



Micklefield Primary School Health and Safety Policy

Prepared for:

Micklefield Primary School

Prepared by:

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Safety Group UK



Micklefield Primary School Health and Safety Policy1

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Introduction

This Health and Safety Policy has been developed by Safety Group UK in conjunction with the **Micklefield Primary School** and has been signed off for implementation by the Head Teacher and Board of Governors as a means of providing focus and direction for Micklefield Primary School's Health and Safety Management System.

The Policy provides the framework for setting and reviewing objectives and targets from a management perspective. It also lays down the procedures for implementing these policies, which are to be followed by all employees.

The Micklefield Primary School Policy will be documented, maintained and communicated to all employees and other interested parties. The policy will be re-enforced and implemented through the day-to-day actions of managers and employees. Copies of the policy are available from the school office.

The policy will be reviewed to ensure its continued relevance and suitability as part of the ongoing management review activities. As a minimum, the document will be reviewed and updated every two years.

The review will cover all sections of the policy and procedure documents to ensure that:

- The responsibilities reflect the current staffing of Micklefield Primary School
- The organisational arrangements stay the same; and
- The document reflects changes to legislation

The policy will also be reviewed as required to reflect any changes in legislation, appointments or working methods and materials used.

The policy is available to all employees and other interested, relevant parties and partners upon request.

Policy Reviews & Visits

This Health and Safety Policy will be reviewed annually by Safety Group UK in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from Safety Group UK and confirmed by our nominated responsible person.

Review/visit date	Signed by Safety Group UK	Confirmed by Micklefield Primary School
30 November 2023		

Document Control

Copy number or reference	Location
01	Safety Group Panda Docs
02	Micklefield Primary School

Amendment Record

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref/Title	Details of amendment	Changes Made By
19/01/24	Initial Draft		Sent BPS on 14/02/24	TR

Legislation

Extracts of relevant legislation are provided for ease of reference on the Safety Group UK webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

Guidance

Guidance on a number of health and safety issues can be accessed by logging onto the Safety Group UK webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from **Safety Group UK** by contacting **Tel: 01138314022**.

E. info@safetygroupuk.com

Forms

Relevant forms and templates that may be utilised can be accessed by request from your H&S advisor.

Health and Safety Policy Statement

Micklefield Primary School will comply with relevant Health and Safety Acts and Regulations, together with accepted standards and best practice relevant to Micklefield Primary School operations.

Occupational health and safety policy and arrangements will be proportionate to the level of safety and health risks arising from Micklefield Primary School activities.

Micklefield Primary School accepts the duty to prevent injury and ill health to employees, visitors, pupils, contractors and temporary workers, as well as any members of the public who might be affected by Micklefield Primary School operations.

This policy will be communicated to all employees and stakeholders who may be affected by Micklefield Primary School operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, Health and Safety policies and procedures have been developed for our activities.

The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision required.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person. Non-reporting of risk is an offence and subject to disciplinary procedures.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Micklefield Primary School is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated bi-annually, or when there are changes in the nature and scale of Micklefield Primary School operations.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health and Safety Policy and Procedures document.

Position..... Signature..... Date.....

Key Legal Duties

LEGAL RESPONSIBILITIES OF EMPLOYERS

The key responsibilities of employers under health and safety legislation are to:

- Produce and maintain a written Health & Safety Policy
- Assess risks to employees, pupils and others who could be affected by work activities
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures
- Ensure access to competent health and Safety advice
- Consult employees about their risks at work and current preventive and protective measures

LEGAL LIABILITY OF GOVERNORS FOR HEALTH & SAFETY FAILINGS

Further to the general responsibilities of employers, Governors have the following legal liabilities:

- If a Health and Safety offence is committed with the consent or connivance, or is attributable to the neglect of any governor, manager or other similar officer of the organisation, then that person (and the organisation) can be prosecuted under Section 37 of the Health and Safety at Work Act 1974
- Those found guilty are liable to fines, and in some cases imprisonment. In addition the court can disqualify an individual under the Directors Disqualification Act 1986
- Individual governors are also liable for the common law offence of gross negligence manslaughter, where the grossly negligent behaviour of individuals causes death

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

The principle elements of the Corporate Manslaughter Act which came into force on 06 April 2008, are:

- It is an offence if the way in which an organisation manages or organises its activities cause a death amounts to a gross breach of a duty of care to the deceased
- A substantial failure must have been at a senior level
- Senior level means the people who make significant decisions about the organisation
- An organisation found guilty will be subject to an unlimited fine

- The courts may issue a publicity order (requires the organisation to publish details of conviction and fine) and a remedial order (requires the organisation to take steps to address the failures behind the death)
- The organisation and not individuals will be prosecuted

Corporate manslaughter will normally be considered in the context of involuntary manslaughter by means of gross negligence. There are a wide variety of circumstances in which consideration may need to be given to indicting a Micklefield Primary School Governor or Senior Manager for manslaughter arising out of its operations.

The victims of fatal accidents may be employees or pupils of the Ilkley Grammar School in question, or members of the public. Common examples are:

- Work-related fatal accidents arising out of unsafe systems of work
- Fatal accidents resulting from the provision of unsafe goods or services
- Fatal road traffic accidents in cases where Ilkley Grammar School vehicles or working procedures are unsafe

A governor or senior manager can be prosecuted both for what he/she knows might be a neglect of duty leading to Micklefield Primary School committing an offence, and also for what he ought to have known would be neglect. Senior managers must understand their duties, and what they need to do to comply with Health and Safety law. They need to be able to show that they have taken all reasonable steps to manage risks, and have effective health and safety management systems in place, including arrangements for involving their workforce.

Gross Breach

- The organisation's conduct must have fallen far below what could have been reasonably expected
- Judges will have to take into account any health and safety breaches by the organisation – and how serious and dangerous those failings were

Duty of Care

A duty of care exists for example in respect of the:

- Systems of work and equipment used by employees
- The condition of worksites and other premises occupied by an organisation
- Products or services supplied to customer

The Act does not create new duties – they are already owed in the civil law of negligence and the new offence is based on these.

CORPORATE MANSLAUGHTER ACT IN PRACTICE

- Although the Corporate Manslaughter Act should not make any difference for organisations like Micklegate Primary School, who are effectively managing risk, the recent rise in the number of cases filed for prosecution means that the implications of the Act need to be recognised as part of good health and safety management practices
- The police will certainly be carrying out more investigations under the Act and if they feel there are gross management failings they will consider prosecution, involving the HSE as appropriate
- A particular area that may be tested in the courts will be occupational road risk and this could impact on otherwise low-risk organisations that have people who drive for work

LEADING HEALTH & SAFETY AT WORK

The Institute of Directors and Health and Safety Commission have produced a Joint guide. It is likely that this new guide will be cited in the courts as best practice in future investigations and prosecutions under the Corporate Manslaughter and Corporate Homicide Act 2007.

The fundamental principles of the guide are as follows:

PLAN

Core actions of the Board of Governors

- Establish a health and safety policy
- Own and understand the key issues involved
- Decide how best to communicate, promote and champion health and safety

Good practice

- Health and Safety should appear regularly on the agenda of governors meetings
- Appointment of a 'Health and Safety Officer' demonstrates strategic importance of Health and Safety issues

DO

Core actions of the Governors

- Health and Safety arrangements to be adequately resourced

- Obtain competent Health and Safety advice
- Ensure risk assessments are carried out
- Ensure that employees, or representatives are involved in the decision making process

Good practice

- Leading by example
- Consider Health and Safety when deciding senior management appointments
- Assess the Health and Safety arrangements of contractors & suppliers
- Establish risk committee and/or Health and Safety committee
- Health and Safety training for some or all of the board of governors

CHECK

Core actions of the Board of Governors

- Recognise importance of preventive information (e.g. training and maintenance) and incident data (e.g. accident and sickness absence)
- Ensure audit of risk management carried out
- Ensure impact of major Health and Safety issues reported to the Board of Governors

Good practice

- Collection of Health and Safety data to benchmark against others in business sector
- Senior manager appraisals to include Health and Safety performance

ACT

Core actions of the board of governors

- Examine whether the Health and Safety policy reflects current business priorities, targets, and plans
- Examine whether risk management issues have been effectively reported to the Board of Governors
- Decide actions to address any weaknesses

Good practice

- Include Health and Safety in the Ilkley Grammar School annual report
- Governors can make extra `shop floor' visits to gather information for the formal review
- Good Health and Safety performance is celebrated at corporate and local level

Refer:

- The Health and Safety at Work 1974
- The Management of Health and Safety at Work Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Institute of Directors/HSE Guide INDG 147 – Leading health and Safety at Work

Health and Safety Responsibilities

Governors

The Governors are responsible for setting health & safety policy by:

- Ensuring adequate resources, in terms of both personnel and finance, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's health and safety policy
- Ensuring that responsible managers and staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare
- Setting health and safety performance standards to ensure effective management within their areas of control
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded
- Ensuring that all staff (including agency staff) are familiar with, and comply with, the requirements of the school's health and safety policy and that all new staff are inducted into the requirements of the health and safety policy and any school and Leeds City Council guidelines and instructions
- Ensuring that any contractors and sub-contractors who work in school premises have effective arrangements for health, safety and welfare
- Establishing systems for monitoring all arrangements to ensure that they are working effectively
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards
- Ensuring that Headteachers, SLT and Sub Committees of the Governing Body report at least annually to the Full Governing Body on health and safety issues within the school

Head Teachers and Leadership Team

The Leadership Team has accepted the duties from the Governors and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly
- The health & safety policy statement reflects current board priorities
- The management systems allow health & safety performance to be reported effectively
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes
- The Team addresses the health & safety implications of all its decisions
- Adequate funds are made available to meet the requirements of the policy
- The appropriate insurance cover is provided and maintained
- A statement on health & safety is included in Micklefield Primary School's annual report
- There is time at all meetings, including Leadership Team meetings, to discuss health & safety
- Significant hazards within their department are identified with suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc

Management (Teachers)

The manager's health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility
- Comply and implement the school's H&S policy
- Teachers in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work

- Training, supervision, instruction and information is provided to employees in health & safety procedures and policies, as necessary
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from work activities in their area of responsibility.
- Any health & safety issues are brought to the immediate attention of senior management, as necessary
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes
- Safe access to and from the workplace is maintained at all times
- All employees receive adequate and appropriate health & safety training in their tasks

Throughout this policy, 'management' means the person in charge of the work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

Employees (Non-Teaching Staff)

The employees' health & safety responsibilities are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities
- Do not put themselves or other people at risk through their actions or failure to act
- Warn new employees about known dangers
- Act responsibly at all times
- Do not abuse the welfare facilities
- Co-operate on all aspects of health, safety and welfare
- Follow the requirements of the health & safety policy
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks

- Work in line with the information and training provided by the line manager
- Do not misuse or interfere with anything that has been provided for health & safety reasons
- Report any accident or near miss, however small, to their manager and fill in the accident book

Contractors

Contractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health & safety that Micklefield Primary School may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.

- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of others on the site and the general public
- Their employer must inspect scaffolding used by contractors employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005)
- All plant or equipment brought on to site by subcontractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. The contractor must give the management information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use, and be in good condition with relevant inspection and testing in date
- Contractors must report any injury or damage caused by their employees to the management
- Contractor's employees must follow any safety instructions that the Bursar gives them
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Contractors must carry a risk assessment on any substance or process that could harm health, and give the risk-assessment report to the management before works start
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds
- Contractors carrying out high-risk activities must give us a detailed method statement. The method statement must be agreed with the management before work starts and copies must be available on

site so that everyone can keep to the agreed method statement. In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and the Micklefield Primary School management will administer this

- Contractors whose work is considered to be construction or design under the Construction (Design Management) Regulation 2015 (CDM) is to undertake their duties in accordance with these regulations. All duty holders are to ensure they have been given authority in writing prior to commencing any CDM activities
- The contractors, senior representatives must go to any safety meeting that the main contractor or planning supervisor asks them to go to. These meetings will be the main way of transferring information
- The contractors must make sure that they follow Micklefield Primary School contractor safety procedures

Drivers of Micklefield Primary School Vehicles

Driver's health & safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy
- They follow the road traffic regulations at all times
- Vehicle maintenance is carried out as required by the manufacturer's instructions
- They report all faults on vehicles (and any equipment) and carry out any extra maintenance as necessary
- They do not drive any vehicle unless they have been fully trained and instructed in how it works
- They follow the requirements of the safety policy
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks

All drivers are reminded that they are fully responsible for vehicles under their control.

Pupils

All pupils will be responsible for:

- Complying with school rules and procedures
- Taking reasonable care of themselves and others
- Co-operating with their teachers and other school staff
- Using equipment and substances in the manner in which they are instructed
- Not misusing anything provided for the purposes of health and safety
- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Headteacher

Safety Group UK

Safety Group UK, in agreement with management, provides us with the following services:

- Development of our documentation throughout the period of our contract and keeping it updated for changes in Health and Safety legislation relevant to Micklefield Primary School and organisational changes which affect our management system
- A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- A consultant visit to train senior managers and to support our implementation of this Policy by:
- Assisting us to complete specific risk assessments
- Providing further training, as agreed, on relevant agreed topics
- Reviewing and auditing our health and safety procedures and legal compliance
- Providing advice on implementing changes and system procedures Safety Group is also contracted to:
- Fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- Provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- Provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- Provide briefings to help keep us up to date with new and forthcoming legislation

Health and Safety Committee

The Health and Safety Committee will provide an opportunity for representatives to confer with senior management on health and safety issues. Typically, the topics covered by the Committee are to:

- Identify and prioritise safety issues
- Identify training requirements for employees
- Review safety records including accidents and incident
- Agree changes in working practices, if required.
- Review the implications of any changes in Health and Safety Legislation

Committee representatives are selected from a cross-section of Micklefield Primary School's operations and therefore have a wide practical knowledge of the processes and activities undertaken within Micklefield Primary School.

Health and Safety Rules

This section of our Health and Safety Policy specifies the rules laid down for the attention of all Employees and Contractors. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and could result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties. Contractors are reminded that breach of safety rules may result in the suspension of work or cancellation of contracts.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Micklefield Primary School Management.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- Employees are required to notify to management of any unsafe activity, item or situation

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised
- Employees must not clean any moving item of plant or equipment
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions
- Employees must not smoke except in prescribed areas

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition
- Employees must dispose of all rubbish, and waste materials within the working area, using the facilities provided
- Employees must clear up any spillage or liquids within the work area in the prescribed manner
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner

Protective Clothing and Equipment

- Employees must use all items of protective clothing / equipment provided as instructed
- Employees must store and maintain protective clothing/equipment in the approved manner
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures
- Employees must not obstruct any fire escape route, fire equipment or fire doors
- Employees must not misuse any fire fighting equipment provided
- Employees must report any use of fire fighting equipment to their supervisor

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book
- Employees must notify management of any incident in which damage is caused to property

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

A serious or wilful breach of Safety Rules.

- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction

Arrangements

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

Definitions:

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that does not cause injury or damage but could do so.

A work-related illness is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

The Accident Book

All accidents resulting in personal injury must be recorded in the company's Accident Book. The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injuries as detailed in regulation 4

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are: **Tel:** 0845 300 9923 (Monday to Friday 8:30am to 5:00pm) **Website:** www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Safety Group UK Advice Line. (Tel: 01138314022)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident. Should the incident involve Asbestos the records should be held for 40 years.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- To ensure that all necessary information in respect of the accident or incident is collated
- To understand the sequence of events that led to the accident or incident

- To identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- To identify the underlying causes that may have contributed to the accident or incident
- To ensure that effective remedial actions are taken to prevent any recurrence
- To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- To enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Communication and Consultation

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will establish effective lines of communication and involve and consult with employees through:

- Individual conversations
- Notice boards
- Internal publications
- Staff meetings
- Health and safety meetings

In addition to this we will:

- Display the “Health and Safety Law – What You Should Know” poster
- Consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

Control of Contractors in School

We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting

organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

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

- Checking the competence of all appointees including contractors
- Ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff
- Allowing sufficient time and resources for all stages of the project
- Providing pre-construction information to designers and contractors

We also have obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

We recognise that larger projects falling within the requirements of Part 3 of the CDM regulations are notifiable to the Health and Safety Executive and involve additional responsibilities. This policy is not intended to cover the detailed health and safety arrangements for such projects which would be determined on a case by case basis and for which responsibility would be shared with the Principal Contractor and Principal Designer.

This policy sets out our approach to managing contractors involved in projects which are not notifiable under the CDM regulations but also includes how we identify those larger scale projects which are notifiable.

Overview of Procedures for Control

All works which are defined as "Construction" under the CDM regulations will require the contractor or Principal Contractor to produce a Construction Phase Plan.

When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work.

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

If it is likely that the project will exceed 30 working days with more than 20 workers on site at a time or more than 500 person days of construction work, and therefore falls within the additional requirements described in Part 3 of the Construction (Design and Management) Regulations (notifiable projects), he/she undertakes the following actions:

- Ensures that the Head Teacher and senior management is promptly made aware
- Coordinates arrangements for the appointment of a competent Principle Designer (PD) and Principal Contractor, taking into account guidance on competency set out within the L153 guidance document to the Regulations

- Personally takes responsibility for ensuring that the work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers

In the case of non-notifiable CDM works, the individual responsible for coordinating the work on our behalf will:

- Define the work that has to be done including the task, the place of work and associated issues
- Consider the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors
- Determine whether it is reasonably practicable to segregate the contractors' work from the other activities taking place on site either by scheduling the work out of hours or by physical separation
- Identify potential contractors and evaluate their competence to carry out the work safely
- Ensure that any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations
- Obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take these matters into account in their tender
- Discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work
- Ensure that health and safety requirements are included in the contract
- Undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed
- Ensure that a responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information
- If the work is particularly hazardous ensure that there are arrangements for issuing permits to work; Note that whilst not legally require in most cases, permits to work are good practice and enable the client to provide a higher degree of control where there is a risk of death or serious injury
- Monitor the execution of the work to ensure that it is being carried out safely
- Lead a contract review to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.

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

Competence Assessment

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

- Track record of experience in similar contracts
- Membership of reputable trade bodies or approved contractor schemes
- Legally required registrations (e.g. Gas Safe Register)
- Health and safety policies and practices
- Recent health and safety performance (number of accidents etc.)
- Qualifications, training and skills of their staff and manager
- Selection procedures for sub-contractors
- Example safety method statements and risk assessments for similar work
- Supervision arrangements
- Arrangements for consulting their workforce
- References from previous clients.

We ensure contractors competencies, insurances, risk assessments and safe systems of work are checked prior to the commencement of work.

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

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

Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their tender, we provide Pre-Construction Information including:

- For any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage
- Any restrictions on the time or location in which the work is done
- Access, parking and road traffic rules
- Information about other people who could be present in the premises, or could be at risk in the vicinity

- Restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers
- Rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site
- Smoking restrictions
- Rules about work on the electrical installation and the use of electrical equipment
- Requirements for work on the gas system
- General rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project
- Rules requiring the use of personal protective equipment when required as a result of the hazards of the work
- Any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc., anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances
- Restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment
- Restrictions and rules about the use of hazardous substances or generation of noise
- Rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable
- Restrictions on the use of our facilities eg toilets, washing facilities, restaurants and equipment eg fork lift trucks
- Requirements for supervision and quality assurance
- Restrictions or rules on the use of sub-contractors
- The need for contractors to provide their own first aid arrangements/ the availability of our first aid facilities and personnel
- Any specific qualifications required for particular parts of the job
- Security clearance arrangements – delete if not applicable
- Requirements to report all accidents and incidents to the Client representative
- The contact details of our representative responsible for coordinating the work who can be contacted for further information.

Receiving Information from Contractors

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

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

Authorisation / Permits

Contractors representatives are required to sign in on arrival and out on leaving. I.D badges are provided and must be worn at all times during term time. During holiday periods where there could be large numbers of contractors on site the site manager for each group will be inducted and he will be responsible for keeping registers of who is on site at any time. They will also be responsible for the registering of personnel in the event of an emergency.

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

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

- Hot work
- Confined space work
- Work with asbestos containing materials
- Work on pitched roofs
- Work on live electrical equipment.

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

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

Contracts

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

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

Briefing

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

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

Monitoring

All work by contractors is monitored periodically to:

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

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

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

Contract Review

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

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

- Quality of the work
- Compliance with health and safety rules and with the method statement
- Effectiveness of communications
- Decision whether to add or delete the organisation from the preferred contractor list- delete if not applicable
- Any improvements required to the policy and procedures for control of contractors

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

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

Corporate and social responsibility

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.

We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.

The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

Our partnership focus:

- We shall ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders
- We shall support the development of our external stakeholders through led training courses and using our facilities for all of our business partners to hold seminars and industry meetings
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices
- We shall encourage suppliers and contractors to adopt responsible business policies and practices
- We shall encourage dialogue with local communities for mutual benefit
- We will register and resolve customer complaints in accordance with our standards of service .
- We shall support and encourage our employees to help local community organisations and activities in our region, particularly our employee chosen charities.

- We shall work with local schools, colleges and universities to assist young people in choosing their future careers, being an advocate for our industry
- We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement
- We shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment
- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work
- We shall develop Environmental policies and objectives as part of the business planning cycle.

Disabled or Temporary Disabled Employees

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

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

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff fire alarm.

We also develop a personal emergency evacuation plan (PEEP) to cover any emergency that may occur which may result in evacuation and that may effect the individual concerned. If members of the public or parents attend site they will be escorted by an individual responsible for there evacuation.

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

Display Screen Equipment

All reasonable steps will be taken by Micklefield Primary School to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the company will:

- Carry out an assessment of each user's workstation
- Implement necessary measures to remedy any risks found as a result of the assessment
- Provide adequate information and training to persons working with display screen equipment
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- Arrange for the supply, at a subsidised cost up to a maximum limit in line with company contributions policy, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- Inform their departmental supervisor / line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- Report to their departmental supervisor / line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Driving for Work (School)

Certain staff have been identified who are involved in occasional driving e.g. PE staff and these staff drive occasionally for work purposes.

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

We check the driving licence of any employee who drives company vehicles, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. If there is any doubt about the validity of a licence and its content we contact DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

If individuals choose to drive their own vehicle on Micklefield Primary School business this would be covered by our insurance extensions. It is the responsibility of the individual to ensure the vehicle is roadworthy and has an in date MOT.

If vehicles are to be taken to Europe, we ensure that suitable insurance and breakdown cover is in place; that headlights are adapted as required; and other country specific requirements are adhered to.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded. In the case of company vehicles employees are required to record vehicle checks prior to each journey in the log provided with each vehicle.

Micklefield Primary School vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by the management.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days by as appropriate, providing overnight accommodation, arranging for driver sharing or using public transport. Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks and unplanned overnight stays where required.

Employees are required to inform the management if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Micklefield Primary School set our expectations for driver behaviour which includes:

- An expectation that they will adhere to road traffic laws
- Normal limits for working hours when the day involves driving
- The need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- Not driving under the influence of alcohol or drugs (including prescription drugs)
- Not using a hand held phone when driving
- Only using hands free phones for brief essential conversations in slow moving traffic or when stopped at the side of the road.

Micklefield Primary School vehicles are equipped with a safety kit comprising of first aid kit, fire extinguisher, hi visibility vest, torch, spare bulbs, foot pump, warning triangle, equipment for changing a wheel, spare wheel. There is no legal requirement for these kits in the UK but there is in some European countries.

Vehicle accidents are recorded and investigated in the same way as other work related incidents, and improvements made to our policy as necessary to avoid a recurrence.

Regular Minibus Driver Assessment (MIDAS) test are conducted on all minibus drivers

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the company's premises or the premises of others without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the company's premises or the premises of others without permission or is found to be intoxicated at work may face disciplinary action on the ground of gross misconduct under the company's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the company's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the company suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of the company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

Micklefield Primary School reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective Micklefield Primary School will:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- Maintain the fixed installation in a safe condition by carrying out routine safety tests
- Inspect and test portable and transportable equipment as often as required to ensure safety
- Promote and implement a safe system of work for maintenance, inspection and testing
- Forbid live working unless absolutely necessary, in which case a permit must be issued
- Ensure employees who carry out electrical work are competent to do so

- Maintain detailed records Employees must:
- Visually check electrical equipment for damage before use
- Report any defects found to their line manager / supervisor
- Not use defective electrical equipment
- Not carry out any repair to any electrical item unless qualified to do so
- Switch off non-essential equipment from the mains when left unattended for long periods
- Not bring any electrical item onto the company premises until it has been tested and a record of such a test has been included in the appropriate record
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

Emergency Planning

Emergency policies are enclosed in the Critical Incident Plan (CIP).

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the company will:

- Assess the risk from fire at our premises and implement appropriate general precautions
- Ensure good housekeeping standards are maintained to minimise the risk of fire
- Provide and maintain safe means of escape from the premises
- Develop a fire evacuation procedure for all buildings
- Provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- Make arrangements for the safe evacuation of deaf or otherwise disabled persons

- Make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- Display fire action notices
- Keep fire safety records

Micklefield Primary School does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

Micklefield Primary School is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the company will:

- Appoint and train a suitable number of first aid personnel to cover all work patterns
- Display first aid notices with details of first aid provision
- Provide and maintain suitable and sufficient first aid facilities including first aid boxes
- Provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- Taking charge when someone falls ill or is injured, including calling an ambulance if required
- Looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- Staff travelling on away from school visits
- Staff travelling in vehicles on a regular basis
- Staff whose work takes them to isolated or remote locations
- Staff participating in sporting or social events arranged or supported by the organisation

Gas Installations and Appliances

Micklefield Primary School will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Micklefield Primary School is committed to achieving high standards of health and safety for all staff, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

Micklefield Primary School supports the aims of:

- Reducing the waste of fuel and material
- Increasing operational efficiency
- Eliminating unnecessary emission of atmospheric pollutants
- Reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- Increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the company will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Micklefield Primary School will implement the following:

- An inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- Engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- Systems of work will be reviewed at suitable intervals and revised if necessary
- All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- Personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls

- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- Assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- Qualified professionals, where necessary, will carry out health surveillance
- Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- All employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

Information and Training

Micklefield Primary School will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Health, Safety and Welfare

Micklefield Primary School is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- Adequate maintenance of workplace and equipment
- Appropriate ventilation, temperature control and lighting
- Suitable cleanliness and housekeeping standards
- Adequate workspace allocation
- Properly designed workstations
- Well maintained traffic routes and floors

- Appropriate fall protection
- Suitable glazing
- Safe access and egress (well maintained exits and entrances)
- Appropriate sanitary and washing facilities
- Separate toilet facilities for men and women
- Plentiful drinking water supply and cups
- Seating with an incorporated back rest
- Accommodation for keeping clothing clean and dry
- Facilities for changing, rest periods, hot drinks and meals preparation
- Showering facilities if the nature of an employees work requires this
- Appropriate first aid provision
- Appropriate emergency, fire and evacuation equipment and procedures

Micklefield Primary School recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented the Micklefield Primary School will:

- Carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- Ensure that adequate control measures are put in place to reduce risks as far as possible
- Seek advice on risk reduction from our safety advisor, occupational hygienist or other relevant person as necessary
- Seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- Advise employees of the health risks and the signs of ill health
- Ensure employees co-operate with health surveillance procedures provided

- Discuss with the relevant people any health concern brought to their attention by an employee

Format of Health Surveillance

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

Frequency of Health Surveillance

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data may be required and staff should report to a manager if any problems are experienced. Baseline data will usually be gathered at the employment interview.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. In most cases this will be annual; however in some high-risk areas a more frequent programme may be agreed. More frequent surveillance may be required where a person's medical history suggests a particular vulnerability. The responsible person or occupational health nurse will make this decision and manage the recall process.

If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

The occupational health nurse or doctor will advise on any specific actions to take with regard to the affected employee, e.g.:

- Reducing the length of exposure
- Restricting work activities which cause exposure
- Re-deploying the affected employee
- Advising on additional personal protective equipment (PPE)

Record Keeping

The responsible person or occupational health nurse will, with the support of team leaders, ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave the company.

Home Working

The company defines home workers as “those who work from home on an agreed basis comprising on average more than 10% of their working hours”.

Staff are entitled to work from home in the course of their duties. Should staff wish to work from home on an agreed basis are to bring this to the attention of their line manager who will then pass this on for authorisation.

We ensure that home workers are able to work safely by undertaking a home working risk assessment (and a Display Screen Equipment Assessment if required). We undertake these by training home workers in general hazards and risk control measures and in display screen assessment and then asking them to undertake a self assessment. Improvements are implemented as agreed between the home worker and the school.

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

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

Legionnaires Disease

All reasonable steps will be taken to assess and identify potential legionella hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the company will implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

Avoidance of Stagnation

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

System Maintenance

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

Sampling

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

Record Keeping

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionella will be prepared. This will include the:

- Identification of people who may have been exposed
- Involvement of public health authorities
- Dissemination of information to employees and other interested parties as to the nature of the risks

Liquefied Petroleum Gas (LPG) and Compressed Gas

Gas cylinders are a convenient way to transport and store gases under pressure. These gases are used for many different purposes, including:

- Fire extinguishers
- Heating and cooking

The main hazards are:

- Impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- Impact from parts of gas cylinders that fail or any flying debris
- Contact with the released gas or fluid
- Fire resulting from the escape of flammable gases or fluids
- Impact from falling cylinders
- Where LPG / Compressed Gas are used, the company will ensure that provision is made for:
- Adequate training and supervision in their use
- Suitable handling equipment and storage facilities with adequate ventilation
- Regular maintenance and inspection

Handling and Use of Gas Cylinders

Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.

- Use gas cylinders in a vertical position, unless specifically designed to use otherwise
- Always double-check that the cylinder/gas is the right one for the intended use
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use
- Before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used
- Wear suitable safety shoes when handling gas cylinders
- Do not drop gas cylinders
- Empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste

- Do not lift the cylinders by valves, shrouds and caps

Transporting Gas Cylinders

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting
- Securely stow gas cylinders in an upright position to prevent them from moving or falling
- Disconnect regulators and hoses from cylinders whenever practicable
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents

Storage of Gas Cylinders

- Store gas cylinders in a safe and secure manner
- 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 and ensure that gas cylinders are stored away from sources of ignition and flammable materials
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents
- LPG cylinders should be stored away from drains and not in cellars

Lone Working

Micklefield Primary School will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

we will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- The remoteness or isolation of workplaces
- Any problems of communication
- The possibility of interference, such as violence or criminal activity from other persons

- The nature of injury or damage to health and anticipated "worst case" scenario

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- When working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- Check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- If possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- Do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager

Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

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

Equipment is provided where possible to minimise or simplify handling of heavier objects eg trolleys and stair walkers and we ensure that two persons are available where the risk assessment identifies the need.

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

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities via a folder of assessments within

each department. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

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

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

Machinery Maintenance

Micklefield Primary School will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. We will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

Micklefield Primary School will seek to inform and train personnel to implement this policy.

To achieve this objective we will, in consultation with the maintenance staff:

- Carry out an assessment of how the machinery should be isolated for specific maintenance work
- Carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- Carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- Carry out an assessment of how the maintenance of the machine affects its environment
- Carry out an assessment of all hazards that arise when guards have been removed
- Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- Provide any personal protective equipment that might be necessary to carry out the work safely
- Ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken

Information and Training

Micklefield Primary School will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

New and Expectant Mothers

Micklefield Primary School recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers we will ensure that:

- Employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- Any adverse incidents are immediately reported and investigated
- Appropriate training etc is provided where suitable alternative work is offered and accepted
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- Where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

Noise

Micklefield Primary School will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Noise Assessments

We will carry out regular noise exposure assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

Micklefield Primary School will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. We accept that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

Micklefield Primary School will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. We will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

Hearing Protection Zones

Micklefield Primary School will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.

Use and Maintenance of Noise Control Equipment and Procedures

We will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, including enclosures, silencers and machine covers.

All personnel will be required to

- Use these procedures and equipment correctly
- Promptly report any defects or deficiencies through the appropriate channels

Provision of Training

Micklefield Primary School will provide adequate training to employees as part of its hearing conservation and noise control policy.

All employees who are subject to high levels of noise will be provided with:

- Information, instruction and training about the harmful effects of noise
- Information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisations policy

Managers and supervisors responsible for formulating and carrying out the organisation's noise policy will also be given appropriate training.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

Audiometric Testing

Where employees are exposed to risk from high noise levels, Micklefield Primary School will adopt a programme to monitor the hearing of employees subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees.

Outdoor and Peripatetic Working

Micklefield Primary School will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

We will:

- Where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- Ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards

- Establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- Ensure suitable personal protective clothing is made available to staff either from the company or from the third party in control of the site
- Ensure suitable arrangements are in place for emergencies, including adequate first aid

Implementation

Staff working outdoors, or away from base, are responsible for ensuring that:

- If working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- They report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- The appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- They are familiar with the emergency arrangements and that these are in place prior to starting work
- All accidents and incidents are reported to their manager and in line with any local arrangements for the site

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to control works which are considered higher risk and cannot be adequately controlled by other means. They are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Information and Training

Micklefield Primary School will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Personal Protective Equipment

Micklefield Primary School provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE we will:

- Ensure that PPE requirements are identified when carrying out risk assessments
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- Carry out an assessment to identify suitable PPE
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- Ensure PPE is available to all staff who need to use it
- Provide adequate accommodation for correct storage of PPE
- Provide adequate maintenance, cleaning and repair of PPE
- Inform staff of the risks their work involves and why PPE is required
- Instruct and train staff in the safe use and maintenance of PPE
- Make arrangements for replacing worn or defective PPE
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Personal Safety and Violence

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it we recognise that staff involved in teaching and public facing roles are at risk of violence perpetrated by members of the public and pupils.

To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training. For that reason, where we have the opportunity to redesign workplaces such as reception spaces, interview rooms we ensure that we include improvements to reduce the risk of violence.

A certain amount of access control is applied to the school to restrict unauthorized access. Staff are to ensure they stop and challenge any individual they don't recognize or that doesn't have an I.D badge.

Describe any other risk control measures you implement such as avoiding lone working in certain scenarios, sharing information on clients, emergency alarms and response.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures and future premises designs as applicable. We have a police major incident kit to record the incident located in the site office.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

Every individual has the inherent right to self-defense and can use reasonable force to protect themselves.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- Assessments are carried out and records are kept
- Control measures introduced as a result of assessments are implemented and followed
- Employees are informed of the relevant results and provided with necessary training
- Any injuries or incidents lead to a review of relevant assessments
- Assessments are regularly monitored and reviewed
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Micklefield Primary School that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles that are used by more than one employee. If you have a company car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the company recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

Micklefield Primary School will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- Work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- Regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- Provide access to confidential counselling for employees affected by stress caused either by work or external factors
- Provide training for all managers and supervisory staff in good management practices
- Provide adequate resources to enable managers to implement the company's agreed stress management strategy

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Micklefield Primary School's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organization.

Our training objectives will cover three areas, that of the organization, the job and individuals. All employees will need to know about:

- The health and safety policy
- The structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include:

- Leadership and communication skills
- Safety management techniques
- Skills on training and instruction
- Risk assessment
- Health and safety legislation
- Knowledge of our planning, measuring, review and audit arrangements All our employees training needs will include:
- Relevant health and safety hazards and risk
- The health and safety arrangements relevant to them
- Communication lines to enable problem solving

All employees will receive induction training. Such training will cover:

Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- Participate in the induction training activities they have been required to attend or carry out

- Work according to the contents of any training they receive
- Ask for clarification of any points they do not fully understand
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

Visitors

In the interest of safety and security, Micklefield Primary School will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- They are authorised to enter the premises or accompanied
- They adhere to applicable health and safety instructions and rules during their visit
- Adequate information is passed to ensure their safety including emergency information
- Any protective clothing required is provided and worn
- Any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of an emergency, all visitors should be escorted by their host. Visitors should not leave the assembly area before notifying the senior person present.

Waste Management

Micklefield Primary School will instigate a waste management plan for any work carried out when required to by legislation and in order to do so will identify the:

- Client
- Principal Contractor
- Person with overall responsibility for the waste management plan
- Location of the site where the work will be carried out

- Estimated cost of the project

In carrying out any site work the company will adhere to the following hierarchy for processing of waste materials:

- Re-use (on or off site)
 - Recycle (on or off site)
 - Send off site for recovery
 - Send for incineration
 - As a last resort send to land fill
- The waste management plan will:
- Describe each type of expected to be produced
 - Estimate the quantities of each type of waste
 - Describe the waste management action for each type of waste (e.g. re-use, recycle)

The waste management plan will comply with the duty of care and ensure materials will be handled efficiently and waste managed appropriately. All waste materials which leave site will be processed through licensed contractors.

Additional duties:

- Ensure co-operation between all contractors involved on the project during the construction phase
- Discuss waste management with every site worker through induction, training and tool box talks
- Ensure that waste is reused, recycled or recovered, where practicable to do so

Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise the portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius (teaching unions have stipulated 18 degrees) for a prolonged period, managers will authorise staff to go home on full pay or work from home where appropriate. If work in some areas involves physical effort such as snow clearance the minimum temperature which applies is 13 degrees Celsius.

For outdoor workers thermal clothing, warm jackets, gloves and hats, non-slip overshoes have been provided. Changes to work patterns such as switching to indoor tasks, additional rest breaks, hot drinks facilities are also included.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. Staff who can are correctly set up to work from home should do so if possible in this scenario Our HR Policy include details of how non-attendance due to extreme weather will be managed.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working. This may occur due to low staff numbers in the workplace or due to home working arrangements being instigated. Should staffing level be such that lone worker situations are encountered then refer to the Lone worker policy for tasks not to be conducted under such conditions.

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

We have also put in place contingency plans to cover loss of heating, power or water. These are covered in the schools Critical Incident Plan.

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

We will also pay particular attention to building entrance areas to minimise the risks from wet floors.

Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings. Should snowfall or ice deposits be such that we can't effectively clear that route we will adopt a traffic management scheme. We will cordon off some routes and concentrate our efforts on clearing the high traffic areas.

Work Equipment

Micklefield Primary School will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the we will:

- Provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations

- Retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- Before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- Inspect all equipment at installation and prior to first use
- Regularly inspect work equipment in accordance with the manufacturer's recommendations
- Maintain work equipment in accordance with the manufacturer's recommendations
- Keep records of all inspections and maintenance
- Provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- Provide refresher training as appropriate and as determined necessary by workplace inspections

Work At Height

Micklefield Primary School will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

We will ensure that:

- All work activities that involve work at height are identified and assessed
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- Adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- When necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- Roof lights and other fragile surfaces will be protected to prevent falls
- Fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- All the necessary equipment to allow safe access to and egress from the place of work is provided
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided

- Suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards
- Regular inspections of all equipment required for working at height are undertaken
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- Any contractors from whom they procure services comply with this policy

Information and Training

Micklefield Primary School shall provide any information, instruction and training required to work in a safe manner when working at height.

Workplace Transport

Micklefield Primary School will take all reasonable steps to control the risks associated vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers.

Traffic routes

Micklefield Primary School will provide safe traffic routes that:

- Are suitable in design for the people and vehicles that use them
- Allow both of the above to move around safely and not cause danger to others working near the traffic route
- Are well-drained and free of obstructions and slip/trip hazards
- Avoid steep slopes and sharp or blind bends where possible, and use appropriate measures to increase visibility where they are unavoidable.
- Are of suitable construction so as to provide adequate grip and to be able to bear the loads that will pass along the route
- Avoid passing close to:
 - Any obstruction that could collapse or be left in a dangerous state if struck (such as racking) unless it is fenced off or adequately protected against being struck

- Any potentially dangerous items such as chemical storage, fuel tanks or pipes unless they are well protected
- Be adequately lit
- Avoid slopes and uneven or slippery surfaces, and erect barriers to prevent vehicles from entering hazardous terrain (such as pits) to reduce the risk of vehicles overturning

Micklefield Primary School will ensure that the all vehicles adhere to the site speed limits when on site.

Where reasonably practicable, all new traffic routes will be wide enough to allow pedestrians and vehicles to circulate freely. The company will also ensure that all existing traffic routes which do not allow pedestrians and vehicles to circulate freely will include measures such as vehicle passing places or traffic management systems where reasonably practicable. One way systems will be clearly marked and flow clockwise wherever possible, as that is the direction that most drivers will expect.

Signage and signals will be provided wherever necessary to ensure that pedestrians and vehicle operators are warned of hazards before they encounter them and at the hazard itself. These will conform, wherever practicable, to the same standards of the signage used on public roads.

Traffic segregation

We will keep vehicles and pedestrians separated on traffic routes wherever possible, and will provide pedestrian crossings where pedestrian and vehicle traffic routes cross each other.

Pedestrians will be prevented from entering areas where vehicles operate unless they are required to do so as part of their job role.

Reversing

Micklefield Primary School will seek to eliminate reversing on site wherever possible. Where this is not possible, the company will:

- Establish clearly marked dedicated reversing areas that are visible to drivers and pedestrians
- Where possible, enlarge reversing areas to improve visibility for drivers and pedestrians
- Prevent non-essential personnel from entering reversing areas
- Fit fixed mirrors and other visibility aids to increase visibility around vehicles
- Install reversing aids on vehicles where possible
- Use a trained banksman or signaller only where all other options have been exhausted

Where vehicles must reverse up to structures or edges, the company will provide wheel stops or similar structures. If banksmen must be used, they will use standard European hand signals and any new signals that must be devised will be based on existing signalling practice. Banksmen and drivers must agree on the signals to be used before any manoeuvring takes place.

Parking

We will provide safe and suitable parking areas for work-related vehicles, which will be separated from those of private vehicles wherever possible. Parking areas will:

- Be clearly signposted
- Not impede traffic routes, and keep pedestrians and vehicles separated wherever possible
- Allow drivers and pedestrians to see clearly
- Be firm, level and well drained and, if possible, well lit
- Be as close as possible to the intended destination of drivers and passengers

No vehicle should be left unattended unless the parking brake has been applied, the engine has been switched off, the starter key has been removed from the ignition and any mounted equipment has been lowered to the ground or secured. Vehicles will not be permitted to park in no parking areas or where they will obstruct any entrance, exit door or emergency escape route.

Loading and unloading

Loading and unloading areas used for deliveries and collections will be:

- In designated places which are clear of passing traffic, pedestrians and other persons not involved in loading or unloading
- Clear of overhead power cables or pipework
- On firm level ground, free from potholes and debris

Vehicles will be prevented from moving during loading and unloading, and we will implement any systems or equipment necessary for this that are not included in as part of the delivery vehicle.

Company Vehicles

All vehicles provided by Micklefield Primary School will meet all the relevant safety requirements specified for that type of vehicle. When a vehicle is found to be sub-standard it will be immediately taken out of service until

the fault can be rectified. Vehicles will be regularly inspected, and the manufacturer's guidelines will be followed when devising regular maintenance schedules and the content of the inspections.

The inspections will include:

- The braking system
- The steering system
- The tyres
- The mirrors, windscreen, windscreen washers, wipers and any other visibility aids
- Any alarm systems, such as the horn or lights
- Lubricant and hydraulic fluid levels and pneumatic pressure levels
- Vehicle-mounted equipment
- Any specific safety systems such as control interlocks
- Any ladders, steps, walkways or similar equipment used to access parts of the vehicle or support persons using the vehicle

Drivers

All drivers for company vehicles will be checked and assessed as competent before they may use any workplace vehicles. Where drivers will be operating company vehicles purely within the confines of the workplace, they will still be assessed to the standards necessary to drive on the public road.

Drivers of vehicles with specialised attachments or carrying out tasks outside of the normal scope of driving on the public road (such as loading and unloading, trimming or sheeting) will be trained specifically for those tasks and equipment and must be authorised to use them. This authorisation will be separate from any authorisation that they have received to drive on the public road.

Competent drivers will:

- Be capable to operate the vehicle and any associated equipment safely
- Receive comprehensive instruction and training for operating that vehicle
- Have a suitable level of fitness and a mature and responsible attitude

The fitness levels of drivers will be taken into account when assigning drivers to vehicles. Reassessment and refresher training will be used to ensure that all drivers remain competent.

Young Persons

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A “young person” is defined as one who is below the age of 18 years. To ensure the safety of young persons the organisation will:

- Carry out risk assessments to cover the activities of young persons
- Implement the actions determined by the risk assessment process
- Inform the young persons of any risks associated with their work and the control measures taken to protect them
- Provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- Provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

Risk Assessments

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- Be competent
- Have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- Have knowledge and experience of how to solve problems identified by the assessment

- Be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- Cables trailing over floors
- Fire
- Chemicals
- Work benches which are too high or too low
- Electricity
- Loads which have to be moved manually
- Work equipment
- Working environment e.g. ventilation, lighting, heating

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- Staff
- Members of the public
- Contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- Avoid the risk completely
- Evaluate risks which cannot be avoided
- Combat risks at source
- Adapt work to the individual
- Make use of technical progress
- Replace the dangerous with none or less dangerous
- Develop an overall prevention policy
- Give priority to measures which protect the greatest number of people
- Give appropriate instructions to employees

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be

observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Monitoring and reviewing

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Active monitoring

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.