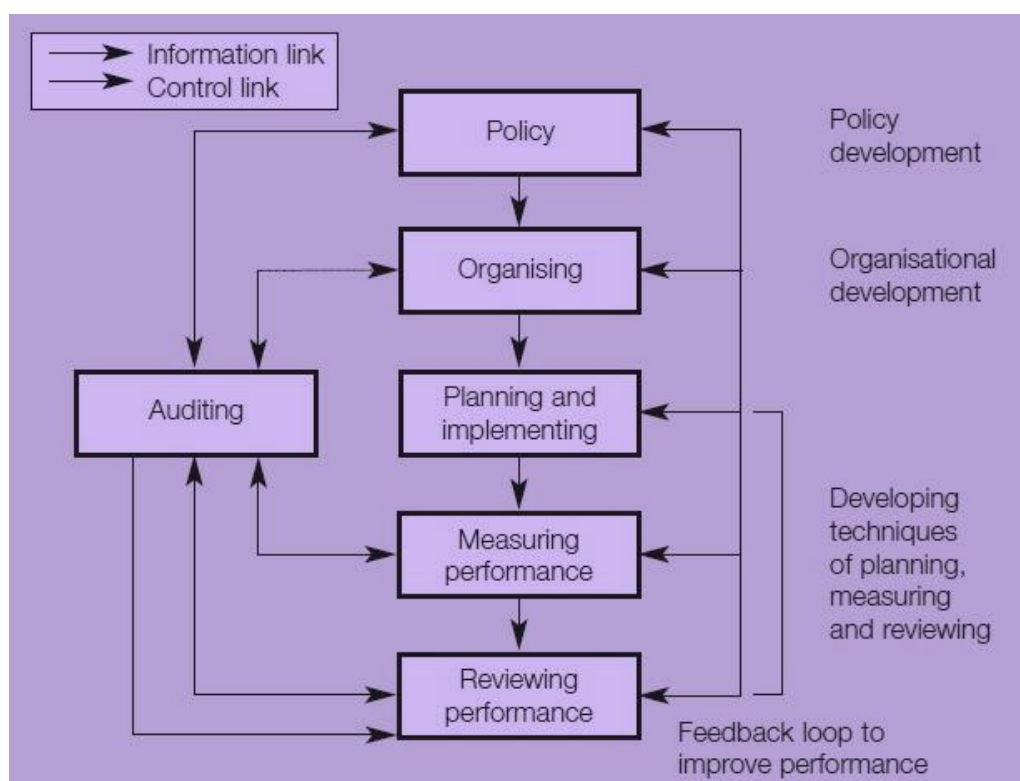
Audits

Measurement is a key step in any “Management” process and forms the basis of continual improvement. If measurement is not carried out correctly, the effectiveness of the Health and Safety Management System is undermined and there is no reliable information to inform Managers how well the Health and Safety Risks are controlled.

Evidence shows that organisations find Health and Safety performance measurement a difficult subject. They struggle to develop Health and Safety Performance Measures which are not based solely on injury and ill health statistics. Because of this it is recommended by the HSE that an independent Audit of a school’s Health and Safety systems be carried out on a regular basis, nominally annually.

This gives a “fresh eyes” approach when interrogating any companies Health and Safety systems and procedures. An outline for best practise is given in HSG65 which illustrates a step by step approach in the Successful Management of Health & Safety.

HSG65 -



Regular internal Auditing will also be carried out in relation to controlling the implemented systems. This is best carried out by a person familiar with all the adopted Health & Safety working procedures, as they can then readily assess the systems and take constructive remedial actions accordingly; this may entail development of the systems to best suit unforeseen issues.

Section 12.0:

School Inspection

So as to comply with the Health and Safety at Work Act 1974, specifically with regards to providing a safe place of work, regular workplace inspections will be carried out by the LSJ's Leadership Team. The frequency of Workplace Inspections is recommended to take place on a weekly basis. However, this is at the Management Teams discretion and should be based on the Hazards/Risks within the working environment, which may dictate that they are done more frequently.

"Management Safety Inspections" documents and the "Site Inspection Sheets" are recommended to be used in this process. The documents provide a structured approach to carrying out workplace inspections, with prompts for observations required, adherence, corrective action comments and dates of actions. Once the documents have been initiated it should be considered a "live" document until all corrective actions have been addressed. On their completion it is best practice that the Head Teacher signs in acknowledgement of the inspections and at this time the document will be filed for the LSJ's records.

Section 13.0:

Risk Assessment Introduction

The Management of Health and Safety at Work Regulations 1999 require employers to carry out an assessment of the Risks to the Health & Safety of their employees to which they are exposed whilst at work.

The School objective given in the Policy Statement is to provide a safe and healthy place of work. To achieve this, the potential and actual causes of accidents and ill health amongst its employees and others who may be affected by its activities must be assessed and the findings recorded {recorded - if employing five or more Employees}.

There will always be some hazards present that cannot be eliminated and are necessary for the routine operation of the school as well as routine activities connected with life in general. These hazards might be considered trivial on an individual basis and may be ignored. However, the number of employees or other *persons exposed* to them and the frequency of exposure compounds the Risk. With this in mind, an assessment of Risks, which are Significant, will be carried out and control measures identified and employed so as to minimise or *reduce* the risk to an acceptable level – if reasonably practicable to do so.

All accidents that occur within the School will be reported. These reports enable statistics and records to be produced which:

- Identify the main hazards.
- Identify the risk of the hazard causing an accident or ill health.
- Indicate any changes or trends which occur in Health & Safety performance.

School statistics and records indicate that the types of accident, which occur, are similar to those shown in national accident statistics and are within tolerable limits as defined by the Health & Safety Executive. By making further improvements in Health & Safety performance there are benefits to be derived by both the School and individual employees.

All injury records must be kept on file for a minimum of 3 years.

Section 14.0:

Risk Assessments

Definition of Hazard and Risk:

A “Hazard” is something that has the “Potential” to cause harm, including ill health or injury.

A “Risk” is the “Likelihood” that hazards will cause harm during the course of the work activity.

The Head teacher of LSJ accepts that some of its work activities could unless properly controlled create risks to its employees and the general public. Therefore, it is the policy of LSJ to take all reasonable steps to reduce these risks to an acceptable level by utilising “Control Measures” identified by Risk Assessments, using School Health & Safety Procedures, maintaining work equipment and providing training for staff.

Management Responsibilities:

Management responsibilities are to ensure that Risk Assessments are carried out on all processes, procedures and materials/substances which present a significant risk to health and safety. As a result of the Risk Assessments, it is also their responsibility to ensure that the identified control measures are suitable and sufficient with regards to controlling the hazard, so far as is reasonably practicable. The control measures must be implemented and maintained, the management of which lies with the LSJ's Management Team.

All subsequent Risk Assessments must be reviewed periodically {nominally on an annual basis} and updated when necessary; other triggers for the review of Risk Assessments are -

- When the results of monitoring accidents, ill-health effects, environmental are not as expected i.e. in line with national trends.
- A change in process, work methods or materials.
- The introduction of new equipment or technology.
- Changes in personnel.
- New information becoming available.
- Changes in legislation.

Employee's Responsibilities:

These are to co-operate with the Management Team in the completion of Risk Assessments, identifying suitable/sufficient control measures, implementing and to use the control measures appropriately.

Under the Management of Health and Safety at Work Regulations 1999 (Regulation 14 - Employees Duties)

- Every employee shall use any equipment, material or substance provided to him or her in accordance with any training and instruction.
- Within the limits of their training and instruction every employee shall inform their employer of any situation that present a serious and immediate danger and/or shortcomings in the employer's protection arrangements.

Types of Risk Assessments to be Considered:

- General/Dynamic Risk Assessments – specific to the work/job
- Fire {Procedural and Zone}
- Manual Handling
- COSHH {Control of Substances Hazardous to Health}
- DSE {Display Screen Equipment}

The Risk Assessment {General/Dynamic} Process:

Risk Assessments must be carried out by competent persons who have knowledge of the task, operation, environment, risk controls and good health and safety practices. Management of the identified Risks and responsibility for implementing the Control Measures detailed in the Risk Assessments rests with the Head teacher who is in a position to assess local conditions.

COSHH {Control of Substances Hazardous to Health} Risk Assessment Process:

COSHH Risk Assessment should be carried out with reference to the Manufacturers Safety Data Sheets {MSDS}, which can be obtained from the supplier of the substance/material.

Note: the MSDS's do not replace a Risk Assessment as they do not take into consideration the working environment etc.

On completion of the COSHH Risk Assessment the document will require signing off appropriately. The document should then be filed in an accessible location which is known to all employees, as this will facilitate their referencing of the document at times of familiarisation and training.

DSE {Display Screen Equipment} Risk Assessment Process:

The assessment of DSE for the suitability to an individual is a requirement under the Health and Safety (Display Screen Equipment) Regulations 1992. The DSE document is a simple to complete document which is best completed by each of your Employees whose main duties are the operation of VDU's. Once each applicable Employee has completed the document it is the Managements Teams responsibility to assess their individual requirements and act accordingly; this process is best accomplished by sitting down with each Employee and reviewing the completed document together.

The completed document should then be filed for the school records.

Section 15.0:

Safe Methods Of Work

Safe methods of work and procedures will be determined to control Hazards and instructions are given in applicable Method Statements. These should be referenced and implemented accordingly along with the control measures identified in subsequent Risk Assessments.

Permit to Work:

Within our operations situations arise that require further control measures in the form of working at height etc. that will link to a Permit to Work. The Permit to Work system will be implemented by LSJ's Management Team at appropriate times; this will be accomplished by the adoption of either the Clients/Principal Contractors system or by the utilisation of LSJ's own system *{form provided}*.

When this situation arises LSJ will instigate control measures which will include -

- Ensuring a Permit to Work is raised.
- Liaising with the Client/Contractor, if the work to be undertaken, is to be completed by somebody external to our organisation.
- Approving the work.
- Ensuring that control measures are implemented and monitored
- Ensuring that safe working practices are developed and implemented, this will involve the provision of ceasing hot work an hour prior to vacating the work area and the subsequent inspection of such areas just prior to leaving.
- Where required, issuing appropriate safety equipment to the personnel involved.
- Provision of information to all persons who might be affected by the work.

Method Statements:

A Method Statement is a key safety document that takes the information about significant risks from your Risk Assessment, and combines them with the job specification, to produce a practical and safe working method for the employees to follow. Its aim should be to control the workers' exposure to Hazards and associated Risks, thereby reducing incidences of accidents and/or damage etc.

Method Statements must be concise, easy to read and job/site specific. They may include generic information regarding frequently used school procedures, such as "Utilities Isolation" procedures etc. Note: In certain circumstances a generic Method Statement may be acceptable for repetitive jobs, such as equipment maintenance or work in identical properties but these will need to be carefully considered before adoption.

Supervisors and Managers should use Method Statements as a benchmark against which to measure worker performance. It is therefore essential that it is both site and job specific and kept up to date when circumstances change - informing workers of such changes so as

facilitate their compliance. Clients will also require the information contained within the Method Statements as this will be used to ensure that LSJ, as their Contractor, have in place adequate and safe methods of work, thus demonstrating their “Duty of Care”. Note: The Client may also use Method Statements to co-ordinate work on Site, thus ensuring that differing work activities by different Contractors do not conflict.

Method Statements will always be kept on Sites as a live document. Access to general procedures will also be available at Site level.

Section 16.0:

Near Miss Reporting

Definition of a Near Miss:

A Near Miss is an accident that resulted in no apparent loss {e.g. finding faulty equipment, tripping on un-even surfaces, slipping on a wet floor, knocking over liquids etc.} but could easily have done so under slightly different circumstances. These need to be reported when they happen so that action can be taken to put them right. They also need to be recorded even if the problem is put right immediately.

Why Report A Near Miss?

Near Miss reporting has been found in a study carried out by Frank Bird {Accident Ratio Study} to significantly reduce the occurrences of accidents and incidents in the workplace. So although it may seem a pointless exercise it is an important process in the prevention of more serious accidents and incidents. The process is a positive one which you can contribute to and make your workplace a safer place – Please report all occurrences NOW! Use the Near Miss folder and blank forms to do so.

A Near Miss can be reported in the following ways:

- Completing the appropriate section of the “Near Miss Notification” form and passing it on to your head teacher for completion. These forms are located at Head’s Office and Main Office.
- In person to your head teacher where you need to explain the Near Miss/Incident, location and the type of problem.

All Near Miss incidents and dangerous occurrences will be investigated and documented on the “Near Miss Notification” form. The results of the investigation will be fed back to all concerned and appropriate control measures implemented so as to prevent re-occurrence.

Section 17.0:

Accident And Incident Reporting

Accident definition – “an unplanned, uncontrolled event which led to loss/damage”. The loss/damage could be a physical injury to any person or equipment damage.

Incident definition {Dangerous Occurrence} – “an accident not resulting in personal injury but reportable to the Enforcing Authority”. This category falls into the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations {RIDDOR}.

Provisions are made for the reporting of ALL Incidents, Accidents and Near Misses and for their subsequent investigation. These provisions will be communicated both verbally to the SLT and on the appropriate forms {provided}, in accordance with Statutory Law and the School procedures.

- Any incidents, accidents classed as reportable by the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013 shall in addition be subject to statutory reporting and investigative procedures.
- All first aid treatment must be recorded in the Accident Book located at the main office. This applies to visitors, guests or members of the public.
- All Incidents, Accidents and Near Misses will in the first instance be reported to the Head teacher who will carry out such investigation as required and they will then take action to prevent recurrence.
- Where the event is reportable under RIDDOR the event will immediately be notified to the school's Health and Safety Consultant/Advisor.

The Reporting Process:

Accidents and dangerous occurrences at work required to be investigated and reported in accordance with Statutory Law and School procedures.

➤ **INJURIES AT WORK**

All injuries, which are caused by an accident at work, should be entered in the Accident Report Book {BI 510}. This also applies to injuries to visitors, guests or members of the public, in all cases an Accident, Incident Report Form should also be completed.

➤ **OVER 7 DAY' INJURY**

An injury which results in the injured person being incapacitated from his/her normal duties for a period in excess of seven days must be investigated and reported as follows:

- Accident Report Form (HSE F2508) should be completed online at <https://www.hse.gov.uk/forms/index.htm> within 15 days of the accident. Note: there are now seven types of F2508 online forms to select from.
- Form 2508 once completed online will generate a copy for your records this should be sent to the School Secretary.
- Carry out the investigation using the “Accident, Incident Report Form” {provided} and where appropriate take statements from witnesses etc. *Once the “Accident, Incident Report Form” has been completed* send to the School Secretary as soon as possible

➤ **FATALITY. MAJOR INJURY OR DANGEROUS OCCURRENCES:**

In the event of a fatal accident, major injury or dangerous occurrence, the following must be carried out:

- Call for local ambulance. Administer first aid, make the situation safe.
- Do not move the person until absolutely essential and do not interfere with the scene.
- Contact the Head teacher and Health & Safety Consultants/Advisor.
- Contact the Main Office and report the incident to the School Secretary who will immediately telephone the appropriate office of the Health and Safety Executive.
- Relatives of the person concerned will be notified as soon as possible by a personal visit, if considered necessary.
- Complete the appropriate online HSE notification Form 2508 {<https://www.hse.gov.uk/forms/index.htm>} and send a copy to the School Secretary immediately. Details must also be entered in the Accident Report Book located at the Main Office.
- Undertake a full investigation into the circumstances that led to the accident or occurrence using the “Accident, Incident Report Form” {provided} and, where appropriate, take statements from witnesses, photographs of *scene*, prepared report including sketch of scene with any measurements etc.

➤ **7 DAY AND UNDER INJURY**

This covers all other accidents.

- Contact the Senior Head teacher and Health & Safety Consultants/Advisor.

➤ **NOTIFIABLE DISEASES**

In the event of an employee contracting a notifiable disease (full list available - <http://www.legislation.gov.uk/uksi/1995/3163/contents/made>) and on production of medical certificate, form F2508A must be completed online within 7 days of notification. A copy of this form must be sent to the School Secretary.

Section 18.0:

Accident, Incident Investigation Guidelines

To ensure all incidents are properly investigated:

- All injuries must be recorded in the Accident Book {BI 510}, located at the Main Office. Where the casualty is a non-employee the injury must be reported to the person responsible for their presence on the premises who will notify the casualty's employer and/or next of kin.

The information to be gathered will depend upon the seriousness of the event but as a minimum should include:

- When the incident is reportable under RIDDOR. Excepting assistance to casualty, the area of the incident may not be disturbed other than by prior agreement of the HSE Inspector.
- Date, time and location.
- Nature of damage and/or injury involved.
- Names of witnesses and statements taken {if considered necessary}. Details of the incident are prompted on the "Accident, Incident Report Form" {provided}.
- Description of how the incident occurred (including sketches or photographs if required), details of any contributory factors, pre-warning (noise, smell etc.).
- An estimation of potential severity and likelihood of recurrence.
- What unsafe acts, conditions or other failings caused the incident?
- Measures taken, or recommended, to prevent recurrence.

Please note: the "Accident, Incident Report Form" (provided) will act as a prompt for the collation of information required. However, the judgement of the senior leader carrying out the investigation must be applied as to additional requirements.

Where the event is potentially more serious items to be considered would include:

- Report of location showing all involved equipment immediately after event (e.g. photographs).
- Condition of any involved equipment and its maintenance records.
- Statements from witnesses and non-witnesses (to be obtained as soon as possible after incident). Details of the incident are prompted on the "Accident, Incident Report Form" {provided}.
- Training and experience of persons involved.
- Instructions given by Supervisors.
- PPE in use, its suitability, condition and user's knowledge.
- General conditions, e.g. floor, lighting, weather, space, noise.
- Permits to work in force {if applicable}.

Please note: the "Accident, Incident Report Form" (provided) will act as a prompt for the collation of information required. However, the judgement of the Manager carrying out the investigation must be applied as to additional requirements. These forms can be found at Head Office.

Section 19.0:

RIDDOR

The Government's Incident Contact Centre (www.hse.gov.uk – Telephone 0845 300 99 23, opening hours Monday to Friday 8.30 am to 5 pm) must be notified as soon as possible if there is a Fatality or Major Incident (including acts of physical violence) connected with work; OR contacted via the out of hours telephone service 0151 922 9235 {Duty Officer}, 01519221221 {Duty Press Officer} if the following examples of circumstances dictate:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If there is doubt as to whether circumstances fit the above then contact numbers should be called and guidance requested.

General examples of when HSE notification is required -

- Any person dies as a result of an accident arising from work activities. This requirement includes death up to 1 year from date of injury.
- Any person at work suffers a major injury as a result of work activities.
- Any person not at work (visitor, members of the public) suffers an injury from work activities and that person is taken from the accident site to a hospital for treatment in *respect* of that injury.
- As a result of an injury from work activities, a person is incapacitated from their normal work for more than seven days. This therefore applies even when a person returns to work but must be on duties other than normal due to the injury. The seven-day period does not include the day of injury but does include weekends. In this category of injury 15 days is allowed for the notification to the Incident Contact Centre.
- There is a dangerous occurrence.

Notification to the Government's Incident Contact Centre (HSE) with regards to "Fatalities" must be done without delay. It is recommended that the notification be done by telephone (www.hse.gov.uk – Telephone 0845 300 99 23 {office hours} 922 9235 {Duty Officer}, 01519221221 {Duty Press Officer} out of hours).

Notification to the Government's Incident Contact Centre (HSE) with regards to “Over 7-day Injuries” must be done within 15 days. It is recommended that the notification be done by the completion of the online form {F2508}.

Definitions of Major Injuries -

- 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 scalding 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

Notification to the Government's Incident Contact Centre (HSE) with regards to “Major Injuries” must be done without delay. It is recommended that the notification be done by telephone (www.hse.gov.uk – Telephone 0845 300 99 23 {office hours} 922 9235 {Duty Officer}, 01519221221 {Duty Press Officer} out of hours).

Definition of Dangerous Occurrence -

- Collapse or overturning of, or failure of any load bearing part of a lift, hoist, crane, mobile powered access platform, access cradle, excavator or fork lift truck.
- Failure of any closed vessel or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure had the potential to cause the death of a person.
- Any unintentional accident in which plant or equipment either comes into contact with an un-insulated overhead electric line in which voltage exceeds 200V, or causes an electrical discharge from such an electric line by coming into close proximity to it.
- Electric short circuit or overload with fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause death of any person.
- Any incident in which a radiation generator or source fails to de-energise or return to its safe position at the end of the intended exposure time.
- Any incident in which breathing apparatus malfunctions which in use, or during testing prior to use if that malfunction would have posed danger in use.
- The complete or partial collapse of any scaffold that is more than 5m in height.

Notification to the Government's Incident Contact Centre (HSE) with regards to "Dangerous Occurrences" must be done without delay. It is recommended that the notification be done by the completion of the online form {F2508}.

Information required by the Incident Contact Centre when reporting:

In the initial stages of reporting an incident all of the following details may not be readily available. This must not delay the reporting to the Incident Control Centre, particularly where consent is being sought to disturb the event area.

Details required -

- Your name, job title, telephone number.
- Date of incident, time and location of incident.
- Name of casualty, address, age, sex, job title and telephone number.
- Nature of incident/injury.
- Classification of injury as per Major Injury list, Dangerous Occurrence or 3 day.
- How incident occurred.
- Future preventative measures taken.

Monitoring and review:

LSJ will periodically review its records of Accident, Incidents (Dangerous Occurrences), and Work Related Ill Health. With the data collected it will compare the findings against comparable industrial UK standards and take appropriate action to mirror these standards, if found to be unfavourable.

Section 20.0:

Health & Safety Training

Introduction

Health & Safety Legislation requires that Staff are trained and given appropriate information to enable them to work safely. All Staff employed by LSJ will receive Health & Safety Training initially in the form of a Health & Safety Induction and then as identified by their job role.

Employers Responsibilities:

- A Training Record should be started for each new employee and each item of training entered in their file once the training has been carried out.
- Carry out induction training with each new member of staff on their first day of employment.
- Give each new member a copy of the Induction Health & Safety Training at the conclusion of their training.
- Carry out general Health & Safety Awareness Training with new members of staff during their first four weeks of employment.
- Carry out specific Health and Safety training in relation to their job role; this is an ongoing process and regular one-to-one meetings with the individual employees should take place so as to plan and implement their specific training requirements.

Note: Health and Safety training should take place during working hours and must not be paid for by employees.

Employees Responsibilities:

- Co-operate with the Management Team in the identification of their appropriate Health and Safety Training requirements.
- Participate in Health and Safety Training briefs, courses etc. as identified in their Training Needs Analysis.
- Apply the new skills/knowledge gained from the Health and Safety Training appropriately.
- Notify the Management Team of any shortcomings, with regards to training, within the LSJ's working environment.

Induction Training:

When a new member of Staff starts work with the School they will be given induction training on the essentials of Health & Safety and the School Health and Safety Manual. During the induction process give an explanation of the essentials of Health & Safety as appropriate to LSJ and the job the person is employed to do. The following points need to be considered and included in this induction process -

- Give the new member of staff time to read the School Health & Safety Policy Statement.
- Explain that the school has very high standards of Health & Safety and the Policy helps to achieve these standards.

- Ask if there is anything they don't understand at this stage - explain Risk Assessments to the employee.
- Fire Safety - explain the need to prevent fires being started in the workplace and what to do in the event of a fire.
- Explain what the fire procedure is for the premises and/or Site/s.
- Show the employee where fire evacuation notices are displayed.
- Show the employee the location of the fire exits and where the meeting points are outside the building.
- Explain the need to keep fire doors and fire exits clear.
- Explain the reason why fire doors must not be propped open.
- Inform the employee of the location of the First Aid facilities and explain the reporting procedure in the event of an injury.
- Discuss Electrical Safety and explain the need for care when working with electricity and the high risk of injury or even fatality if the rules are not followed.
- Inform them Not To Use plugs or sockets if they appear broken in any way -and report immediately any defects found.
- Inform them to turn off the switches on wall sockets etc. when not in use - as this prevents the overheating of equipment and subsequently fires.
- Inform them to report any electrical faults to the head teacher immediately.
- Explaining to them the basic risks associated with the office equipment/machinery.
- Explain to them that they must not use any machinery or equipment until they have been trained or are under supervision whilst being trained.
- Explain to them that they must make sure that all guards are in place *before* turning on or using any equipment.
- Make them aware of the COSHH Risk Assessments and Material Safety Data Sheets.
- Inform them that they must not use any cleaning chemicals until they have been trained and given permission to do so.
- Inform them that they must wear the personal protective equipment provided and as recommended on the COSHH Risk Assessments when using any cleaning chemicals.
- Inform them that they must not decant or store substances into other containers.
- Inform them that they must carry out and complete, as appropriate, the Pre-use Equipment Inspection Forms.

On the completion of the Induction Process the employees sign appropriately their Training Record Sheets, these will then securely stored. A copy of the School Health and Safety Manual will then be issued electronically to each employee.

Individual Employees Training Needs {in relation to the job role/responsibility}:

At regular intervals employees will be consulted on their Health and Safety Training requirements, in relation to their job role/responsibilities. This process will be carried out with reference to the employee's job description as this will identify more readily the training requirements in relation to their roles and responsibilities. To assist this further it is recommended that the "Training Records Spread Sheet" be utilised, as this will facilitate a means of visually tracking training.

All identified Health and Safety Training will be planned and recorded in the individual's "Induction and Training Records" file *{provided}*, along with their certificates of competency (issued on their satisfactory completion of the appropriate training). Please note, that there is provided a specific "Equipment Training Record" sheet which is to be used to facilitate the training of the miscellaneous equipment. Once completed, as appropriate, this record sheet should be included in the Employee's Training Record file.

During the employee interview process consideration needs to be given to any areas of training which fall into the category of refresher training e.g. first aid certificates etc.

Section 21.0:

Fire Safety

LSJ will take all reasonably practicable measures to prevent fire in providing a safe working environment as required by the Health and Safety at Work {etc.} Act 1974 and the Regulatory Reform {Fire Safety} Order 2005 with specific regards to "Fire Safety".

The Fire Emergency Plan for the school premises is located in the Office. The plans show the locations of Fire Assembly Points, Fire Exits, Fire Alarm Call Points, Fire Doors and Fire Extinguishers etc.; this is to facilitate employees and visitors familiarisation with the plan on entering the premises. Provisions and responsibilities for the control of emergency situations will be undertaken by the SLT in the event of all emergencies within their premises.

With regards to Site Emergency Procedures the LSJ's SLT will closely liaise with the Client, Principal Contractor and establish appropriate procedures prior to commencement of any works. These procedures will then be communicated to all concerned.

Fire Prevention:

The following arrangements will be implemented: -

- Seek guidance {if required} to assess the Fire Hazard situation and for advise on the type and number of Fire Extinguishers required.
- Arrange for the recommended type and number of extinguishers to be ordered and located as advised. Fire Equipment is to be regularly inspected and approved.
- Ensure that all personnel are trained and can use the various types of extinguishers and are aware of the Fire Alarm - sound.
- Ensure that a periodical Fire Drill is carried out and records kept.
- Ensure all employees are aware of the importance of fire prevention, particularly with regard to electrical apparatus, smoking etc.

Fire Procedure and Controls:

In the event that a member of staff discovers a fire the alarm should be raised immediately and the blaze should only be tackled if by doing so there is no risk to him/herself {any attempt to extinguish should only be made if the fire-fighting equipment is to hand and the fire is of a manageable size}.

- **LSJ does not require any employee to combat fire, but this may be done if it is safe to do so. Firefighting equipment should be used as necessary to ensure safe evacuation.**

In the event of an emergency the emergency procedures protocol is to be followed. This is in place to ensure the safe evacuation of persons and to provide facilities for firefighting. All Employees and visitors must be familiarised with the Emergency and Evacuation Procedures/Plan on entering the Premises {induction}. Should a fire occur the safety of persons will take priority over all other considerations.

An assessment of possible Fire Risks will be undertaken by LSJ to ensure that effective measures are put into place for their control. The procedure for Fire Risk Assessment will be that prescribed by HSE Guidance as follows: -

- Identify potential fire hazards in the workplace.
- Decide who might be in danger in the event of a fire, in the workplace or while trying to escape from it and note their location.
- Evaluate the risks arising from the hazards and decide whether existing fire precautions are adequate or whether more should be done to eliminate the hazard or to control the risks (e.g. by improving the fire precautions).
- Record the findings and details of the action taken as a result. Inform employees of the findings.
- Keep the assessment under review and revise it when necessary.

Fire precautionary systems will be regularly checked and will include ensuring that all escape routes are unimpeded and clearly identified, examination of firefighting equipment, tests of fire alarms and evacuation drills.

All employees will be given instruction and training in systems both on induction and at appropriate intervals thereafter.

Adequate standards of record keeping will be maintained with regular clearance of combustible waste materials and correct use and storage of flammable liquids.

Electrical faults are a major cause of fires and accordingly all apparatus will be inspected and maintained in accordance with IEE {*Institute of Electrical Engineers*} Regulations, incorporating PAT {Portable Appliance Testing} testing.

Employee Guidance For Fire Control:

Before a fire -

- Know the fire procedure and your tasks within it.
- Familiarise yourself with fire exits, escape routes and the muster point location.
- Know where the fire points are, how to use the equipment and what types of fires the extinguishers are safe to use on.
- Be advised that all employees have full authority to trigger the fire alarm upon suspicion or discovery of a fire.

Suspicion or Discovery of a Fire:

- Immediately raise the alarm. Do not delay by trying to confirm if the fire actually exists.
- Fight fire if safe to do so.
- Evacuate immediately, closing all doors behind you.

Reduce the Risk of Fire by:

- Immediately reporting any defect in electrical equipment.
- Keep area tidy and free from waste.
- No smoking except in designated areas.

Reduce non-normal risks (bomb or other evacuation hazard):

- All staff should be vigilant and aware of suspicious packages.
- Early reporting to the Police and Emergency Services must be ensured.
- No suspect item of package should be handled, moved or opened.
- Evacuation to safe position (which may differ from normal Assembly Point) must be effected.

Section 22.0:

Workplace (Health, Safety & Welfare) Regulations 1992 **Overview**

These Regulations intend to ensure that workplaces meet the health, safety and welfare requirements of all your employees, and should be suitable for everyone including people with disabilities.

Where necessary, parts of the workplace, in particular doors, passageways, stairs, showers, washbasins, lavatories and workstations, should be made accessible for disabled people.

The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary worksites (except workplaces involving construction work on construction sites).

These Regulations do not apply to domestic premises, and exclude home workers.

Where you, the employer, are in control of the workplace, it is your duty to ensure that the workplace meets the requirements. Where a person other than the employer holds control it is that person who is responsible for compliance.

Maintenance & Cleanliness

Maintenance of workplaces and related equipment are covered, as are devices and systems, which must be kept in a clean and efficient state, and in good repair and records should be kept to show maintenance programmes.

Examples of the 'equipment, devices and systems' include such things as emergency lighting systems, fixed window cleaning equipment, anchorage points for safety harnesses, devices to limit window openings, powered doors and escalators.

Workplaces, furniture, fittings, floor, wall and ceiling surfaces to be kept properly clean. Waste materials and rubbish should be kept to a minimum and stored in suitable containers.

Heating, lighting and Ventilation

There is a requirement to provide suitable and adequate ventilation. This can be either by fresh or purified air. Ventilation is allowed by either windows or other openings or through a mechanical ventilation system.

During working hours, the temperature in all workplaces inside buildings must be 'reasonable'. There is a requirement for sufficient thermometers to be provided so that employees can easily see what the temperature is. Unless severe physical effort forms a large part of the work activity, a normal temperature of at least 16° C is required but even this may not be considered sufficient.

Excessively high temperatures must be controlled as well as low temperatures.

Suitable and sufficient lighting must be provided. This must be by natural light, so far as is reasonably practicable. In other words, whilst it is permitted to use rooms with no natural light, workstations should be positioned to make the best possible use of all available natural light.

Lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes. Lighting and light fittings should not create any hazards.

Automatic emergency lighting, powered by an independent source, should be provided where sudden loss of light would create a risk.

Suitability and size of workstations and workplaces

Every workroom must be large enough, including free space, to be safe to work in. There should be a minimum of 11 cubic metres per person, counting any parts of the room over 3m high as only 3m high. However, this may be insufficient to meet the requirements of the regulations, depending upon the amount of furniture etc. in the room.

Workstations must be suitable for both the work to be done and the person doing the work, there must be a suitable seat, if appropriate, and a footrest must be provided if needed. Workstations outside must, where reasonably practicable, protect the worker from adverse weather and be easy to evacuate in an emergency.

Traffic Routes & Pedestrian Walkways

Every floor and the surface of all traffic routes within a workplace must be suitably constructed and should be kept as free as possible from any obstructions that could cause slips, trips or falls.

Where surfaces are likely to become wet, either through the work process or because of spillage, a suitable system controlling the risk of slipping must be in place - either through drainage, a clearing-up system or slip-resistant coating.

External traffic routes must have a suitable system in place for dealing with ice and snow.

Floors must only be loaded within their weight-bearing capacity.

Holes, slopes and uneven surfaces all pose a risk to health and must be properly controlled, through fencing, or repairs.

Guards against two specific events:

- any person falling a distance likely to cause personal injury
- any person being struck by a falling object likely to cause personal injury.

You, the employer must take suitable precautions to prevent either of these occurring. This should not normally be done solely by providing personal protective equipment. You should

also securely cover or fence any tank or pit where dangerous substances are stored and there is a risk of people falling in.

Safety reps with members who work at height will want to obtain the HSE's guidance on the various protective measures.

There must be safe routes for moving around the school, especially where pedestrians and vehicles come together within a site. Pedestrian routes must be safe, suitable for the number of people expected to use them and, whenever possible, separate from vehicle routes. Loading bays and areas where vehicles have to reverse present a particular hazard and must be adequately controlled.

Vehicle movements on site when pupils are present must be kept to an absolute minimum, must be only for non-planned emergencies, and should be supervised at all times.

Windows and Doors

Where there is a risk of breakage to any windows and transparent/ translucent doors, gates and walls they must be constructed of suitable safety material and, if appropriate, marked so that they are clearly visible. All windows etc. to be easy and safe to open and close and, when open, must be safe. There must be safe methods for cleaning and maintenance of windows and skylights.

All doors and gates to be fitted with viewing panels, if there is a risk of opening them onto people on the other side. Sliding doors and gates must have a suitable stop to prevent them coming off the end of their track and upward opening doors must be fitted with a device to prevent them falling closed in such a way as to cause injury.

Escalators and moving walkways must:

- function safely
- be equipped with necessary safety devices
- be fitted with at least one emergency stop control which can be easy to identify and readily accessible.

Welfare and Sanitary Facilities

Toilets for men and women should normally be provided in separate rooms. The only exception is if a toilet is for a single person at any one time and the door can be secured from the inside. The rooms should be well ventilated and lit and kept clean and tidy. Washing facilities must be provided 'in the immediate vicinity' of every toilet and must have a supply of clean hot and cold water. The tables below show the minimum numbers of water closets, urinals and wash stations that must be provided.

Table 1 is the general provision, whilst Table 2 shows an alternative calculation for men's facilities. A separate calculation for each group of workers covered is necessary.

Table 1, showing the general provision of toilets and wash basins in a workplace

Number of people at work	Number of toilets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

Table 2, table showing the number of urinals and water closets in a workplace

Number of men at work	Number of toilets	Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

An adequate supply of wholesome drinking water must be provided. Suitable cups should also be provided, unless the drinking water is in the form of an upward drinking jet. If the cups are not disposable, there must be a convenient location to wash them. The preference is for a mains supply, though bottled water/water dispensers can be provided.

All workers should be provided with suitable space to hang any of their own clothes not worn at work - this can be within the workroom, if appropriate. Where workers have to change from their own clothes for work, they must be provided with accommodation both to change in and to secure their own clothes.

Where special clothing (e.g. uniforms, overalls, thermal clothing) is worn for work and left at work, there must be suitable accommodation for it, including adequate drying facilities, if it is likely to become wet.

Separate rest rooms must be provided if workers are unable to sit and rest at their workstations. Rooms or areas should contain seats and tables, in sufficient numbers for the workers who may use the facility at any one time. Where workers are unable to eat meals in the work area there must be adequate provisions made within rest areas/rooms.

Pregnant women and nursing mothers must be provided with suitable rest areas.

All rest rooms/areas must include suitable arrangements to protect non-smokers from exposure to tobacco smoke, bearing in mind that smoking is no longer allowed in enclosed spaces.

Section 23.0:

Office Safety

A well laid out and tidy office is a basic requirement for efficiency. It is also a basic requirement for Health and Safety. Premises are seldom ideal; however, it is still normally possible to plan the layout of furniture and equipment so that the risks are reduced.

More accidents are caused by people falling, bumping into objects and stepping on things, than are caused by machinery therefore as many of these potential hazards should be removed as possible.

You should constantly be aware for any of the following;

- Condition of floors and stairs.
- Missing or damaged handrails.
- Worn floor coverings including lino or carpets.
- Slippery surfaces; perhaps caused by rain in doorways, spilt liquids, leaking radiators, dripping taps, highly polished floors.
- Obstructions in corridors; Furniture, cartons, trolleys etc.
- Poor lighting, badly sited switches.
- Swing doors.
- Obstructed vision panels.
- Badly sited furniture and equipment.

- Colliding with sharp corners of desks and cabinets.
- Protruding drawers of filing cabinets and desks.
- Open drawers can cause accidents.
- Opening more than one drawer of a cabinet at a time can make it tip.
- Insecure means of reaching up.
- Insecure step ladders.
- Standing on swivel chairs.

If any hazards are spotted, they should be reported immediately to your Manager.

General Guidance in Relation to Office Safety:

The use of display screen equipment plays an important role in the office environment. All employees should sit as they have been trained and instructed and fill in the annual Visual Display Equipment Risk Assessment, which will have identified their individual needs as to the suitability of the work station.

Electrical equipment should be properly installed, regularly checked {P.A.T.} and maintained by a qualified electrical engineer. You should never tinker with electrical appliances as this can have serious consequences.

Watch that no one leaves liquids where they might be knocked over and come into contact with electrical equipment.

You should always visually check electrical equipment before use, including communal equipment such as photocopiers for faults. If you discover any faults the equipment should be disconnected and reported to your Manager/Supervisor who will arrange for its repair. In the meantime, a warning sign should be affixed to the defective equipment.

Apart from electrical hazards, office equipment/machinery has other dangers which may not be as apparent as with industrial equipment but still may cause serious injuries or fatalities, although such equipment/machinery is not particularly dangerous. Nevertheless treat all equipment/machinery with respect and let no one tinker with it.

Always ensure that all the guards are fitted to equipment/machinery before it is used.

You should not operate any piece of machinery unless you are familiar with its safe operation. If in doubt - ask for assistance.

You should ensure that you know the location of the nearest First Aid facilities.

The making and carrying of hot and cold drinks could result in scalds from the hot water and slips from spilt liquids. Please adhere to the following codes of practice -

- Always take care and try to avoid spills.
- Clean up any spillages immediately.
- Always use a tray for carrying drinks, particularly when passing through doors etc.
- Place kettles on a firm level work surface (NOT the floor or on a high surface where there is an increased risk of scalding). Should you receive a burn or scald, immediately immerse the affected part in (or pour over) cold running water until the pain is relieved. If necessary, seek first aid treatment.

When taking drinks outside of the staff room, always use a lidded cup.

Section 24.0:

Display Screen Equipment (DSE)

It has been recognised that problems that arise in the operation of DSE are essentially ergonomic and can be eliminated by suitable work practices.

The Health and Safety (Display Screen Equipment) Regulations 1992 and subsequent guidance sets standards. The standards provide users of such equipment with information which greatly reduces Health & Safety related Risks to an acceptable level.

The implementation of best practises and control measures will be identified by an annual DSE Risk Assessment of each workstation, within LSJ's working environment. This will ensure that each workstation's suitability to the individual is taken into consideration, resulting in their subsequent needs being addressed.

For details of how to carry out a DSE Risk Assessment reference the Risk Assessment section of this Manual.

Employees should ensure and maintain the following:

- Adequate lighting and contrast colour.
- Adequate seating arrangements.
- Posture.
- Legroom.
- Height adjustable seat.
- Back rest support.
- Footrest if requested by user keyboard must be separate from the *screen and* be adjustable, screen must be stable and the work surface must be glare/reflection free.
- Adequate work surface.

If such facilities are not in place, employees should report this to their Manager.

Work Routine:

The daily work routine of DSE 'users' should be planned in such a way as to incorporate periodic interruption of use by breaks or changes in activity. The effect must reduce total DSE work.

- Short frequent breaks are more satisfactory than longer, infrequent ones. Whenever possible, breaks or changes of activity should be taken at the discretion of the 'user'. However, in some circumstances, it may be necessary for the SLT to enforce the taking of breaks.

DSE – Eyesight Tests:

To meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 LSJ will provide **Display Screen Equipment Operatives** with a full NHS eye test at an Ophthalmic Opticians recommended by LSJ. If the original opticians are in an inconvenient location for the employee an alternative can be requested, however, optical tests will only be paid up to the level at the opticians selected by LSJ, additional costs must be met by the employee.

Eye Tests will **not** be provided for Employees who **do not** meet the requirements as laid down under the Health & Safety (Display Screen Equipment) Regulations 1992. It will be the responsibility of all Employees of LSJ, other than those meeting the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992, to arrange and pay for their own eye tests in their own time, not during working hours.

Eye tests, **which will only be reimbursed for Display Screen users**, will be paid for by the employee attending the eye examination first, after which, on production of a receipt, reimbursement will be made, however, if you are unsure if you are entitled for eye test reimbursement contact the LSJ's Management Team first for clarification.

All eye tests **must** be completed outside of the LSJ's working hours unless prior agreement has been arranged or there are medical reasons, which necessitate a hospital visit as a referral by an ophthalmic optician. All eye tests, which require hospital attendance, will need to be supported by a written appointment letter or medical certificate.

Note:

Safety Glasses must conform to the current standards as laid down by British and European Safety Standards. LSJ, other than spectacles as described above, will not contribute to the cost of any safety glasses that do not meet with current safety standards.

Responsibilities:

- It will be the responsibility of each individual to look after their own safety glasses or spectacles.
- It will be the responsibility of each individual to have his or her spectacles repaired or replaced when damaged, unless damage is due to an industrial accident or incident.
- Safety glasses and spectacles must be carried with each individual and be available at each and every location where an individual is carrying out their daily duties for LSJ.
- One pair of safety glasses or spectacles will be issued to each member of staff requiring eye corrective equipment, each subsequent change of safety glasses or spectacles will be reviewed.
- As employee of LSJ it is your responsibility to advise your Manager of the need to have safety glasses/have an eye test because of Display Screen Operations prior to making any appointments or making a purchasing, failure to do so could result in delayed reimbursement.

This policy will be reviewed by LSJ, or their nominee, at the time of any legislation changes and as part of their continual ongoing review of policies.

Section 25.0:

Sub-Contractors And Visitors

The School accepts that it has a duty under Health & Safety At Work Act 1974 for the Health and Safety of persons not in their employment. This will require the identification of risks both to, and from, the non-employees with controls in place to ensure these are minimised in line with the requirements of the Management of Health and Safety at Work Regulations 1999.

Sub-Contractors:

LSJ recognises its responsibility to ensure that all Sub-Contractors are aware of and comply with all Statutory Safety Regulations, whilst working on their premises or sites.

Sub-Contractors working on the premises/sites are legally responsible for their own work force. They must comply with all Statutory and Safety requirements. In order to ensure that the Sub-Contractor is aware of their responsibilities, the following will be carried out by LSJ -

- Obtain a copy of the Sub-Contractor's Safety Policy
- Ensure that they can demonstrate their competency in relation to the work being carried out
- Have they a competent Safety Advisor
- Do they monitor work related Accidents and Incidents – if so inspect their historical records
- Do they have systems in place for the identification and control of Hazards – Risk Assessments etc.
- Will they supply appropriate Method Statements in relation to the work being undertaken
- Have they appropriate Health & Safety procedures in place
- Do they provide Supervision of their employees?
- Are all their Employees trained in appropriate disciplines – if not how do they control Employees which fall into the un-trained category
- Obtain a copy of the Sub-Contractor's current Employer's Liability Insurance
- Can they provide “good” references of their past work history
- Ensure that Sub-Contractors are aware of any Regulations and Procedures applicable to the premises.

The issuing and subsequent completion/return of the “Sub-Contractor Assessment” form {provided} facilitates this process. Once the LSJ's Management Team has approved the Sub-Contractor application the returned “Sub-Contractor Assessment” should be filed and the “Current Approved Contractor List” updated; this facilitates ease of reference for future engagement of Sub-Contractors. Please note that it is best practice that the “Sub- Contractor Assessment” forms be re-issued on an annual basis, thus ensuring that your records are as current as possible.

Visitors:

All Visitors are required to report to the School Office and sign in electronically, this controls their presence on the premises and facilitates role calls in the event of an emergency evacuation. Where practicable, visitors will not be left unattended. However, if this is necessary, then the Visitor/s will receive additional briefing as required by the nature of the location. It is the Visitor's Host responsibility to inform the Visitor/s of all relevant School Health & Safety Rules and Procedures. All visitors are given H&S and Safeguarding advice leaflets.

Note: In both instances of Sub-Contractors and Visitors on arrival on Site they will undergo a Premises/Site specific induction.

Section 26.0:

School Trips

Off-site trips are an extremely valuable aspect of the education LSJ offers. In planning and running trips we should be aware that the law expects of teachers a high standard of care. Thorough planning is an essential ingredient of a safe and successful trip and is the responsibility of the group leader. These guidelines, the Trips Form and Risk Assessment are all designed to help the planning process. The extent of planning will depend upon the complexity of the visit in question. Not all the guidelines given below are relevant to every trip.

Approval

- A Risk Assessment must be completed for all trips leaving the school site.
- Completed forms should be returned at least three days before the proposed trip & are to be signed off before the trip goes ahead.
- Please discuss any trips with the Head, or Watson & Watson H&S Consultants Ltd if you have concerns about its viability.

Risk Assessment

- You should regard a risk assessment as a routine procedure in your planning of a trip out of school. It is a legal requirement to make a risk assessment before undertaking a trip away from school (The Management of Health and Safety at Work regulations 1992).
- A risk assessment form should be submitted at least three days before a trip departs.
- A risk assessment has three objectives:
 - Potential safety problems are identified and understood.
 - Checking that existing control measures (i.e. the school's standard procedures) are adequate.
- If they are not, to identify what additional measures would reduce the risks. The degree of detail and complexity in a risk assessment will depend on the nature of the group/venue/activity.

The following information and procedures should be regarded as the school's standard "control measures". For many trips, following these will be sufficient to ensure a well-planned and safe trip. For more complex trips, residential trips, and any involving potentially hazardous activities, a risk assessment must show that the broader risks have been understood and measures have been implemented to reduce them.

Risk assessment is an on-going business and should continue throughout the trip as the group leader and staff respond to situations and incidents during the course of the visit.

Informing Parents

There are some kinds of activity for which you would not normally ask specific parental consent, when cost is negligible and/or when permission may be assumed simply by pupils being members of the school. Such activities include:

- Participation in school teams
- Participation in concerts

For academic field trips which are not residential, it is generally sufficient simply to inform parents about the trip by letter, whilst inviting them to contact you if they have any concerns about the arrangements. The more major/expensive/lengthy/unique the trip, the fuller the letter will need to be.

A letter to parents will outline:

- Purpose of the visit
- Venue/itinerary
- Type of activity, including explanation of any “risk activity”
- Date(s)
- Time of departure and return, including arrangements for pick-up
- Transport
- Basic requirements: dress, kit, equipment, food/drink, pocket money, extra clothing and footwear, etc.
- Any documentation, passports, finances needed.
- Costs and method of payment
- Staffing and supervision
- Code of conduct expected
- Contact telephone numbers (if other than school)
- Contact address (if appropriate)

For residential trips it will also be necessary to add information on:

- Accommodation (including information about security and supervisory arrangements)
- Insurance cover provided or needing to be purchased by parents.
- A statement to the effect that in case of thoroughly unacceptable behaviour the group leader reserves the right to return a pupil home at parental expense.

In the case of a major trip (e.g. an exchange, a tour abroad, any extended residential trip, or an adventure trip) parents should be invited to a meeting at which arrangements can be discussed in detail and parent may ask questions.

Parental Consent

Written parental consent is required for all trips involving:

- An overnight or longer residential stay.
- Any adventurous activities.
- Periods of time when pupils are under “remote supervision” (i.e. not direct Supervision).
- Any exchange.
- Any trip abroad.

For adventurous activities and remote supervision parents must be briefed carefully and thoroughly and asked to sign in advance that they accept such activities.

On residential trips parents should be asked to give their consent for emergency medical treatment.

The consent form is also a good opportunity to gather:

- Medical information about the pupil.
- Parents’ emergency contact details.
- Details of family doctor.

Staff : Pupil Ratios

The recommended ratio for one-day academic field trips is at least one adult for every 6 pupils in Years 1 – 3 (with a higher ratio for Under 5’s). 1 adult to 10 pupils in Years 4 – 6, 1 adult to 15-20 in years 7 upwards (with a larger ratio for over 16’s) and 1 adult to 10 for any visit abroad. Ratios may need to be more favourable under certain circumstances. Factors to take into consideration are:

- Age, gender and ability of the group.
- Pupils with special educational or medical needs.
- Behaviour of pupils.
- Experience and competence of staff.
- Nature of activities.
- Duration and nature of journey.
- Type of accommodation.
- First Aid cover.

There must be enough staff to cope effectively with an emergency. Trips to remote areas, abroad, overnight, or involving hazardous activities should be more generously staffed. On all trips away overnight there must always be at least two members of staff and on mixed trips away overnight at least one member of staff of each sex (this may be relaxed if a residential centre provides male or female staff). A rule of thumb on residential trips is one teacher to 10 pupils.

Staffing And Supervision

There must be a designated group leader. A deputy should also be nominated. The group leader is responsible for:

- Planning and preparation (as specified in this document), including risk assessment.
- Briefing of parents, pupils and staff.
- Risk assessment.
- Supervision and conduct of the visit/trip.
- Welfare and safety of pupils and staff.
- Operating emergency procedures where necessary.

Preparing Pupils

Pupils should be carefully briefed before a visit, especially in matters of conduct and safety. Pupils should understand:

- Aims and objectives of the visit/activity.
- Background information about the place to be visited.
- Relevant foreign culture/customs.
- How to avoid specific dangers.
- Safety precautions.
- Standards of behaviour expected.
- Rules about ringing home (how to avoid causing concern or confusion at home).
- Emergency procedures.
- Rendezvous procedures.
- What to do if separated from the group.
- Items banned from being brought on the trip and from being purchased during the trip.
- Staff roles.

Discipline And Group Control

Make sure that your requirements are clearly explained, and thoroughly understood by all (supervising adults and pupils) before the trip. Make it clear where you devolve responsibility (e.g. to an instructor), ensure that the pupils know that the instructor is to be obeyed whilst they are in his or her care. On some major trips it may be sensible to produce a written code to be given to each member of the party covering, for example, some of the following:

- Daily timetable or itinerary.
- Sleeping arrangements (keep a list to hand).
- Rules on segregation of sexes.
- Lights out/morning routine.
- Room tidying and checks.
- Items not to be carried or taken on the trip.
- Standards and type of dress.
- Personal hygiene.
- Arrangements for free time.
- Catering.
- Emergency procedures, such as fire drill (precautions should be checked on arrival).
- General standard of behaviour/punctuality/meeting points (e.g. on ferries).
- Respect for hotel staff, drivers, instructors, other guests, etc.
- Safety precautions (sun cream/clothing on ski trips, for example).
- Security of all personal belongings, valuables and passport.

Security

Regular head counts are essential, particularly before leaving any venue, on boarding transport, at mealtimes and bedtimes, etc. On any walk there must be adults at the front to lead and adults at the back to prevent stragglers. Road crossings must be supervised. It is helpful for pupils to be easily identifiable (e.g. by wearing uniform) especially in crowded urban areas and for younger children. Consider using wrist bands with the name of the school and an emergency contact number. Rendezvous points should be established and children should be briefed on what to do if they become separated from the main group. On residential visits all group members should carry the address/phone number of the accommodation. Pupils should be well prepared for remote supervision:

- Telephone numbers and emergency contacts if lost.
- Money.
- Maps and plans.
- Knowledge of how to summon help.
- Knowledge of out of bounds areas/activities.
- Rendezvous point.

In advance of residential visits group leaders should do their best to follow these guidelines:

- To secure a floor plan of rooms.
- Room should be grouped together with staff rooms adjacent, the immediate area being exclusively for the group's use if possible.
- If possible pupils should not be on ground floor rooms, especially girls.
- Male and female sleeping/bathroom facilities should be separate.
- Pupils' doors should have locks but teachers must have access.
- Balconies, windows and electrical connections should be safe.
- To secure assurances from the accommodation manager that all his staff (including temporaries) have been checked as suitable to work with young people.
- To ascertain whether security arrangements are in place if there is no 24-hour reception.
- On arrival there should be a briefing to explain the layout of the accommodation, its fire precautions and exits, its routines and regulations. There should be a fire drill.

Medical

The group leader must consult the Special Medical List for details of pupils' medical conditions and follow up by discussing the child's needs with the parents. These are kept in the Main Office and updated very regularly. In the first instance, check with the Main Office regarding any special requirements for your destination, e.g. inoculations that might be necessary. Check also arrangements for emergency treatment abroad (e.g. E111), and secure consent to emergency treatment (see Consent Form). Members of staff responsible for leading expeditions in this country, and abroad, which involve an overnight stay of one or more nights, MUST obtain a medical record form for each participating pupil to facilitate emergency hospital treatment should it be necessary. The form will offer parental consent for such treatment, plus a list of allergies, etc. Record the administration of any medicines – date, time, name of medicine, dose.

First Aid

A member of the group must have a good working knowledge of first aid and an adequate first aid box must be taken. For adventurous activities, visits abroad or residential visits it is sensible if at least one of the adults is a fully-trained first aider. On every trip an adult should be appointed to be in charge of first aid arrangements. Supervising adults should know how to contact the emergency services and they should know the location of the nearest hospital.

Emergency Procedures

If an accident or emergency happens on a visit the main factors to consider are:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of casualties and get immediate medical attention for them.
- Ensure a member of staff accompanies casualties to hospital and the rest of the group are kept together and adequately supervised. An embargo should be placed on members of the group contacting parents/the outside world.
- Establish reliable link with outside world
- Notify police if necessary.
- Notify British Embassy/Consulate if abroad.
- Inform the school contact person.
- Notify insurers, especially if medical assistance is required.
- Notify the provider/tour operator.
- Record accurately and as soon as possible all facts, evidence, witness details.
- Keep a written record of events, times, contacts, decisions after the incident.

Details to be passed to the school:

- Nature, date and time of incident.
- Location of incident.
- Names of casualties.
- Details of injuries.
- Names of others involved.
- Action taken so far.
- Action yet to be taken.
- Details of staff deployment.

Special Educational Needs

If there are pupils with SEN ask yourself:

- Can the activity/visit be adapted to enable them participate at a suitable level?
- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?
- Is there a supervisor available who knows them well?

Transport

Book transport through the Main Office. Seek advice, if necessary, on coach firms. Only reputable firms may be used: drivers must be qualified and vehicles properly maintained. If travelling in a school minibus, read the guidelines on use of minibuses. Group leaders are responsible for organising head counts at every point of embarkation and for supervising safety at stops (e.g. traffic at motorway services). Group leaders are also responsible for ensuring that seat belts are worn.

Supervising adults should sit amongst pupils on trains, buses, etc. On ferries pupils must be clearly briefed on the extent of their freedom to roam, rendezvous times and points, discipline and emergency procedures.

On return:

- No pupil may be set down en-route without a written request from parents, and then you must wait until the parent arrives.
- On arrival back at school you should wait until all children have been collected by their parents unless you know that other arrangements have been made.

Late return:

If your return is delayed, telephone the School Office or school contact person to give a revised estimated time of arrival.

Insurance

- Check whether or not the school insurance cover is sufficient for the trip/activity. Is additional cover needed? If using a commercial operator what is available through the operator or centre?
- Any trip abroad, residential trip or involving adventurous training activities may require specialist insurance.

Legal Responsibility

- The standard of care which has to be exercised by teachers towards their pupils is that which would be exercised by “reasonably careful parents” towards their own children. In this context the test of the “reasonably careful parent” must be applied not in relation to the parent at home, but in relation to parents applying their minds to this particular aspect of school life, or this activity within the school context.
- Where a teacher has done all that a reasonably careful parent would have done in the particular circumstances, there is unlikely to be any question of legal liability, even though a pupil may have been injured.
- Make sure, therefore, that you know all the applicable regulations and requirements for the trip/activity you are undertaking, and are able to comply with them.
- If a legal claim against a teacher does arise under common law, the school as the teacher’s employer will be liable, though individual teachers can be liable for negligence under Criminal Law.

27.0: Swimming Pool Operation & Safety

Swimming is an important and popular element of the school curriculum. It is potentially a problematic area so safety precautions must be specific and rigorously observed by those responsible for the management and operation of pools. This document provides guidance for pool operators and all managers responsible for school pools. This will ensure that staff are aware of their responsibilities and that swimming pools are maintained and operated to the highest possible standards.

This guidance will focus on the need for pool operators to make provisions for health and safety based on risk. Taking into account the circumstances that apply to each individual pool. It also emphasises the need when addressing the hazards associated with running a swimming pool and for pool operators to consider both pool users and employees.

RESPONSIBILITIES AND EXPECTED COMPETENCIES OF STAFF

Head Teacher

The Head Teacher has a responsibility to;

- Ensure all staff involved in swimming pool sessions are appropriately trained
- Ensure a safe environment
- Ensure that a competent person is assigned responsibility for swimming pool maintenance issues; including the water sampling regime if the school has its own pool.
- Ensure that 'Session Leader' is competent and aware of their responsibilities.
- Ensure all staff and volunteers are appropriately CRB checked.
- Establish Safe Operating Procedures consisting of Normal operating procedures, and Emergency Action Procedures
- Ensure a risk assessment is completed and adhered to.

Session Leader

The Session Leader has a responsibility to:

- Ensure all support staff, volunteers and observers are competent, appropriately trained and briefed on their responsibilities within the session
- Ensure written parental consent has been received from the parent of any child taking part in the session.
- Ensure appropriate staffing ratios relevant to individual pupil assessments
- Lead the session according to the session plan.
- Brief support staff on session plan and their role in delivering it.

- Have accredited training in effecting resuscitation **or** identify at least one person in the swimming pool area who is responsible for this.
- Monitor the safety and security of the environment.
- Ensure relevant and current care plans, medical plans are available for staff.

Support Staff / Volunteers (water based)

Support staff or volunteers working in the water should:

- Be competent in handling pupils / students in the water.
- Preferably have received accredited training in resuscitation
- Have knowledge and practice of evacuation procedures.
- Have knowledge of individual pupil they are supporting (i.e. medical condition).
- Be confident in the water.
- Be medically fit
- Be appropriately dressed.
- Be responsible for the care and safety of the child whilst in the water.

School Staff (swimming pool side)

School staff should:

- Wear appropriate footwear and clothing.
- Preferably have received accredited training in resuscitation.
- Be responsible for the behaviour, care and safety of the child prior to and on leaving the water.

Observers/Life Guards

Observers have the responsibility to:

- Draw attention to any emergency that develops, and then return to observing the swimming pool whilst other youngsters are still in the water.
- Remain on swimming pool side and have no other responsibilities.

Levels of Supervision

- The adult / pupil ratio for a swimming pool based session can only be determined by careful examination of individual pupil risk assessments, which should include reference to medical profiles, healthcare plans and behaviour management plans.
- There must be at least one observer on the swimming pool side.

Levels of lifeguards required are a minimum of 1 (plus school staff) with an ideal of at least two in a standard pool)

Schools should not take pupils to a pool that is in excess of 25m in length.

Training

All staff / volunteers involved in a swimming pool session must be appropriately trained according to their responsibilities / role within the session.

This should include:

- Manual Handling training relative to local health and education guidelines
- Resuscitation (minimum of 1 person within the swimming pool area)
- First Aid (minimum 1 trained First Aider on site)
- Emergency medical training relative to individual pupil healthcare plans
- Use of swimming pool based equipment (all staff)
- Evacuation procedures
- Relevant knowledge of appropriate checks of water and air conditions.
- Detailed records of staff training must be kept.

Medical and Hygiene Issues

All pupils and staff must be medically fit for the activities in which they will be involved. The following list of contra indications will preclude any child or member of staff from taking part in the session. The precautions stated should be taken into account by the session leader in determining whether someone is able to take part, however care should be taken to ensure that all pupils have the opportunity to participate, irrespective of their condition. If in doubt school is to liaise with parents & other relevant bodies for guidance.

Contra Indications

<ul style="list-style-type: none"> • Unstable cardiac conditions • Circulatory problems • Hypertension / hypotension • Recent pulmonary embolus • Pacemaker • Faecal incontinence (more than 2 hourly) • Gastrointestinal problems / viruses • Recent ear infection • Skin or wound infection • Open wounds • Systemic illness / pyrexia • Advanced renal failure • During a course of radiotherapy • Respiratory problems • Low vital capacity • Renal disease 	<ul style="list-style-type: none"> • Diabetes • Infections of bladder, skin or eyes • Immuno - compromised system • Impaired temperature regulation • Contagious viral condition • Contagious fungal conditions • Impaired hearing, grommets etc. • Tracheotomy • Acute fear of water • Poor integrity of skin • Chlorine sensitivity • Other infections • Epilepsy • Recent radiotherapy (within 10 days of completion) • Thyroid problems
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Infection Risks

If at any time during the session a child opens their bowels or vomits whilst in the swimming pool, the session must stop and all children taken out of the swimming pool as quickly as possible. Liaison with the person who maintains the swimming pool will clarify the length of time the swimming pool remains closed for thorough cleansing and necessary checks.

Precautions

- If pupils have any form of serious medical condition they should seek confirmation from their GP to assess their suitability for any water based programme. Individual risk assessments for each pupil should include medical safeguards and emergency medical procedures. In addition, a final health and hygiene check of each child should be made just prior to entering the water.
- The session leader has ultimate responsibility for the decision of who is or isn't fit enough to take part in the swimming pool session.
- To prevent fatigue and dehydration during a session, the school should set clear time limits for time spent by pupils and staff in the swimming pool environment. These time limits will depend on the individual environments of each swimming pool however they should not exceed the maximum levels set out in the generic risk assessment. Access to fluids should be provided / made available before, during and after a swimming pool based session.

For hygiene purposes consideration should be given to:

- The wearing of appropriate footwear on the swimming pool side
- The cleanliness of equipment used in and outside the swimming pool, including equipment brought into the area from outside e.g. hoists, etc.
- The wearing of appropriate swimwear
- The tying back of long hair or use of swimming caps
- Access to shower facilities for pupils and staff before and after a swimming pool based session
- That appropriate checks of water quality and air temperature have been carried out, in accordance with the generic assessment.

Safety Precautions and Emergency Procedures

Risk assessments are required for all pupils involved in water based activities. Such risk assessments should make reference where appropriate to;

- The medical needs of the children
- Any behaviours which may cause risk
- The manual handling needs of the child
- Emergency procedures related to the child
- Levels of supervision required.

All equipment within the swimming pool area must be used, regularly checked and serviced in accordance with the manufacturer's recommendations and any statutory requirements. Equipment not in use should be appropriately stored away from the swimming pool area.

Staff and pupils in the swimming pool area should remove all jewellery except where religious practice is being observed, in which case such jewellery must be securely taped up. If it is not possible to remove all other jewellery the individual concerned should not take part in the session. Any jewellery removed should be stored safely by a member of staff.

All staff should be aware and practice emergency evacuation procedures. Such practices should be at least termly.

The Emergency Action Procedures (EAP) must include action required if an emergency arises in the pool area and should include poor clarity of water; overcrowding of pool; outbreak of fire (or sounding of the alarm to evacuate the building); discovery of a casualty in the water; in pool diarrhea etc. The procedure should make it clear, if it becomes necessary, how to clear the water or evacuate the building. To ensure the effectiveness of emergency procedures management should ensure that all staff, pupils and hirers are aware of these arrangements.

Records should be kept of staff update training received and those staff involved in each practice.

RISK ASSESSMENTS AND SWIMMING POOL MANAGEMENT

Risk assessments should include an evaluation of all facilities, equipment, staffing levels, patients, treatment programmes and operational, maintenance, management and supervisory policies, as well as an inspection of the swimming pool site. Risk assessments should incorporate the following:

facilities inspection, including swimming pool site; surrounding equipment; plant room and related facilities such as changing rooms, showers, etc.;

- observation on the maintenance of the facility, including a review of maintenance records;
- observation on the cleanliness of the facility;
- review of history of facility repairs, existing equipment and need for new equipment purchases;
- note of hazards, and appropriate action;
- gathering of water and air samples (for chemical analysis), check on water clarity etc.;
- performance of dye tests to evaluate swimming pool circulation patterns, inlet operation and to check for leaks;
- checking of flow-rate and water turnover time to acceptable standards;
- adequate lighting, including ensuring that glare from natural or artificial lighting does not interfere with ability to see below the swimming pool surface;

- adequate airflow, ensuring good ventilation;
- swimming pool temperature;
- review of records, including the Swimming Pool Safety Operating Procedure (Normal Operating Plan and Emergency Action Plan), swimming pool and disinfectant health and safety data checking sheets; exposure control and emergency spillage response plan; incident and maintenance logs; daily swimming pool chemical logs; accident and incident reports; chemical and bacteriological water analysis; staff training records etc.;
- provision of prominent and adequate safety signs as an effective method of risk control;
- follow up action to involve relevant departments/colleagues, such as occupational health / environmental health (where appropriate).
- the controls needing to be in place to effectively manage any risk relating to legionella.

ENVIRONMENT

Access

- Entrance to a swimming pool within a school should be securely locked at all times when not in use. Key to be kept in an appropriate place.
- There must be adequate signage for exits to ensure safety of emergency evacuation.

Structure & Finishes of the Building and Pool

Buildings should be inspected termly and the swimming pool area should form part of this inspection. Records of the inspections must be kept. If frequent access is required to roof voids permanent means of access should be provided if possible. If access is required infrequently, this can be provided by temporary means; e.g. scaffolding and ladders if suitable.

When accessing roof voids for the purpose of carrying out maintenance or repairs involving work equipment, consideration should be given to the strength of the surface underfoot.

Scaffolding of any type should be erected only by persons competent to do so. If ladders, step ladders and trestles are used, they should be of sound construction, properly maintained and suitable in size and strength for the use to which they are put.

All persons must have received training in working at height.

A working at height risk assessment must be completed prior to the activity taking place.

Flooring

- All floor surfaces should be slip resistant to prevent accidents involving slipping or falling.
- All floor surfaces should be cleaned on a regular basis using appropriate cleaning materials.
- Users should wear protective covers over shoes **or** change into clean appropriate footwear.
- Adequate facilities should be in place for cleaning wheels on wheelchairs.
- Any cracked tiles or uneven flooring must be reported
- Excess water should be kept to a minimum and spillages cleaned up immediately.
- All steps into swimming pool must be highlighted.

Equipment

- There should be suitable storage provision for all equipment e.g. swimming aids, therapy aids, clothing, moving and handling, in order to keep swimming poolside, changing areas and fire exits clear.
- Ensure equipment maintenance and service contracts are kept up to date in accordance with the applicable statutory requirements.
- Checks on swimming aids for any damage and cleanliness should be made prior to use.
- Ensure all staff are adequately trained in the safe use of equipment, in accordance with the manufacturer's guidelines.

Dangerous Substances

- Chemicals and water treatments must be stored in accordance with the manufacturers and supplier's guidelines.
- Personal protective clothing **must** be worn when using chemicals.

Handling Chemicals

- All chemicals used in the maintenance of the swimming pool must be handled in accordance with Health & Safety and COSHH Standards.
- Chemicals must be handled only by the staff who are authorised to do so and who have had the appropriate instruction in their use.
- All staff **must** wear goggles, gloves and mask when handling chemicals.

Electricity / Lighting

- Report any faults immediately.
- Ensure appropriate lighting for the task.
- Ensure appropriate electrical safety standards are met
- Ensure that an adequate alarm system is in place and is tested regularly.
- Ensure Residual Current Devices are in place (RCD's).

Signage

Ensure signs are in place for;

- Emergency exits
- Safety precautions e.g. No running - No jumping etc.
- Swimming pool depth
- General information (e.g. evacuation procedures etc.)
- Storage
- Alarm systems
- Ensure that a clock is on the wall in full view from the swimming pool to time length of sessions, seizures etc.

Air Temperature

- A balance needs to be achieved between a demand for higher temperatures and operational problems.
- High temperatures encourage the growth of micro-organisms. Those derived from bathers including coliform organisms, intestinal and other pathogens grow less readily at 20-22 degrees C.
- High temperatures also increase the growth of algae, increasing cleaning problems.
- With regard to supervisors/lifesavers, high temperatures can cause drowsiness and adversely affect their capacity to remain alert.
- Temperatures below 15 degrees C are conducive to fainting and cramp.
- External temperature should ideally be between 28 and 30 degrees Celsius.
- A thermometer should be in view for checking air temperature to protect people from fatigue and dehydration.

Communication

There must be a telephone giving direct contact to the emergency services or a poolside alarm for summoning outside help. Alarms should be tested daily. A notice should be prominently displayed in all areas indicating the location of the nearest telephone.

Plant Room Inspections

- Appropriate Personal Protective Equipment (PPE) must be worn at all times by staff who are required to visit the plant room for routine inspections and checks.

NORMAL OPERATIONAL PROCEDURES

Monitoring

- All maintenance checks must be carried out according to the maintenance schedule by the appropriate person responsible for the swimming pool maintenance.
- All session leaders who work in the swimming pool must be familiar with the tests and checks on the maintenance schedule.
- Results of all required tests and checks should be recorded on a daily basis on a record sheet by the appropriate staff and be accessible to those using the swimming pool.
- All records must be accurate and up-to-date and should be readily available.
- Any malfunction of the swimming pool must be reported promptly to the person responsible for swimming pool maintenance and/or the Head Teacher, and appropriate action taken; for example, the swimming pool may need to be closed until the problem has been rectified.
- Every establishment must prepare detailed operating and emergency plans, including a description, policy and arrangements.
- The Normal Operating Procedures (NOP) must include information on the depth of pool; the emergency arrangements; water quality testing, etc.

SWIMMING POOL WATER TREATMENT

Staff using the swimming pool should be aware that safe working practices in swimming pools rely on management's effectiveness in dealing with hazards, including the use of potentially dangerous chemicals and other water treatment issues such as bathing load and turnover. Risks to all those using the swimming pool and surrounding area from poorly maintained swimming pool water include:

- skin irritation;
- respiratory problems and eye irritation due to disinfectant used;
- infection;
- possibility of fire due to some disinfectants being oxidising agents;
- leaks of toxic gases (i.e. escape of chlorine gas).

School safety representatives are advised to familiarise themselves with the guidance issued by the Swimming Pool Water Treatment Advisory Group (PWTAG). Adequate backwashing of the filter, giving an equivalent of 30 litres of fresh water per person per day, should also take place and be recorded in the swimming pool log book (backwashing may not take place on a daily basis so the equivalent of 30 litres, spread over a reference period of one week, for example, is acceptable). Disinfectant and pH levels need to be tested 2 or 3 times a day (dependant on usage).

The Control of Substances Hazardous to Health (COSHH) Regulations are applicable to chemicals used in swimming pool.

28.0 Outdoor Play Equipment

The school playground, particularly for primary schools, provides opportunities for young people to engage in active play.

SAFE USE OF EQUIPMENT

Supervision

Children must be supervised at all times whilst using outdoor play equipment, risk assessments should be conducted to determine the appropriate number of people required to supervise play areas (this should take into account observation points, line of sight etc.)

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

To assist schools in the development of appropriate arrangements the guidelines detailed below should be followed.

- The pupils should be educated about the use of climbing equipment.
- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Consideration should be given to a rota for use, taking into consideration the age and number of children using it at any one time.
- Staff/supervisors have a responsibility to ensure appropriate behaviours are shown
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Where equipment is sited on grassed areas it should be kept out of use in wet weather and for appropriate length of time afterward to allow ground to be sufficiently dry.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school, unless school supervision is available.

Clothing/Footwear

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Zoning of Activities

Consideration should be given to the range of activities occurring within the playground area;

- Ball games/chasing games should be sited away from the climbing area.
- In a nursery garden, wheeled toys in particular, should be used away from the climbing area.

PLAY EQUIPMENT STANDARDS

All **new** outdoor play equipment must be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

In order to ensure compliance, the authority recommends that only manufacturers/contractors with appropriate play industries registration be used by schools which are planning to install new outdoor play equipment. Schools should check that companies have API (association of Play industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 Metres, for children below 5, height should be a maximum of 1.6M.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment must supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions

SAFETY SURFACES

All products must meet the appropriate BS EN Standards. Both **portable** and **fixed** climbing equipment that has a fall height of 600mm **must** be on an impact-absorbing surface if **used outside**. (Fall height is the distance from the clearly intended body support to the impact area)

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height, this should extend at least 1.75M beyond the outermost points of the base of the frame.

When considering so called safety surfaces their likely effectiveness, durability, practicality and management should be taken into account. The type of surface under play equipment is just one of the design elements in a successful play area.

Materials such as top soil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

INSPECTION AND MAINTENANCE

For new equipment, a post installation inspection must be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording)

Concentrating on the following points:

- No evidence of obvious wear / damage
- Area safe from health hazards e.g. needles, glass, faeces etc.
- Impact absorbing surfaces no cuts, tears, wear or unstuck areas
- All fastening tightly secured
- No broken chains, stretched links or loose or twisted shackles
- Uprights unbroken and firm in the ground

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – weekly inspection in house

A more thorough check of the equipment to be conducted by the site manager weekly and these records kept on site.

Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site.

Such checks ensure safety and identifies any improvements required in terms of the European standards

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment

29.0: School Security

It is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. This document does not constitute legal advice nor is it a ruling on the law.

School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of anti-social or dangerous behaviour, abuse or threats to staff, pupils or other parents, *schools may ban parents from entering the school.*

Although fulfilling a public function, schools are private places. The public has no automatic right of entry. Parents, or those deemed as “with parental responsibility” of enrolled pupils have an ‘implied licence’ to come onto the school premises at certain stated times. It is for schools to define and set out the extent of such access. Parents exceeding this would be trespassing.

Parental access to premises

Usually parental access to school premises will be by appointment, or by invitation to a school event. Parents of younger pupils will commonly be allowed into the playground, or part of the playground, at the beginning and end of the school day. Schools should have an agreed approach on parental access and make it known to parents.

Barring parents or those with parental responsibility from school grounds

Trespassing is a civil offence. Schools can take civil action through the courts to stop persistent trespass. Schools may write to advise persistent trespassers of the potential offence, although this should be seen as a last resort, with all other avenues being explored to reach an outcome.

A school may consider that unsafe, aggressive, abusive or insulting behaviour, or language from a parent presents a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened. In such a circumstance, schools have a power in common law to bar the parent from the premises.

Schools proposing to implement a bar should do so reasonably, in writing, giving the person concerned a formal opportunity to express their views. Letters relating to barring should usually be signed by the head teacher though in some instances the local authority may wish to write instead.

In practice this means that the bar, if immediate, should be provisional until parents have been given the opportunity to make formal representations. The bar can then be confirmed or removed. Alternatively, the school can serve notice of intent, invite the parent to make representations within a certain deadline and then decide whether or not to bar. Any bar should be subject to review within a reasonable timescale to be stated by the school.

Allowing the parent, a reasonable opportunity to make representations is an essential part of the process and has been upheld as necessary in Court.

The Department for Education does not become involved in individual cases since barring is not specifically empowered by the Education Acts and because section 547 of the Education Act 1996 relates to a criminal offence.

Removing intruders during the school day

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. Therefore, trespassing on the premises does not constitute the offence in itself.

In the context of an abusive parent, this means that a parent would probably need to have been barred from the premises, or to have accessed the premises in a way that exceeds their 'implied licence', before a section 547 offence could be committed. The parent would then also have to cause or permit a nuisance or disturbance to commit a section 547 offence.

If there are reasonable grounds for suspecting that someone has committed an offence under section 547 then the offender can be removed from the school. The removal may be effected by a police officer or a person authorised by the 'appropriate authority'.

Section 30.0:

Provision and Use of Work Equipment Regulations **{PUWER}**

Work equipment presents particular Risks to Employees and, with certain types of tools, to other persons in the close vicinity. The general duties to provide Safe Plant, Equipment and Systems of work under the Health and Safety at Work Act 1974 encompasses hand held tools within its requirements and these broad duties have been expanded upon by the Provision and Use of Work Equipment Regulations (PUWER) 1998. LSJ will ensure compliance with these requirements at all times.

Risk Assessments will be carried out to determine the Hazards presented by the use of work equipment and to ensure that these Hazards are eliminated, minimised or controlled. All users will receive sufficient instruction, information and training in the use of work equipment to enable its safe use. This will include identification of faults, procedures to follow for their reporting and the nature of Risks involved in the use of such equipment.

Outline of the Arrangements within PUWER –

- The Suitability of Work Equipment
 - Employers shall ensure that work equipment is so constructed or adapted for its purpose for which it has been provided
 - When selecting work equipment Employers must take into consideration the working environment which the equipment is to be used and assess if the equipment is suitable
 - Employers must ensure that selected work equipment conforms with relevant standards i.e. CE Marking etc.
 - Every Employer must ensure that work equipment is used for its intended purpose only and in suitable environments

So as to comply with this section of the arrangements LSJ maintain a “Work Equipment Register” which facilitates the monitoring of the suitability of both new equipment purchased and existing equipment. This register will be updated when new equipment is purchased and/or on an annual basis.

- Specific Risks – when the use of work equipment is likely to involve a specific risk to Health and Safety the Employer shall –
 - Restrict the use of such work equipment to those persons given the task of using it
 - Restrict the repairs, maintenance or servicing of such work equipment to those who have been specifically designated to perform operations of that nature. Ensuring that the designated person/s have received training and are competent in relation to such operations

LSJ complies with this by carrying out appropriate Risk Assessments and employing suitable Method Statements.

- Information, Instruction and Training. This needs to be based on the complexity of the equipment being used, the individuals using the equipment - taking into account their experience, age etc. and associated risks i.e. the higher the associated risks the more in depth the instruction/training. This arrangement also encompasses the level of Supervision which is also dependent on the aforementioned.

The training of LSJ's Employees is recorded in their individual "Employee Training Records" and is also monitored by the SLT utilising a "Training Record Spread Sheet", this ensures that training renewal dates are met. Supervision is also focused upon on a day to day basis by their Manager and underpinned by the utilisation of regular recorded "Site Inspections".

- Maintenance. The key here is to maintaining the equipment to a level that which it presents no more additional risks other than that which are inherent to its designed and or purpose.
- Emergency Controls. Employers must ensure that they ensure the following –
 - Controls are in place/operational for starting and stopping the equipment, this includes restarting and Emergency Stops
 - Controls are in place/operational for operational changers such as speed, pressure etc. and that when such changes are made the level of risk is no greater than prior to the change
 - Controls are in place/operational so as to prevent accidental operation of controls i.e. stop/start, speed changers {with the exception of equipment which has automatic cycling}. These changers must be only available by deliberate actions by the operator
- Control Systems. Employers so far as is reasonably practicable must ensure that all control systems of work equipment are safe and when selecting such systems ensure that due allowance is made for failure, faults and constraints to be expected in the planned use of i.e. failure of any part of the control system should lead to a "fail-safe" condition
- Stability. Employer must ensure that work equipment or any part of work equipment is stabilized using appropriate approved means
- Lighting. Employers must ensure that suitable and sufficient lighting, which takes into account the operations to be carried out are provided where a person uses the work equipment

Guidance to Work Equipment Safe Use:

Work equipment can present risks in normal use. To ensure Health and Safety when using the Work Equipment, the following procedure should be observed -

- Use Work equipment in accordance with training and instruction
- Use the correct work equipment for the job
- Visually inspect work equipment prior to use each day - check condition of cables and plugs, hoses and couplings, mechanical soundness of work equipment tool and record findings on the "Pre-use Inspection" sheets - if appropriate
- Route cables and hoses so as not to present a tripping hazard and minimise the chance of damage
- Isolate from power supply before making adjustments

- Use any required safety devices, including PPE
- Report any problems immediately

Inspection and Maintenance Servicing:

Competent personnel in accordance with manufacturers' guidelines will carry out routine servicing and maintenance of all LSJ's work equipment, records will be kept accordingly in the designated file - "Machine Maintenance Records".

Safety:

Electrical equipment will be routinely examined and tested in accordance with the PAT {Portable Appliance Testing} requirements. Other safeguards (such as protection from hot surfaces or sharp surfaces) will be regularly inspected to ensure that all machines and equipment are safe to use.

Machines, Equipment from an External Source:

All equipment hired by LSJ from an external source shall be supplied with certificates of calibration or conformity, together with maintenance and safety certification. All documentation relating to such equipment hired will be filed for LSJ's records.

SECTION 31.0

LOLER – Lifting Operations and Lifting Equipment Regulations

Introduction:

The Regulations aim to reduce risks to people's Health and Safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER). LOLER came into force in December 1998 and in the main replaced all other related regulations with regards to lifting operations and equipment.

Generally, the Regulations require that Lifting Equipment provided for use at work is -

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

Equipment covered by the Regulations:

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc. LOLER does not apply to escalators; these are covered by more

specific legislation, i.e. the Workplace (Health, Safety and Welfare) Regulations 1992. **Note:** If you allow employees to provide their own lifting equipment, then this too is covered by the Regulations.

Employer's Responsibilities:

You need to ensure that in using any lifting equipment the requirements of LOLER are met.

You should ensure that all lifting equipment is -

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc., should be similarly marked
- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent
- Where equipment is used for lifting people it is marked accordingly and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk
- Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person. All examination work should be performed by a competent person
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action – such reports should be kept on file for as long as the equipment is used and in the case of lifting accessories for a minimum of 2 years. These reports must be filed in the designated file - "Machine Maintenance Records".

Employee's Responsibilities:

Your responsibilities are -

- Only use/operate equipment which you have been trained to do so
- Prior to using any equipment carry out appropriate checks ensuring that the equipment is fully operational and safe to use; this includes any Lifting Accessories {i.e. chains, slings, eyebolts etc.}
- Report to Management and take out of operation any equipment which is found to be faulty
- Operate and use equipment for its intended purpose only
- Follow appropriate Safe Systems of Work

SECTION 32.0

Gas Bottles (Pressure Receptacles) Storage And Use

The main sets of Regulations covering gas cylinders are the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

Storage and use (best practise):

- You must not use any gas bottle unless you have been adequately trained to do so
- Gas cylinders should not be stored for excessive periods of time. Only purchase sufficient quantities of gas to cover short-term needs
- Rotate stocks of gas cylinders to ensure first in is first used
- Store gas cylinders in a dry, safe place on a flat surface in the open air. Store gas cylinders securely when they are not in use
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes
- Protect gas cylinders from external heat sources that may adversely affect their mechanical integrity
- Gas cylinders should be stored away from sources of ignition and other flammable materials
- Ensure the valve is kept shut on empty cylinders to prevent contaminants getting in
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents
- Areas of use must be adequately ventilated
- Anyone who examines, refurbishes, fills or uses a gas cylinder should be suitably trained
- Do not drop, roll or drag gas cylinders – use appropriate and approved gas trolleys for their transportation.

Section 33.0:

Electricity (Including Portable Appliance Testing)

Introduction:

Electricity is used throughout school to operate premises, plant and equipment. Numerous accidents and some fatalities involving electric shock and burns happen at work each year. Most of these accidents can be avoided by careful planning and straightforward precautions.

The Electricity at Work Regulations 1989 requires precautions to be taken against risk of death and personal injury from electricity in work activities and include the following requirements:

- All electrical systems must be constructed and maintained so as to prevent any danger
- Detailed up-to-date records of maintenance programmes carried out should be kept
- All electrical equipment must be used in such a manner that its strength and capability are not exceeded so as to give rise to danger
- All electrical equipment that is to be exposed to any hazardous environment (e.g. wet, dusty, excess temperature, etc.) must be constructed to prevent any danger
- All electrical conductors must be insulated or otherwise protected or sited so as to prevent danger
- All equipment capable of conducting electricity must be earthed so as to prevent danger should that equipment become charged with electricity due to any fault
- All connections must be mechanically and electrically safe and suitable for use
- All electrical systems must be fitted with means to protect from excess current, such as fuses or circuit breaker, to guard against overload, short circuit and earth fault current
- Proper means must be provided to enable the electricity supply to any electrical equipment to be cut off and for the electrical equipment to be isolated so that the disconnection and separation is secure
- Any person carrying out electrical work must have sufficient knowledge, *experience* or supervision to prevent any danger or injury.

LSJ recognises that we have a legal duty to control the use of electrical equipment in our facility; this equipment includes the main supply and any portable equipment. We will identify the nature of the tasks involved and areas within our Premises/Sites that may pose a significant risk of harm. This will enable us to combat the situations that may arise.

As a guideline we will use the following control measures -

- Ensuring that all electrical installations and wiring conforms to the established legal standards.
- Ensuring that all electrical supply isolation cabinets/circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in school or undertaken by an external provider) have reached the necessary competency level.
- Ensuring that all suitable and sufficient control measures are put into place when required (e.g. Lock Out procedures and Permits to Work). This will be established by the undertaking of a General Risk Assessment. See "Risk Assessment" section of this Manual.
- Maintenance and testing of fixed electrical installations and appropriate records kept thereof.
- The identification, visual inspection and testing of portable electrical appliances (Portable Appliance Testing (PAT) and appropriate records kept thereof.

The main hazards associated with electricity are -

- Electric Shock: - the effect produced on the body, in particular the nerves, by an electrical current passing through it as a result of coming into contact with a live electrical conductor.
- Burns: - damage to the skin and tissues by current passing through it or by heat or radiation burns from an arc or hot metal.

- Fire: - spark ignition of flammable gases or heat from overloaded circuits which are not provided with protection against overload.

Managements Responsibilities:

- To ensure that all electrical equipment in use is in working order, fit for purpose and safe to use
- To ensure that all staff using electrical equipment are trained and supervised in its correct use
- To ensure that all reported defective equipment is taken out of use immediately and either repaired by a competent person or disposed of appropriately, taking into consideration The Waste Electrical and Electronic Equipment (WEEE) Regulations
- All portable electrical equipment is PAT tested annually - records kept and labelled appropriately.

Employees Responsibilities:

- To ensure that any obvious defects to fixed wiring, sockets, switches and appliances are reported immediately to their Manager and that the system or equipment is not used again until repairs have been completed
- Only employees who have received training in the correct use of the electrical equipment, appliances should use them
- Electrical equipment must be used for its intended purpose only
- No-one shall misuse any electrical equipment
- Control hazards associated with trailing cables
- Examine all plug connectors and flexible cables regularly to ensure that the insulation is not broken or damaged, none of the connecting pins are damaged and the cable is retained by the cord grips in both the plug connector and the appliance. Any equipment with a defective cable or plug connector must be taken out of service and reported to the SLT immediately
- Members of the staff must not change a blown fuse in any equipment
- Staff must be trained in the correct procedure to isolate and re-connect portable electrical equipment as follows -

To isolate:

- Ensure hands are dry
- Turn controls on machine to "off"
- Turn or push the switch of the fixed socket to "off"
- Hold the body of the plug and remove it
- Place the plug on a dry clean surface ensuring that the flexible cable cannot become damaged.

To re-connect:

- Ensure hands are dry
- Ensure plug and the flexible cable are dry, clean and not damaged
- Ensure the switch on the fixed socket is in the "off" position
- Hold plug body and insert into socket

- Double check that the equipment/appliance switch is in the "off" position and that no one is going to be put in a hazardous situation
- Switch on at the socket
- Members of the staff must not attempt to carry out any non-standard electrical connections or adjustments.

Electric Shock and CPR:

What to do on finding a person who has been electrocuted -

- Call for Medical Assistance
- Do not touch the person who is still in contact with the electrical supply, this may cause your death as well as theirs
- The person should be removed from the electrical contact as quickly as possible. This may be accomplished by cutting off the electricity supply that is going through the patient or by disconnecting the patient from the supply by moving the live cable away from the patient with a non-conductive device such as a wooden broom or wooden chair {only do this if you are not putting yourself at risk}.

Treatment to be carried out for electrical shock, after the patient has been disconnected from electrical supply -

- Ensure help is on its way
- If there is no sign of a pulse, CPR (Cardiopulmonary Resuscitation) should be initiated as soon as possible {only carryout CPR if you are trained to do so}
- The patient should be kept quiet and warm
- Any areas of the patient's body which are burnt should be treated in the same manner as any other type of burn.

Symptoms of Shock due to injury –

- There may or may not be loss of consciousness
- The skin becomes pale in colour and is cold and clammy to the touch
- The patient's body can be covered with a fine perspiration especially on the forehead
- The pulse is weak and rapid
- The pupils of the eyes may be dilated
- Breathing is rapid and shallow
- The patient may be apprehensive and complain of weakness, dizziness and thirst.

First Treatment for Shock –

- Is there any major bleeding, it should be stopped immediately by applying direct pressure on or around the wound (at this stage you should wear impervious protective gloves) that will prevent cross contamination?
- If there is severe pain that can be relieved by the First Aider (fractures, dislocations, etc.). This should be done immediately
- Place the patient on their back with their feet higher than their head (if there are no underlying injuries to prevent this)
- The patient should be kept warm
- Pain is one of the strongest contributors toward the development of shock. If a fracture / dislocation is present, it should be supported until medical help arrives
- The patient should be transported to hospital as soon as possible.

Nothing should be given by mouth! The patient may complain of thirst and it is fine to moisten the lips but not drink.

Section 34.0:

Control Of Noise At Work

The Control of Noise at Work Regulations 2005 require Employers to prevent or reduce Risks to Health and Safety from exposure to Noise at Work.

The Regulations require the Employer to -

- Assess the Risks to Employees from Noise at Work
- Take action to reduce the noise exposure that produces such Risks
- Provide Employees with Hearing Protection if you cannot reduce the noise exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
Provide Employees with Information, Instruction and Training
- Carry out Health Surveillance where there is a risk to health.

Ascertaining if a Noise Issue Exists:

This will depend on how loud the noise is and how long people are exposed to it. As a simple guide you will probably need to do something about the noise if any of the following apply -

- Is the noise intrusive for most of the working day?
- Do your Employees have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day?
- Do your Employees use noisy powered tools or machinery for more than half an hour each day?
- Do you work in a noisy industry, e.g. construction, demolition, woodworking?
- Are there noises due to impacts (such as hammering, drop forging, pneumatic impact tools etc.), explosive sources such as cartridge operated tools or detonators etc.?

Note: Noise can also be a secondary safety hazard at work, interfering with communication and making warnings harder to hear.

How Noise is Measured?

Noise is measured in decibels (dB). An 'A weighting' sometimes written as 'dB(A)', is used to measure average noise levels, and a 'C weighting' or 'dB(C)', to measure peak, impact or explosive noises.

Note: You might just notice a 3 dB change in noise level because of the way our ears work. Yet every 3 dB doubles the noise, so what might seem like small differences in the numbers can be quite significant. Some examples of typical noise levels are shown in the diagram. This shows that a quiet office may range from 40-50 dB, while a road drill can produce 100-110 dB.



Noise levels {Action Levels & Limit Values}:

The Noise Regulations require you to take specific action at certain Action Values. These relate to -

- The levels of exposure to Noise of Employees averaged over a working day or week
- The maximum Noise (peak sound pressure) to which Employees are exposed in a working day.

The values are -

- Lower Exposure Action Values –
 - Daily or weekly exposure of 80 dB
 - Peak sound pressure of 135 dB
- Upper Exposure Action Values –
 - Daily or weekly exposure of 85 dB
 - Peak sound pressure of 137 dB

There are also levels of Noise Exposure which must not be exceeded:

- Exposure Limit Values –
 - Daily or weekly exposure of 87 dB
 - Peak sound pressure of 140 dB

Note: These Exposure Limit Values take account of any reduction in exposure provided by hearing protection.

Planning to Reduce Exposure to Noise:

If the answer is 'yes' to any of the questions in the section 'Ascertaining if a Noise Issue Exists', you will need to assess the Risks to decide whether any further action is needed, and plan how you will do it.

With regard to this carry out Risk Assessment which will help you decide what you need to do to ensure the Health and Safety of Employees who are exposed to Noise. It is more than just taking measurements of Noise – sometimes measurements may not even be necessary.

Your Risk Assessment should -

- Identify where there may be a Risk from Noise and who is likely to be affected
- Contain a reliable estimate of Employees' exposures and compare the exposure with the Exposure Action Values and Limit Values
- Identify what you need to do to comply with the law, e.g. whether Noise Control Measures or Hearing Protection are needed, and if so, where and what type
- Identify any Employees who need to be provided with Health Surveillance and whether any are at particular risk.

It is essential that you can show that estimates of Employees' exposure is representative of the work that they do. It needs to take account of -

- The work they do or are likely to do
- The ways in which they do the work
- How it might vary from one day to the next

The estimates must be based on reliable information, e.g. measurements in your own workplace, information from other workplaces similar to yours or data from suppliers of machinery/tools.

Record the findings of your Risk Assessment and formulate an Action Plan with regards to the findings. The Action Plan should set out what you have done and what you are going to do, with a timetable saying whom will be responsible for the work i.e. responsible for establishing and implementing and maintaining Control Measures etc.

Note: Risk Assessment should be reviewed if circumstances in your workplace change and affect Noise Exposures. Also review them regularly to make sure that you continue to do all that is reasonably practicable to control the noise risks.

Reducing Noise Exposure:

There are many ways of reducing noise and noise exposure – often a combination of methods works best. First think about how to remove the loud noise altogether. If that is not possible, do all you can to control the noise firstly at source, consider redesigning the workplace and/or re-organising working patterns. Consider the following –

- Maintain good discipline with high expectations consistently applied
- Use a different, quieter process or quieter equipment –
 - Can you do the work in some other, quieter way?
 - Can you replace whatever is causing the noise with something that is less noisy?
 - Introduce a Low Noise Purchasing Policy for machinery and equipment/tools
- Introduce engineering controls -
 - Avoid metal on metal impacts, e.g. line chutes with abrasion resistant rubber, and reduce drop heights
 - Vibrating machine panels can be a source of noise – add material to reduce Vibration ('damping')
 - Isolate vibrating machinery or components from their surroundings, e.g. with anti-vibration mounts or flexible couplings
 - Fit silencers to air exhausts and blowing nozzles
 - Regularly maintain all work machinery and equipment as "wear and tear" promotes greater Noise Emissions

- Modify the paths by which the noise travels through the air to the people exposed –
 - Erect enclosures around machines to reduce the amount of noise emitted into the workplace or environment
 - Use barriers and screens to block the direct path of sound
 - Position noise sources further away from workers.
- Design and lay out the workplace for low noise emission –
 - Use absorptive materials within the building to reduce reflected sound, e.g. open cell foam or mineral wool
 - Keep noisy machinery and processes away from quieter areas
 - Design the workflow to keep noisy machinery out of areas where people spend most of their time.
- Limit the time spent in noisy areas – every halving of the time spent in a noisy area will reduce noise exposure by 3 dB.

The last line of defence and often a supplementary one is the use of Hearing Protection. Hearing protection should be issued to Employees -

- Where extra protection is needed above what has been achieved using noise control
- As short term measures, while other methods of controlling noise are being developed.

Note: You should not use Hearing Protection as an alternative to controlling noise by technical and organisational means.

Employers Responsibilities With Regards To Hearing Protection:

Employers are required to:

- Provide Employees with Hearing Protectors if they ask for them and their noise exposure is between the lower and upper exposure action values
- Provide Employees with Hearing Protectors and make sure they use them properly when their noise exposure exceeds the Upper Exposure Action Values
- Identify Hearing Protection Zones, i.e. areas where the use of Hearing Protection is compulsory, and mark them with signs if possible
- Provide Employees with Training and Information on how to use and care for the Hearing Protectors
- Ensure that the Hearing Protectors are properly used and maintained.
- Make sure the protectors give enough protection – aim at least to get below 85 dB at the ear
- Target the use of protectors to the noisy tasks and jobs in a working day
- Select protectors which are suitable for the working environment – consider how comfortable and hygienic they are
- Think about how they will be worn with other protective equipment (e.g. with hard hats, dust masks and eye protection)
- Provide a range of protectors so that Employees can choose ones which suit them.

The Health Effects of Noise at Work:

Hearing loss -

Noise at work can cause hearing loss which can be temporary or permanent. People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise your hearing could be permanently damaged. Permanent hearing damage can be caused immediately by sudden, extremely loud, explosive noises e.g. from guns etc.

However, hearing loss is usually gradual because of prolonged exposure to noise. It may only be when damage caused by noise over the years combines with hearing loss due to ageing that people realise how deaf they have become.

Other Effects -

Hearing loss is not the only problem. People may develop Tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

Section 35.0:

Manual Handling And Lifting

Introduction:

Throughout industry in general, approximately 25% of all legally reportable accidents each year are associated with manual handling. Many of these accidents result in an "over three day" injury, commonly strains, sprains or back injuries.

The Manual Handling Operations Regulations 1992 require employers, so far as is reasonably practicable, to avoid manual handling operations which involve a risk of injury to the employee. Where it is not reasonable for the manual handling to be avoided, an assessment of the operation must be carried out and the risk of injury reduced so far as is practicable.

Severe and sometimes permanent injuries can be caused by incorrect manual handling of materials and loads.

Some of the injuries that may be sustained include -

- Acute and chronic muscle strain
- Damaged ligaments and tendons
- Hernias and ruptured discs
- Fractured bones, wounds and bruises.

Contributory factors to the injuries include-

- Incorrect lifting and carrying techniques
- Physical unsuitability of the individual to carry out the manual handling task
- Carrying loads which are too heavy for the individual
- Incorrect protective clothing or footwear
- Poor communication or mistakes when two or more people are working together
- Environmental factors including floor surface, floor levels, lighting and long distances.

Sprains and strains arise from the incorrect application and/or prolonged use of bodily force. Poor posture and excessive repetition of movement can be important factors in their onset. Many of these injuries are cumulative rather than being truly attributable to any single manual handling incident.

Employers Responsibilities:

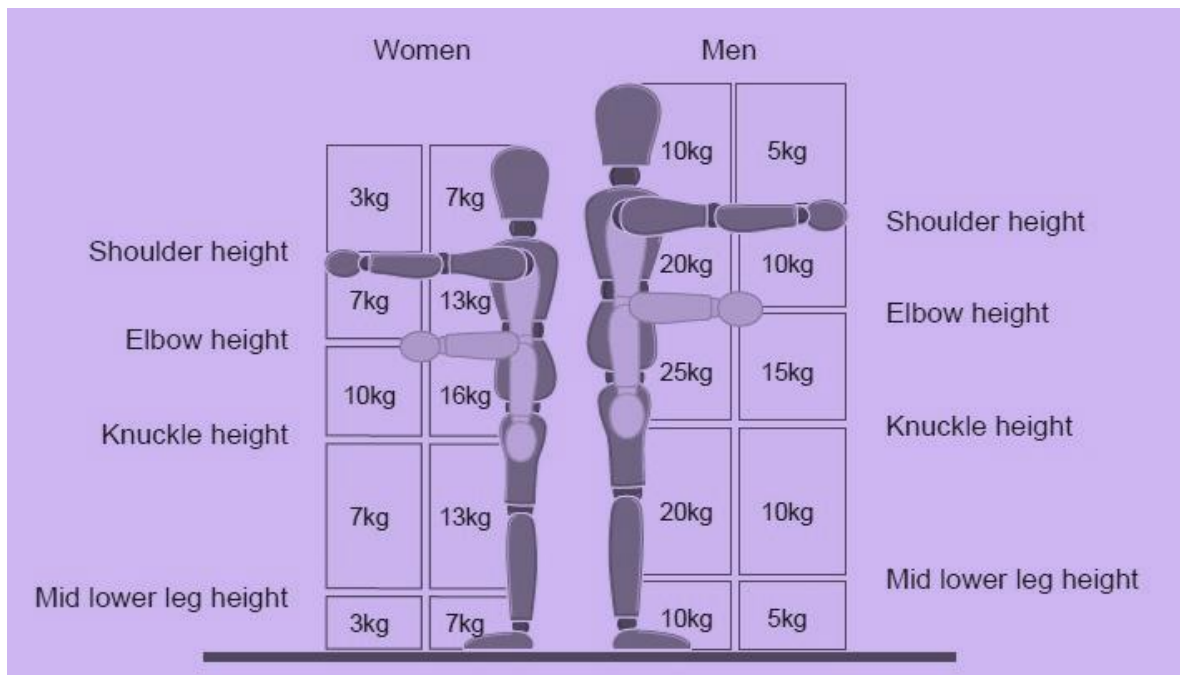
- To carry out Risk Assessments on all Manual Handling Operations which present a significant Risk to Health and Safety. And subsequently to implement suitable and sufficient control measures, so far as is reasonably practicable, which ensures that all Manual Handling Operations are carried out with minimum risk
- To ensure that a suitably specific Risk Assessment is carried out which incorporates Vulnerable Employees – this needs to be carried out regardless of the general Manual Handling Risk Assessment
- To ensure that wherever possible, mechanical means or other aids (e.g. trolleys and sack trucks) are used to minimise the amount of manual handling and that this equipment is correctly used and maintained
- To ensure that Employees are trained and supervised in proper lifting techniques
- To ensure that Female Employees which are pregnant do not carry out any Manual Handling tasks that could affect the Health & Safety of the Mother or the Unborn Child.

Employees Responsibilities:

- If you think you cannot lift the item - get help
- Use trolleys wherever possible to move items
- Lift the safe way - bend the knees, keep the back straight and use the legs to power the lift {read and understand the following applicable section in relation to Manual Handling}
- Always remember to think about the task, the load, the environment and your capability.

Safe Method of Work:

The following chart is from the official guidance and advice about the weights that can be lifted or lowered safely for 95% of working people. If the load passes through one or more of the defined body zones, the smallest weight zone must be used. There is no need for further assessment if the following guidance is complied with -



- Body zone through which the load can be handled safely
- Pick up from, or lower to, floor level
- Pick up from, or lower to, any position between knee height and shoulder height
- Pick up from, or lower to, any position between knuckle height and elbow height
- Lift or lower above shoulder height ONLY with the use of a step ladder or similar equipment.

Staff Training:

All staff who could be required to carry out any manual handling task as part of their duties should receive training on correct Manual Handling techniques including the following:

Lifting and carrying:

Preparation for handling or lifting an item –

- Examine the item to be lifted
- How heavy is it?
- Is it bulky or unwieldy or difficult to grasp?
- Is it unstable or are the contents likely to move or spill?
- Is it sharp, hot or otherwise dangerous?
- If the item is heavy, bulky or awkwardly shaped, get assistance from as many people as necessary to do the handling safely
- If possible, reduce the weight of the item by breaking it down into smaller units.

Does handling the item involve -

- Holding or moving the item at a distance from the body
- Twisting, stooping or reaching upwards
- Excessive lifting or lowering distances
- Excessive pushing or pulling of the item
- Risk of sudden movement of the item.

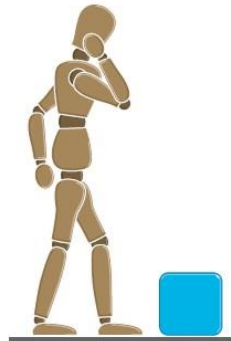
The Employee carrying out the task -

- Do they require unusual strength or height for the task?
- Are they capable of doing the task?
- Is the person being asked to do the job female and if so, has she notified the head teacher that she is pregnant
- Does their uniform or footwear cause any additional problems?
- If more than one person is involved in handling the item, ensure that everyone understands the correct lifting techniques
- Use protective gloves if there are any sharp edges on the item being handled
- Use knuckle guards if the item is to be carried through narrow openings
- Check the carrying route for slippery floors, variations in floor level, obstructions, tripping hazards and that it is wide enough to manoeuvre
- Ensure that the working area has adequate lighting to perform the task safely.

Use correct handling and lifting techniques -

- Stand close to the item ensuring that footing is firm and feet slightly apart
- Squat down by bending knees and keeping the back straight
- Grasp the item firmly with the palms of the hands on a part of the item where they will not slip
- Lift slowly and smoothly in stages, i.e. floor to knee, knee to carrying position
- Use legs to power the lift and keep the back in a straight position
- Hold the item firmly and close to the body. Do not change grip whilst carrying
- Avoid twisting the body. Turn or change direction with the feet and avoid twisting the back
- Do not let the load or item obstruct the view ahead
- Set the item down slowly by bending the knees and keeping the back as straight as possible
- If more than one person is needed to do the lifting, ensure that only one person gives clear unhurried instructions
- Ensure that everyone involved is clear *before releasing* grip of the item.

The following diagrams illustrate basic best practises for Manual Handling:



Think before lifting/handling



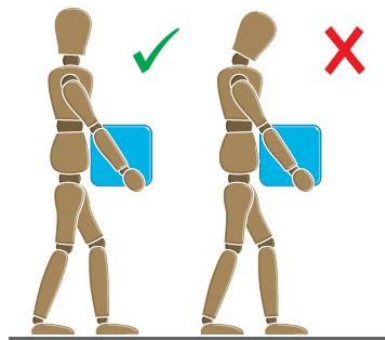
Keep the load close to the waist



Start in a good posture



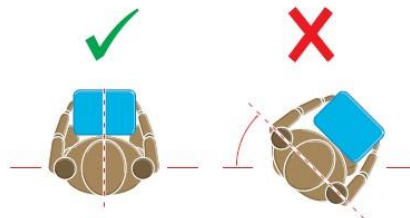
Adopt a stable position with feet apart and one leg slightly forward to maintain balance



Keep the head up when handling



Put down, then adjust



Avoid twisting the back or leaning sideways, especially while the back is bent

Mechanical lifting and carrying:

Wherever possible, mechanical means or other aids must be used to minimise the amount of lifting and carrying the load must be centred over the axle of hand-trucks. The load must be evenly distributed on four-wheeled trucks. Four-wheeled trucks must be pulled and not pushed.



Consider mechanical aids;
even a sack truck can make
a big improvement.

For details of how to carry out a Manual Handling Risk Assessment reference the Risk Assessment section of this Manual.

Section 36.0:

Vibration At Work Regulations

The Regulations aim to protect workers from risks to their health resulting from exposure to vibration transmitted to the Hand-Arm (HAV) and Whole Body (WBV). The objective of the Directive is to ensure the health and safety of individual workers and to provide a minimum level of protection to workers.

Hand-Arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating handheld power/pneumatic tools - such as drills, grinders and jack hammers, or by holding materials being processed by machines. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job - occasional exposure is unlikely to cause ill health. Hand-Arm vibration can cause a range of conditions collectively known as Hand-Arm Vibration Syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

Guidance for Detecting Early Symptoms of HAVS:

Identifying signs and symptoms at an early stage is important. It will allow you, as the employer, to take action to prevent the health effects from becoming serious for your employee.

The symptoms include any combination of the following -

- Tingling and numbness in the fingers
- Not being able to feel things properly
- Loss of strength in the hands
- The fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet and probably only in the tips at first).

For some people, symptoms may appear after only a few months of exposure but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

Responsibilities of Employers:

- Assess the vibration risk to your employees by carry out Risk Assessments.
- Decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are –
 - Introduce a programme of controls to eliminate risk, or reduce exposure so as to low a level as is reasonably practicable
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk
 - Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are take immediate action to reduce their exposure below the limit value
 - Provide information and training to employees on health risks and the actions you are taking to control those risks
 - Consult your trade union safety representative or employee representative on your proposals to control risk and to provide health surveillance
 - Keep a record of your Risk Assessments and control actions
 - Keep Health Records for Employees under Health Surveillance
 - Review and update your Risk Assessments regularly

Controlling Exposure to Vibration:

Applying the principals as laid down in the Employers Responsibilities is the first step and to progress this LSJ will audit all their Employees hand power tool equipment and formulated a “Work Equipment Register”. From this detailed information {Make, Type and Model} of the equipment used each piece of equipment has been allocated a rating of its vibration emission, as per tests carried out by the Manufacturers of the equipment. The results of these rating have then further been categorised in accordance with a colour coded standard, these being –

Green – emissions up to 4.5 m/s^2
Yellow – emissions from 5 to 9.5 m/s^2
Red – emissions over 10 m/s^2

These colour coded ratings have been transposed as “Colour Coded Labels” and affixed to each piece of hand power tool equipment, this being the first level {along with training} to regulate the Employees exposure to vibration.

Definitions of Exposure Action Values {EAV} and Exposure Limit Value {ELV}:

The Exposure Action Value (EAV) is a daily amount of vibration exposure above which Employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For Hand-Arm vibration the EAV is a daily exposure of $2.5 \text{ m/s}^2 A(8)$.

The Exposure Limit Value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For Hand-Arm vibration the ELV is a daily exposure of 5 m/s² A(8). It represents a high risk above which employees should not be exposed.

Controlling the Risk:

It is the policy of LSJ that all its Employees wear warm anti-vibration gloves whilst using equipment which by their nature of use are prone to vibration emissions - regardless of the individuals being exposed to vibration emissions above the EAV.

Risk controls to considered include -

- Alternative work methods – reference trade association, other industry contacts, equipment suppliers and trade journals may help you identify good practice in your industry.
- Mechanise or automate the work i.e. Use a breaker attachment on an excavating machine to break concrete rather than using a handheld breaker
- Consider task/job rotation amongst Employees – thus reducing their individual exposure to vibration emissions. Plan the work in advance when it has been identified that equipment prone to vibration emissions are going to be used for long periods of time.
- Review equipment selection - make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary. Select the lowest vibration tool that is suitable and can do the work efficiently.
- Ensure that the equipment is maintained and replacement parts {i.e. drill bits etc.} are replaced regularly so as to ensure that the equipments performance is not inhibited
- Review Employee Clothing - provide employees with protective clothing to keep them warm and dry. This will encourage good blood circulation which should help protect them from developing vibration white finger.

Purchasing Policy For Replacing Old Equipment And Tools:

Work equipment is likely to be replaced over time as it becomes worn out, and it is important that you choose replacements, so far as is reasonably practicable, which are suitable for the work, efficient and of lower vibration. This best achieved by -

- Discuss your requirements with a range of suppliers
- Check with suppliers that their equipment is suitable and will be effective for the work, compare vibration emission information for different brands/models of equipment, ask for vibration information for the way you plan to use the equipment, and ask for information on any training requirements for safe operation
- Get your employees to try the different models and brands of equipment and take account of their opinions before you decide which to buy
- Find out about the equipment's vibration reduction features and how to use and maintain the equipment to make these features effective

Health Surveillance:

Employers must provide Health Surveillance for all Employees who, despite the Employers action to control the risk, are likely to be regularly exposed above the Exposure Action Value or are considered to be at risk for any other reason.

The purpose of Health Surveillance is to:

- Identify anyone exposed or about to be exposed to Hand-Arm vibration who may be at particular risk, for example people with blood circulatory diseases such as Raynaud's Disease
- Identify any vibration related disease at an early stage in employees regularly exposed to Hand-Arm vibration
- Help you prevent disease progression and eventual disability
- Help people stay in work
- Check the effectiveness of your vibration control measures

Employers should consult with your Trade Union Safety Representative, or Employee Representative, and the Employees concerned before introducing Health Surveillance. It is important that your Employees understand that the aim of Health Surveillance is to protect them from developing advanced symptoms of ill health so that they can continue to work. You will need their understanding and cooperation if health surveillance is to be effective.

Arrangements for Health Surveillance:

Basic health surveillance consists of regularly seeking information about early symptoms of ill health by using a questionnaire *{provided}*. Positive responses to the returned questionnaires may then be referred on to an Occupational Health Service Provider. Details of Occupational Health Service Providers can be sourced from Trade Associations, your local Telephone Directory, the Head teacher, the Internet or your nearest HSE office.

Health Surveillance Management:

Employers need to:

- Keep records of the health surveillance and fitness for work advice provided for each Employee (but not the confidential medical records which are kept by the Doctor). Your Health and Safety Inspector is entitled to ask to see the health records as part of their checks that you are complying with these Regulations
- Act upon any recommendations made by the Doctor and/or Occupational Health Service Provider about Employees' continued exposure to vibration
- Use the results to review and, if necessary, revise your Risk Assessments, including your plans to control risks
- Notify the relevant Enforcing Authority when advised in writing by a Doctor that an employee has HAVS or Carpal Tunnel Syndrome - as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Reference the RIDDOR section within this Manual.

Information And Training For Employees:

Employers should provide your Employees with information on -

- The health effects of Hand-Arm Vibration
- Sources of Hand-Arm Vibration
- Whether they are at risk and if so whether the risk is high (above the ELV), medium (above the EAV) or low
- The risk factors (e.g. the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years)
- How to recognise and report symptoms
- The need for Health Surveillance, how it can help them remain fit for work, how you plan to provide it, how you plan to use the results and the confidentiality of the results
- Ways to minimise the risk including –
 - Changes to working practices to reduce vibration exposure
 - Correct selection, use and maintenance of equipment
 - Correct techniques for equipment use, how to reduce grip force etc.
 - Maintenance of good blood circulation at work by keeping warm and massaging fingers and, if possible, cutting down on smoking.

37.0: Legionella

1.1 INTRODUCTION

Legionella bacteria are common and are found in environmental water sources. If the bacteria are breathed in it can lead to legionellosis. These are a range of diseases including the relatively harmless “Pontiac Fever” and the potentially fatal ‘Legionnaires’ Disease’. At low levels the bacteria are unlikely to cause harm. The risk of contracting legionellosis increases when:

1. the bacteria are able to proliferate in a water supply or system and;
2. the bacteria can be spread into the air via tiny water droplets or aerosol

Human exposure to the legionella bacteria can lead to the potentially fatal ‘legionnaires disease’ and other more minor respiratory illnesses.

The risk of contracting legionellosis increases when:

- The bacteria are able to proliferate in a suitable environment
- The bacteria are spread via tiny water droplets

Environmental conditions that favour bacterial proliferation within a water system are:

- water temperatures between 20 and 45°C;
- a supply of nutrients from sediment, biofilm (slime) or scaling.

- water stagnation in the presence of nutrients and suitable temperatures

Therefore, within a typical school, a reasonably foreseeable risk of exposure to legionella bacteria exists in:

- hot and cold water systems
- other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol, such as pressure washers, sprinkler systems or spa baths

This document outlines the mechanisms which are in place for managing the foreseeable risk of exposure to legionella bacteria.

- 1.5 The document provides guidance on specific roles and responsibilities for persons involved in legionella management in school. It also outlines the arrangements which are in place for storing and accessing related information; training which is available for and the procedure for reviewing the health and safety management system in relation.

GUIDANCE

Susceptible Persons and Legionella Related Illness

Any person can contract legionellosis. Certain people are more susceptible to infection by the legionella bacteria than others. These more vulnerable groups include individuals with low resistance to disease and people with underlying illnesses, including kidney disease, cancer or respiratory disease. Men appear more susceptible than women, as are people over 45 years old, smokers, diabetics and alcoholics.

The incubation period for legionellosis is typically five to six days although it can be 2 – 21 days. Anyone whose work is likely to expose them to legionella bacteria must report the nature of their work to their GP if they experience the symptoms of the illnesses.

Risk Assessment, Water System Schematics and Schemes of Work

These three documents are a legal requirement and should be viewed together. Each one must be specific to the individual site. Appendix 1 shows who is responsible for producing and maintaining these documents.

- The **legionella risk assessment** will identify the site's water supply circulation system, possible sources of bacterial contamination, ways in which individuals might be exposed to the bacteria and the way in which the water system should operate to control legionella compared with how it currently operates. Assessments must be reviewed if they are no longer valid, if there is a significant change or event and in any case within two years of writing.
- The **water system schematic** is a plan drawing of the site's water system. It should indicate the incoming water supply, storage tanks, pipe work, water heaters, outlets (e.g. taps & showerheads) and other features of the fixed water supply system. This should be kept up to date when work is carried out on the system.
- The **written scheme** is a statement about how the risk of legionella should be prevented or controlled at a specific site. As such it will refer to the risk assessment and schematic.

The scheme should include a description of the water system's safe operation (as required to control legionella risk), of engineering plumbing works and cleaning required to prevent risk and of requirements for monitoring the effectiveness of all the risk controls. The written scheme will identify those responsible for taking actions and this must be signed by those identified, as an acknowledgement.

Risk Prevention and Control

2.3.1 The school, as an employer and a landlord in control of water systems, has a statutory duty to control the risk from legionella. The risk of bacteria proliferation in a hot and cold water system is most commonly controlled through a combination of:

- Eliminating points in a water system where water can stagnate (e.g. tanks and pipe dead legs) via good system design or remedial engineering works
- Keeping storage vessels, water heaters and other water system features sufficiently clear of sediment and surface biofilms by regular inspection, and if necessary, cleaning and disinfection.
- Keeping cold water temperatures below 20°C and hot water temperatures above 50°C at the outlet
- Keeping fresh water flowing through the water system either by day to day use or by deliberate weekly flushing
- Regular inspection & monitoring to ensure that the risk controls are in place.
- Minimising the creation and inhalation of aerosols.
- Water treatment following periods of water system stagnation or significant bacterial presence in water samples.
- Regular chemical treatment where other control methods are not considered effective.

School must have, and keep up to date, a 'Legionella Logbook'. This is the responsibility of the Nominated Property Officer, but in many cases a nominated person at the property (Nominated Property Contact, Site Manager or Caretaker) will need to ensure that all work carried out on the water system is recorded in the logbook.

Competence, Training and Information

Every person with a role in the implementation of this policy must be competent to discharge their responsibilities.

- All water system designers and engineers must have an awareness of how their work can affect the risk of legionella in a water system that they are working on. This should be confirmed within job descriptions, project specifications or service contracts.
- All legionella risk assessors and water monitors must be competent to carry out the tasks assigned to them. This should be confirmed within job descriptions, project specifications or service contracts.

Personal Safety for People Working on, or Monitoring, Water Systems

Any person working on a water system should not be at any greater risk than anyone else at the site if the appropriate legionella risk controls are in place to prevent proliferation. However, there are some tasks that might expose these people to a water spray.

Therefore, the first action any person must take is to check the site's written scheme and legionella log book. This will indicate whether the risk is being adequately managed and controlled. Based on what the person finds, they will need to make a decision on whether they should:

- Work with no additional risk controls or;
- Work using additional risk controls, such as a safe system of work to reduce exposure or;
- Contact their line manager for advice before starting work.

Risk assessments and safe systems of work for typical activities must be produced. These aim mainly to control the amount of water spray produced during a task such as shower head cleaning. Managers must ensure these documents are suitable, and if not adapt them, for their circumstances and communicated to their staff.

Actions to be taken in the Event of a Significant Legionella Bacteria Presence in a Water Sample

- a) Inform property occupiers & Nominated Property Officer to not use affected outlets (Immediate)
- b) Isolate outlets from affected part of system (within 48 hours)
- c) Clean & disinfect outlets
- d) Investigate likely source & treat water and water system as necessary
- e) Implement remedial repair works if necessary

Section 38.0:

Dangerous Substances

Any work involving hazardous substances is subject to The Control of Substances Hazardous to Health (COSHH) Regulations 2002 requiring Risk Assessment and appropriate preventative or control methods to minimise risk of injury. It is the responsibility of LSJ 's SLT to ensure that this is done for all existing and new substances. Control measures must be sufficient and appropriate to effectively prevent, or where not reasonably practicable, to adequately control the risk to health of exposure to a Hazardous Substance.

What is COSHH?

Control Of Substances Hazardous to Health covers most workplaces. The regulations set out how Employers must control Risks to health arising from substances at work.

Substances hazardous to health including -

- Any chemicals that are labelled as 'Very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive' {see the later section regarding Safety Labels for more guidance}
- Any substance with a maximum exposure limit or occupational exposure standard
- Any substance that creates a comparable Health Hazard.

Why do we need to know about COSHH?

The reason why it is important to know about COSHH is because your health and that of your colleagues, clients and the general public may be at stake when using certain substances.

Knowing about COSHH helps you to understand what hazards are present and how to protect against ill health. The co-operation of all employees is essential, as keeping the workplace in a safe and healthy condition is a team effort.

Guidance on the Assessment and Use of Substances:

When assessing substances consideration needs to be given to the Prevention and Control Measures to be applied. The following hierarchy of Controls should be used and an appropriate COSHH Risk Assessment be completed -

- Elimination.
- Substitution.
- Isolation.
- Enclosure.
- Local Exhaust Ventilation.
- General Ventilation.
- Good housekeeping.
- Minimising Exposure Time. Training.
- PPE.
- Welfare Facilities.

Prior to handling any hazardous substances, all employees will receive such information, instruction and training, as necessary, regarding handling, storage, use and disposal of substances.

An assessment of Risks to health arising from the work involving hazardous substances will be carried out before the use of such a hazardous substance is allowed. Apart from any intrinsic hazards of the substances themselves, the assessment is also concerned with the way in which the substance is used.

Since approval of a substance relates to specific working conditions then any alteration to the manner, concentration or location of use may require re-assessment. The person wishing to initiate changes will be responsible for reviewing the assessment and obtaining approval from the Health & Safety Consultants.

A register of all COSHH datasheets (Manufactures Safety Data Sheets - obtained from Manufacturers) and completed Risk Assessments will be maintained. New products will require assessment before any usage commences.

The COSHH register will be updated whenever the following occurs:

- Addition of new or deletion of old substances
- Alteration to work practices affecting the assessment
- Changes to regulations
- At Health and Safety reviews
- Other information becomes available.

Prior to handling or using any substance you should:

- Know the meaning of Hazard warning labels
- Read and understand the relevant COSHH Assessment
- Ensure work methods are covered by the Risk Assessment
- Follow instructions (e.g. ventilation)
- Adhere to PPE/specialised equipment requirements
- Be aware of effects on others around you
- Ensure residues are disposed of appropriately following Manufacturer's instructions.

COSHH Do's and Don'ts:

Do's –

- Prior to using any substance read the product label and any other information provided {COSHH risk assessment, Manufacturers Safety Data Sheet}; ensure that you understand the Hazardous in relation to the substances being used
- Ensure that the recommended personal protective equipment to be used is well maintained and fits correctly
- Ensure that you use the personal protective equipment at all appropriate times
- Keep all containers closed when not in use
- Maintain housekeeping standards at a high level. Clean spillages of substances as they occur, using the recommended methods as per the Manufacturers Safety Data Sheets
- Follow the Manufacturers Safety Data Sheets guidance in relation to the safe storage and transportation of substances
- Follow the Manufacturers safety data Sheets guidance in relation to the safe disposal of waste substances. Also, consider materials which may be contaminated with the substance.

Don'ts –

- Taste or touch any substance with your bare hands
- Try to identify substances by their smell
- Smoke in undesignated areas
- Drink or eat in the workplace - especially after handling substances, including the containers
- Leave unmarked {labelled} substances around
- Be afraid to ask questions
- Use the toilet before washing your hands, after handling substances or their containers.

Section 39.0:

Safety Labels

It is important to ensure that all substances/chemicals in the LSJ's working environment are labelled clearly and concisely as this will ensure that the associated Risks are controlled and kept to a minimum.

When transferring smaller quantities of substances/chemicals into smaller containers it is important, and a legal requirement, to make sure the containers are marked correctly with a suitable waterproof marker pen in order to determine what is contained in the container (never use old drinks bottles/containers).

- It is a legal requirement to ensure that all chemical substances that are supplied are correctly labelled. It is the Policy of LSJ not to accept any substances/chemicals that are delivered without appropriate documentation
- It is the Policy of LSJ to compile a complete list of chemicals that can be used on the premises. Once completed, such substances/chemicals will be the only recognised substances/chemicals allowed on the premises without further COSHH Assessments being carried out
- All substances/chemicals will be accompanied by their appropriate Manufactures Safety Data Sheets.

Familiarise yourselves with the following Labels and their meanings:

Common Hazard Symbols {these are always "White" in colour} –



It should be noted that the above labels do not represent the definitive list of examples but are meant as a guide only.

Section 40.0:

Personal Protective Equipment (PPE)

Introduction:

LSJ will use the most reasonably practicable means to control risk other than by use of personal protective equipment (PPE). However, where other measures have not provided an adequate level of protection then PPE will be provided to ensure Health and Safety in accordance with the Health and Safety at Work etc., Act 1974. Any provision of PPE shall meet the requirements of the Personal Protective Equipment Regulations 1992 in all respects.

LSJ will therefore make readily available such PPE as is reasonably required and ensure all its employees are informed and trained as to its use. An assessment will be made to determine the requirements for PPE and to identify suitable items of PPE taking into account compatibility between items worn simultaneously. PPE will be provided free of charge and include means for its maintenance, cleaning and replacement. Users of PPE will be offered, if reasonably practicable, a choice of items of similar purpose to ensure good fit and comfort. They will be advised as to why PPE is being provided, the level of protection it affords and will receive training appropriate to its use.

Guidelines for Users:

PPE shall be provided to afford protection against Risks that cannot otherwise be effectively controlled.

The following should be observed when using PPE to ensure its effectiveness -

- Any requirement for issue of, or replacement of PPE should be reported immediately
- Levels of protection afforded by PPE – life and limitations
- Correct type of PPE is utilised for the task
- Ensure PPE fits comfortably and is correctly adjusted
- Ensure PPE is functioning and has no faults
- Wear PPE at all times where risk may be present
- Keep PPE clean and store correctly when not in use.

Section 41.0:

Safety Signs

The Health & Safety (Safety Signs and Signals) Regulations 1996 came into force on the 1st April 1996 and replaced the previous Safety Signs Regulations 1980. The regulations now state that Employers must use a Safety Sign where there is a Risk to Health & Safety that cannot be controlled by any other means.

Safety Signs are now required to convey the messages pictorially as well as in writing to ensure that the information can be understood by everyone in the workplace.

Employees should be made aware of the Safety Signs in the workplace and subsequently they should take notice of safety signs put there for their protection.

It is important that you make yourself familiar with all safety signs that are displayed around the School premises/sites -

Safety signs are colour coded and each has a meaning. The table below gives guidance – Please make yourself familiar with their meaning.

Prohibited	Warning	Mandatory	Safe Condition	Fire Equipment
A red circle with diagonal crossbar on a white background. The symbol within the circle is black and denotes that a certain behaviour is prohibited.	A yellow triangle with a black border. Within the yellow area is a black symbol which denotes the hazard present.	A blue circle with a white symbol which denotes that a specific course of action must be taken.	A green oblong or square with a white symbol which denotes information relating to the safe condition.	A red oblong or square with a white symbol which denotes the location of Fire-Fighting equipment.

Section 42.0:

Asbestos

Legal requirements are now contained in the Control of Asbestos at Work Regulations 2012. It states that all premises should have an asbestos survey carried out to inform:

- Employees.
- Visitors and contractors of where it is and any precautions required.

Should any Asbestos Containing Material (ACM) be discovered or suspected at LSJ this will result in the incident being reported to the Head Teacher immediately and all work suspended until the facts of the ACM's are established and appropriate control measures put in place. LSJ's policy is not to expose employees or others to unacceptable risks of contamination by asbestos; Safe Systems of Work (in accordance with the Control of Asbestos at Work Regulations 2012) will be implemented.

Section 43.0:

Working At Height

Falls from height account for the majority of fatal accidents at work and around 3000 major injuries annually. They remain the single biggest cause of workplace deaths and one of the main causes of major injury.

The Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007 lay down statutory requirements which must be adhered to. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

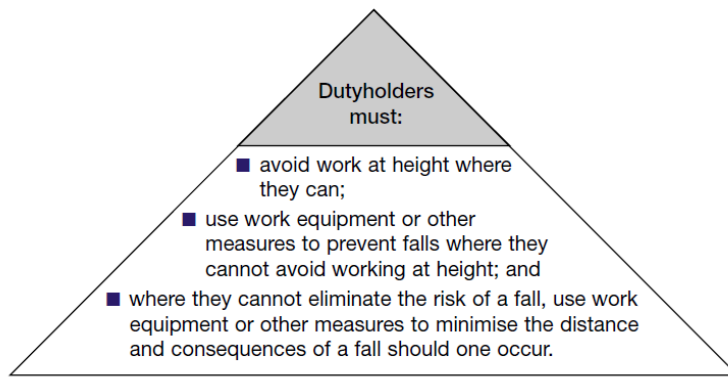
What is 'work at height'?

Definition - A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but we would not be inclined to apply the Regulations to a mounted police officer on patrol.

Responsibilities of the Employer {Duty Holder}:

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height -



The Regulations require Employers to ensure:

- All work at height is properly planned and organised
- You must do all that is reasonably practicable to prevent anyone falling
- 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.

Planning:

Employers must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height
- Ensure that the work is properly planned, appropriately Supervised, and carried out in as safe a way as is reasonably practicable
- Plan for emergencies and rescue
- Take account of the Risk Assessment carried out.

Weather:

- Employers must ensure that the work is postponed while weather conditions endanger health or safety.

Staff Training:

- Employers must 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
- Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

The Place Where Work Is Done:

- Employers must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

Equipment, Temporary Structures and Safety Features:

- Employers must provide equipment for preventing (as far as is reasonably practicable) a fall occurring
- If the precautions do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall
- When selecting equipment for work at height you must -
 - Use the most suitable equipment.
 - Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).
 - Take account of -
 - The working conditions.
 - Risks to the safety of all those at the place where the work equipment is to be used.

Inspections:

'Inspections' are defined as visual or more rigorous inspection {including tests} by a competent person, as is appropriate for safety purposes.

Employers must -

- Ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.
- Ensure that any items such as Collective Fall Protection {guard rails, toe boards etc.}, Working Platforms, Collective Fall Arrest systems {nets, airbags etc.}, Personal Fall Protection {work restraints, work positioning, fall arrest, rope access etc.}, Ladders and Step Ladders are inspected
- After "control measures" have been assembled and/or installed, inspect if its safety depends on how it is assembled or installed
- Inspect as often as is necessary to ensure safety and in particular to make sure that any deterioration can be detected and remedied in good time
- Ensure that before you use any equipment which has come from another business and before any equipment leaves your school, it is accompanied by an indication (clear to everyone involved) that the last inspection has been carried out
- Ensure that any platform used for (or for access to) any work and from which a person could fall more than 2 m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved

- Ensure that the person inspecting a platform Prepares a report before going off duty, giving the following details –
 - The name and address of the person for whom the inspection was carried out.
 - The location of the work equipment inspected.
 - A description of the work equipment inspected.
 - The date and time of the inspection.
 - Details of any matter identified that could give rise to a risk to the health or safety of any person.
 - Details of any action taken as a result of any matter identified.
 - Details of any further action considered necessary.
 - The name and position of the person making the report.
- Keep the report of a platform inspection –
 - At the construction site until the work is completed.
 - Then at an office of yours for another three months.
- Keep all other records of inspection until the next inspection has been carried out.

Fragile Surfaces:

Employers must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

If anyone does work on or near a fragile surface you must -

- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails and the like are provided (and used) to minimise the risk
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall
- If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

Falling Objects:

- Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling
- If it not reasonably practicable, you must ensure that no one is injured by anything falling
- Employers must ensure that nothing is –
 - Thrown or tipped from height if it is likely to injure anyone.
 - Stored in such a way that its movement is likely to injure anyone
- If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to access that area.

Section 44.0:

Ladders And Stepladders

Ladders and Stepladders must be subject to pre-use checks and detailed visual inspections. Both are looking for obvious visual defects but differ in the detail they go into; both can and will be carried out in-house. Pre-use checks will be part of a user's training and do not need to be recorded whereas detailed visual inspections must be and will be formally recorded in the designated file.

The Ladders and Stepladders being used will be individually identified by a unique "ID Number" and this detail will be included on all "Detailed Visual Inspection Reports". It will also serve a key function in the reporting and completion of any "Defect Notices", as and when raised.

Pre-use Checks:

Every Ladder and Stepladder will be checked by the user of the equipment prior to use each day to make sure it is safe to use. If frequently used during a day, they only need to be checked once at the start of the day except for checking the feet when moving them from soft / dirty ground to a solid / smooth / clean area.

The following pre-use checks should be carried out by the User -

Does the Ladder/Stepladder have any of the following?

- Missing, damaged or worn anti-slip feet on metal and fibreglass ladders / stepladders (essential for good grip)
- Items stuck in or adhered to the feet such as stones, grease, dirt or other debris, preventing the feet from making direct contact with the ground
- Mud, grease, oil or wet paint either on the rungs, stiles, steps or platform
- Cracks, splits, bends or warps in the rungs, stiles, steps or platform
- Missing, broken or weakened rungs or steps
- Missing or damaged tie rods
- Cracked or damaged welds, missing or loose screws or rivets, corrosion, sharp edges, dents
- Painted surfaces *

** Ladders / stepladders should never be painted as this could hide dangerous defects from view. Wooden ladders / stepladders can be protected with a clear, non-slip varnish or transparent rot-proofing product.*

If the answer to any of these questions is "Yes" the Ladder/Stepladder must be taken out of use until it is adequately cleaned, professionally repaired or replaced with a new one as appropriate. Defects must be formally reported to the appropriate person {SLT/ Site Manager } as a matter of urgency using a simple "Defect Notice".

Note: *Stability devices and other accessories should also be pre-use checked in accordance with the manufacturer's instructions.*

Detailed Visual Inspections:

For LSJ purpose these will be carried out by a Competent Person and formally recorded every three months on a “Detailed Visual Inspection Report”. The completed Inspection Report must be then retained for the “life of the Ladder/Stepladder.

On completing the “Detailed Visual Inspection Report” and finding no apparent defects the Competent Person will attach a “colour coded tag” and complete the ladder/stepladder “detail tag”, this identifies that the Ladder/Stepladder has been inspected and has passed its three monthly inspections. It should be noted that the colour of the tags will be alternated so that the Ladders/Stepladders falling into this category of inspection can easily be identified and subsequently their use controlled.

Guidance for the Safe Use of Ladders:

Employees must ensure that the ladder is:

- Suitable for the purpose.
- Set on firm level ground.
- Set at an angle of 75°.
- Extended 1.05m above the landing place.
- Secured at the top, or at the foot (lashings using stiles, not rungs) or another person should be stationed at the foot to hold it firmly.
- When using extended ladders, they should overlap in compliance with the following:
 - Up to 5 m (16 ft) closed length -1½ rungs
 - Between 5 m (16 ft) and 6 m (20 ft) -2½ rungs
 - Over 6 m (20 ft) closed length -3½ rungs
- Three points of contact must be maintained at all times. If this is not possible then the ladder must not be used.

Guidance for the Safe Use of Step Ladders:

Points made for ladders also apply to step ladders and in addition: -

- Where possible, step ladders should be set up at right angles to the work place.
- Employees' knees should be below the top of the steps,
- The top of the steps should not be used as a working platform,
- Steps must be used in the fully opened position.

The following diagrams illustrate both good and bad practises for the use of ladders and stepladders. All personnel should adhere to the good practises



Figure 1a Incorrect - overreaching and not maintaining three points of contact



Figure 1b Correct - user maintaining three points of contact



Figure 2a Incorrect - steps side-on to work activity



Figure 2b Correct - steps facing work activity

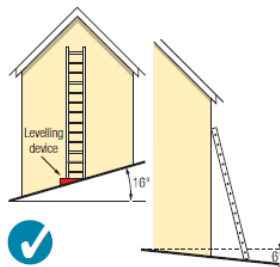


Figure 3 Ladder showing maximum angles at 16° on a slide slope and 6° on a back slope

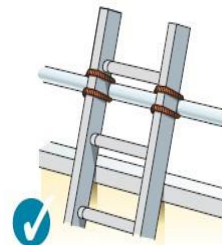


Figure 4 Ladder tied at top stiles (correct for working on, not for access)



Figure 5 Tying part way down



Figure 6 Tying near the base

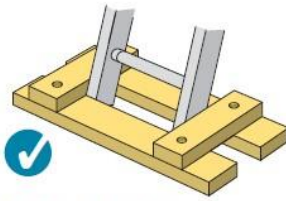


Figure 7 Securing at the base



Figure 8 Access ladders should be tied and extend at least 1 m above the landing point to provide a secure handhold



Figure 9 Stand-off device and working maximum height on a ladder

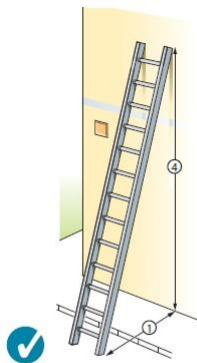


Figure 10 Ladder showing correct 1 in 4 angle (means of securing omitted for clarity)

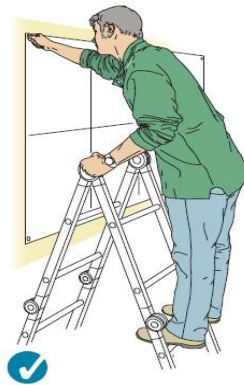


Figure 11 Correct - two clear rungs. Don't work any higher up this type of stepladder



Figure 12 Correct - three clear steps. Don't work any higher up this type of stepladder

Section 45.0:

Occupational Health

LSJ recognises our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. If our Risk Assessments deem it necessary, we will introduce procedures to monitor Employees who are, or may be, exposed to health and wellbeing Risks whilst carrying out their work activities. We recognise our Employees may require referring for health screening as part of a health surveillance programme. In some instances, (some chemical, biological and physical agents) this is a mandatory requirement. We will facilitate Control Measures in line with this and as a guide will include -

- Hazards that have the potential to cause ill health to our Employees, or anyone who may be affected by our work activities, will be identified in our Risk Assessments. These assessments will further identify any occupational health issues that require controlling.
- Implement and carryout regular Health Screening of our Employees. This will be initially in the form of Health Screening Questionnaires as appropriate to our work {Vibration and Dermatitis}.
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake their normal work activities.
- The issuing of appropriate safety equipment to all personnel involved.
- Training on the use of personal protective equipment and other safety measures.

Section 46.0:

First Aid

Introduction:

LSJ recognises the importance of correctly and promptly administered First Aid towards saving the lives and minimisation of the effects of injury. Having due regard to the level of risk present in the work environment the School are committed to the provision of suitable numbers of competent First Aid personnel for rendering immediate treatment to a casualty (includes both injury and illness). LSJ will therefore provide such resources and information as is reasonably required to train an employee/s in First Aid; this will ensure that The Health and Safety (First Aid) Regulations 1981 are fully complied with.

The Health and Safety (First Aid) Regulations 1981 require all businesses to have either First Aid equipment and/or an appointed First Aider.

The First Aid Box/Bag should -

- Be clearly marked
- Have its contents checked regularly by a nominated employee {First Aider}.
- Contain certain items {see below for recommendations}

Suggested Items and Number thereof:

- Sterile adhesive dressings - hypoallergenic 20x
- Sterile Eye Pads with attachment 2x
- Triangular Bandages 4x
- Sterile Coverings for Serious Wounds 4x
- Safety Pins 6x
- Medium sized sterile un-medicated dressings 4x
- *Large* sterile un-medicated dressings 4x
- Extra-large un-medicated dressings 2x
- Disposable gloves 10x

Mobile {Vehicle} First Aid Box/Bag:

The following should be included in First Aid Box/Bag issues to all employees with School vehicles.

Suggested Items and Number thereof:

- General guidance leaflet on first aid 1x
- Individually wrapped sterile adhesive dressings 6x
- Large sterile un-medicated dressings 1x
- Triangular Bandages 2x
- Safety Pins 6x
- Medium sterile un-medicated dressings 2x
- Large sterile un-medicated dressings 2x
- Extra-large un-medicated dressings 2x
- Disposable gloves 10x

A First Aid display in the staff room keeps colleagues informed of current issues, vulnerable children and the identity of First Aiders.

Section 47.0:

Expectant Mothers

Introduction:

The Management of Health and Safety at Work Regulations require Employers to carry out an assessment of the Risks to the Health and Safety of New or 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 or, who has given birth within the previous six months or, who is breastfeeding
- 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 breast feeding
- 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 should be adequately controlled by normal School Health and Safety Procedures.

Management Responsibilities:

- When notification has been received that an employee is a New or Expectant Mother, an assessment should be made of the Hazards to which the employee is exposed
- This initial assessment should then be used to initiate subsequent Risk Assessments. The Risk Assessments should identify all associated Risks and Control Measures, which eliminate or control the risks, so far as is reasonably practicable
- To carry out periodic re-assessments of the Risks (e.g. monthly) with the employee. This ensures that the Risk Assessments are applicable throughout this vulnerable period
- To be aware of the following aspects of pregnancy that may affect the ability of the employee to work in the business -
 - Backache, difficulty standing for long periods or maintaining posture
 - Tiredness, inability to work normal contracted hours - *evening* work or overtime
 - Balance, problems walking on uneven or potentially wet, slippery floors
 - Comfort, problems of working in a small workstation/confined area.
- Consider suspending their normal work duties for as long as is necessary to protect her and her unborn child's Health or Safety. The decision to take this step must be after consulting the Human Resource Advisor.

Employee Responsibilities:

- To notify the SLT when they know they are pregnant
- To provide a Certificate from a doctor or midwife confirming the pregnancy when requested in writing to do so
- To co-operate with the Management Team in carrying out Risk Assessments and regular re-assessments.

Safe Method of Work:

- The main hazards to which the employee could be exposed in an establishment operated by LSJ are machine, manual handling, movement and posture, working with VDUs and general safety matters relating to the premises, e.g. uneven, wet or slippery floors
- Risk Assessments for the above hazards must be carried out but the day to day management of risk can only be undertaken in the workplace. Responsibility for ensuring that the controls which have been identified are implemented rests with the SLT who are in a position to assess local conditions
- The Risk Assessments should be regularly reviewed. Whilst many of the hazards are likely to remain constant, the risks to the employee will vary at different stages of the pregnancy. Employees should be informed of any risks that have been identified 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 eliminated, the risk should be controlled. If there is still a significant risk that gives rise to genuine concern, then the following sequential actions should be taken/considered {after consulting the Human Resource Advisor} -
 - Temporarily adjust the employee's working conditions and/or her hours of work. If it is not practical or it is unreasonable to do this then -
 - Offer other suitable alternative work if any is available. Or -
 - Consider suspending her from work for as long as is necessary to protect her and her unborn child's Health or Safety.
- Where the employee works at night and has a medical certificate stating that night work could affect her health or safety, the following sequential action should be taken/considered {after consulting the Human Resource Advisor} –
 - Offer suitable alternative daytime work if available. If it is not practical or it is unreasonable to do this then -
 - Consider suspending her from work for as long as is necessary to protect her and her unborn child's Health or Safety.

Section 48.0:

Young Persons At Work

Introduction:

The Management of Health and Safety Regulations require employers to protect young people at work from any risks to their health, which are a consequence of their lack of experience, absence of awareness of existing or potential risks and the fact that they have not yet fully matured.

Definitions:

A "**Young Person**" is someone under 18 years old.

A "**Child**" is someone between 13 years old and the Minimum School Leaving Age (MSLA), this is the last Friday in June in the school year in which a child reaches his sixteenth birthday.

Managements Responsibilities:

- Ensure Young Persons are not employed for work beyond their physical or psychological capacity
- Assess the risks to a Young Person *before*, he/she starts work {carry out Risk Assessments}.
- Take into account the inexperience and the immaturity of a Young Person, and the consequential lack of awareness of existing or potential risks
- Provide information to the parents or legal guardians of the Young Person/Child about the risks and the control measures involved/employed
- Decide whether a Young Person should be prohibited from certain work activities except where he is over MSLA and –
 - It is part of his or her training.
 - Risks are reduced as far as reasonably practical.
 - Proper supervision is provided by a competent person.
- To ensure that any Child under MSLA is not employed and provided with work experience by the School.

Section 49.0:

Violence

Due to the nature of our work, it is foreseeable that situations may arise whereby employees are exposed to the risk of abuse and violence. We recognise our legal duty to ensure we control situations that are likely to increase the risk of violence towards our employees. When this situation arises we will instigate control measures, which as a guide include -

- Assessing the risks involved and the control measures that need to be put into place
- Ensuring we provide adequate information, instruction and training to enable those that come into contact with the situations to deal with them
- Implementing and monitoring the control measures that have been identified.

Section 50.0:

Lone Working

Employees who work alone, like those in small offices, remote areas within a large site or mobile personnel should not be at more Risk than other employee's. All situations where employees are likely to be working alone within the LSJ 's working environment will be identified; consideration will be given to circumstances which present a Temporary Lone Working environment e.g. overtime in the office, on site etc.

Once identified, each circumstance of Lone Working will initiate the Risk Assessment process.

The following gives guidance to considerations when carrying out a Risk Assessment in relation to Lone Working -

- Does the particular workplace present a special Risk to someone working alone?
- Is there safe egress and exit from the workplace?
- Can all equipment, substances be safely handled by one person?
- Is violence from others a Risk?
- Would women and young persons be specifically at Risk?
- Is the Lone Worker medically fit and suitable for working alone?
- Are special training and supervision requirements needed
- Has the worker access to First Aid?

Suggested control measures to be considered in a Lone Working situation –

- Periodic visits from the Supervisor to observe what is happening
- Regular voice contact between the Lone Worker and the Supervisor
- Automatic warning devices to alert others if a specific signal is not received from the Lone Worker

- Other devices to raise the alarm, which are activated by the absence of some specific action
- Checks that the Lone Worker has returned safely to home or to their base
- Special arrangements for First Aid to deal with minor injuries – this may include mobile First Aid Kits
- Arrangements for Emergencies – these should be established and employees trained.

Section 51.0:

School Motor Vehicles

Restrictions on Drivers:

All School personnel driving School Vehicles must:

- Have a current full driving licence
- Be twenty-five years of age or over unless given express permission to use a School vehicle by Senior Management
- Have held a licence for more than twelve months unless authorised by Senior Management.

Subject to the above conditions, the vehicle may not be driven by the employee's spouse/children.

Occupational Road Driving:

LSJ is committed to reducing the Risks associated with driving at work.

Management Responsibilities:

- Risk assessments should be carried out on occupational road driving and communicated to all staff
- Drivers hold a current driving licence and that individual's driving licences and insurance documents are checked on a yearly basis and copies are kept on file
- Vehicles are fit for purpose (Note: where the vehicle is over 3 years old a valid MOT certificate will be checked and a copy held on file)
- Hands free mobile phone kits are fitted to vehicles {in the absence of a hands free kit - the use of mobile phones whilst driving is not permitted in any work vehicle. The driver must stop at a suitable, safe position before making or receiving calls}
- Journey schedules/distances are realistic
- Employees are encouraged to take a break every 2 hours from driving
- Employees have the option to make an overnight stay, rather than having to complete a long journey at the end of the working day
- Employees are encouraged to report all work-related road incidents to the Health and Safety Advisor
- Employees are encouraged to carry out basic safety checks on their vehicles and that planned/preventative maintenance is carried out as per manufacturer's recommendations

- Employees are encouraged to consider alternative transport where reasonably practicable such as the train
- Employees are not pressurised to complete journeys where weather conditions are exceptionally difficult.

Driver's Responsibility:

- Report all accidents and vehicle or property damage in writing to the SLT
- Wear seat belts on all journeys
- Ensure that he/she are fit to drive. Consumption of alcohol or use of controlled substances is strictly prohibited
- Keep vehicles roadworthy and clean
- Make regular checks on tyres, brakes, lights, horn, oil, water and petrol and complete the "School Vehicle Weekly Inspection Sheet"
- Not use mobile telephones whilst vehicles are in motion
- Make repairs to any defects immediately

Section 52.0:

Stress

There are a lot of reasons why people suffer from "Stress". However, it is generally an adverse reaction people have to excessive pressure or other demands that are placed upon them. It can be caused by issues at work or by concerns outside work or both in some cases.

LSJ has a "Duty of Care towards its employees and to ensure their Health & Safety at work is not compounded by work related "Stress". It is acknowledged that changes within the school regarding organisational or workplace arrangements may raise concerns with its employees and subsequently put them under duress. So as to address this source of potential stress the SLT will keep its employees aware of all changes likely to affect them as individuals; this will be done as appropriate to the developments and the aim will be to reduce instances of potential stress by open discussion and any reasonable suggestions from the employee will be taken into consideration.

With regards to non-work related "Stress", which may affect an individual's performance at work. The Management Team recommends that employees inform them, on a confidential basis, of any major problems that they may have outside of the working environment. This information may allow the Management Team to make arrangements which will help elevate some of the individuals stress related problems or concerns.

- ❖ LSJ will, as far as is reasonably practicable, make the workplace a happy working environment. However, if you feel that a change would make the workplace a more welcoming environment, discuss the idea with your colleagues and then with the SLT, who will consider all reasonable suggestions.

Some Suggestions to Combat Stress -

- Talk to your Manager, a friend or member of your family about your feelings/problems
- Eat healthily and be physically active
- Reduce your caffeine intake, stop smoking and keep within government limits with alcohol
- Talk to your own Doctor about your situation
- Try to learn new relaxation techniques like yoga - some people find it helps to cope with pressure in the short term.

Stress is not an individual weakness but a symptom arising from bigger issues

Section 53.0:

Smoking

Smoking is the main cause of preventable disease and premature death. It is now recognised that smoking not only affects the smoker but also affects non-smokers through passive smoking, i.e. where non-smokers inhale smoke from other people's cigarettes.

Under section 2 of the Health & Safety at Work Regulations, all employers must protect the health of employees and provide a healthy and safe working environment. Therefore it is the aim of LSJ to implement a suitable policy to control smoking within all areas they control.

Smoking Policy -

The school policy is that smoking is not permitted anywhere on the premises.

Breaches of the Smoking Policy will be dealt with through education and counselling. As a last resort if counselling and negotiations fail, employees that refuse to observe the policies could be subject to formal disciplinary procedures.

All visitors and contractors are expected to abide by the Smoking Policy and it is the responsibility of all Senior Staff to instruct them of the school's policy.

Section 54.0:

Alcohol And Drugs

Drugs and Alcohol impair individual reaction speeds; due to this it is unacceptable for LSJ's Employees to attend work after consuming either Alcohol or Drugs as this increases the likelihood of Accidents and Incidents occurring.

Management Responsibilities:

All employees will be instructed that the school has a **"No Alcohol and Drugs Policy"** whilst at work. This includes the morning of the night after. If an Employee or Contracted Consultant indicates that they are under the influence then they will be asked to leave the premises, immediately. This will be then dealt with as a disciplinary matter.

Drugs as prescribed by a General Practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he/she is employed, in a healthy and safe manner. Employees should advise the LSJ's Management if they have a medical condition or are taking medication that could affect their work or affect the health and safety of either themselves or others.

Confirmation Slip

LSJ have produced a Health & Safety Policy as is required under the Health and Safety at Work Act 1974.

A copy of the Health and Safety Policy can be obtained from the SLT and is available in the Policy File in the staff room.

It is the policy of LSJ to issue a copy of the Health & Safety Policy within its Manuals. The Manuals will be updated periodically to reflect any changes in current or new Legislation and changes which take place within LSJ.

I confirm that I have read the School Manual and that I agree to comply with the rules and procedures in the interest of Health & Safety.

Name.....

Signature

Date

Please return to the Main Office once signed.