



PERROTT HILL

HEALTH & SAFETY POLICY

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General Statement of Intent

The Board of Directors has charged the Proprietor with day-to-day responsibility for the governance of the School. Ultimate responsibility for the governance of the School rests individually and collectively with Board of Directors.

The Proprietor chairs a Board of Governors acting in an advisory capacity in support of good governance.

Perrott Hill School believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this school and therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the school believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

This policy is written with the inclusion of the Early Year Foundation Stage and the following outcomes of Helping Children Achieve More: Staying Safe and Being Healthy.

The school is committed to ensuring that it complies with all relevant health and safety legislation and where it is reasonably practicable to do so, the school will strive to go beyond the requirements of legislation. To achieve this, the school will provide the necessary resources and will seek the co-operation of all its employees for the purposes of implementing this policy. Moreover, the school will also ensure all employees are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The school is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on all matters affecting their Health & Safety;
- To provide and maintain safe equipment;
- To provide information, instruction and supervision for employees;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.



Signed:
Mr William Robertson - Bursar

Date:

Review Date:



Organisation

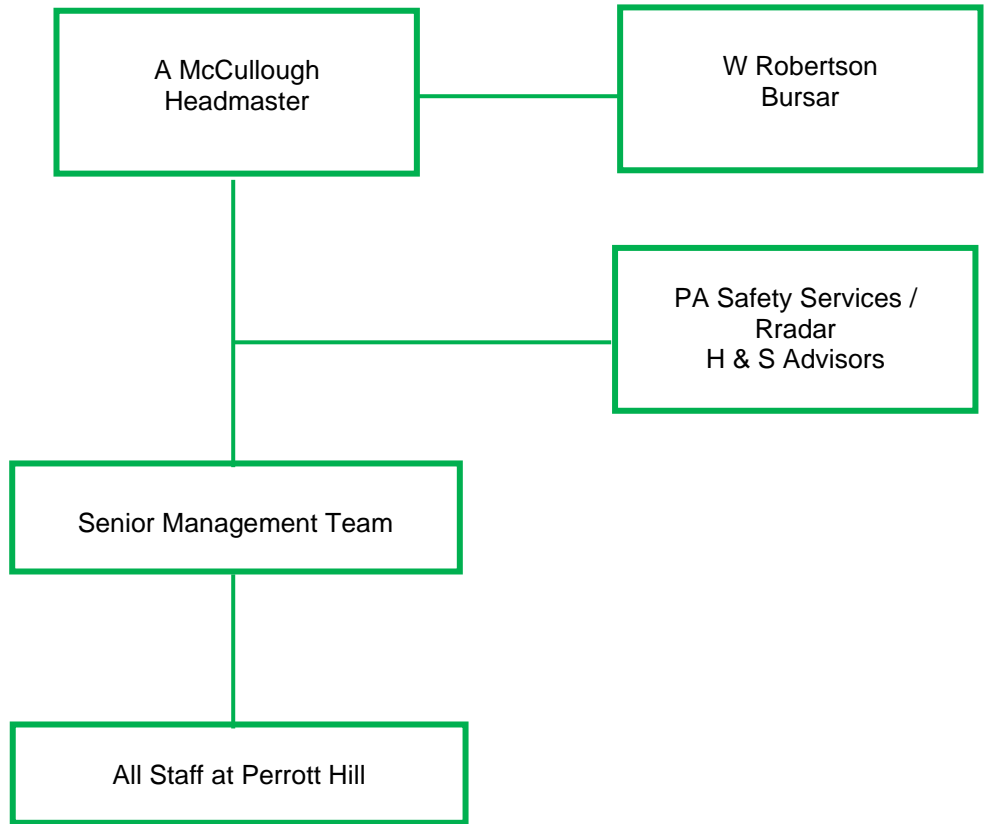
Overall and final responsibility for health and safety is that of the Chair of the Board of Directors.

Mr William Robertson – Bursar

To ensure that health and safety standards are maintained and improved.



Health and Safety Organisation





Responsibilities

Day-to-day responsibility for the governance of the school lies with the Board of Directors whilst the Chair of the Board of Directors holds ultimate responsibility. Kemal Pehlivan - Proprietor (Elect) has specific responsibility to the Board of Directors for Health & Safety.

Headmaster Responsibilities

Mr Alex McCullough, as Headmaster, has overall responsibility for the health and safety of employees, and all other persons who may be affected by the school's activities. The responsibilities include:

- Ensuring the school has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- Ensuring that there exists an effective policy for Health and Safety management, supplemented by additional documents as necessary, and that these documents are implemented throughout the business.
- Ensuring this policy is routinely reviewed on an annual basis to ensure the arrangements for health and safety remain current and valid.
- Ensuring that necessary resources and information is made available for the policy to be effectively put into practice.
- Ensuring that employees carry out their respective duties regarding health and safety within their areas of control.
- Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.

Bursar Responsibilities

Mr William Robertson, as Bursar, is directly responsible for the sound and effective day-to-day management of the health and safety arrangements within the school. The responsibilities include:

- Ensuring that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering the school.
- Budgeting for adequate resources to fully implement the health and safety policy.
- Ensuring that the health, safety and welfare arrangements provided are maintained and available at all times.
- Ensuring that the Health & Safety Committee are kept informed of any issues that may arise from the Weekly Health & Safety Committee Meetings.
- Taking responsibility, as far as is reasonably practicable, for implementing any recommendations arising from any risk assessment carried out within the school. Where recommendations cannot be actioned, take responsibility for informing the Headmaster.
- Ensuring that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- Ensuring that Health and Safety training is provided to all new department employees as part of the school's overall training programme.
- Ensuring that all employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- Ensuring employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- Carrying out routine inspections and monitor the activities within the school, to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.



Health & Safety Committee

With effect April 2017 a new Health and Safety committee has been formed. The committee members are the Headmaster, the Bursar, the Head of Boarding and School Nurse. The committee is chaired by the Headmaster.

All staff will be invited to suggest items for discussion at each meeting. All accidents and near misses are reported at the meeting as well as a Health and Safety report that will be presented by the Bursar.

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, school rules, procedures and instructions necessary for ensuring health and safety.
- Seek advice and instruction from the Health & Safety Committee when situations arise, which may affect the health and safety of themselves or others.
- Report any unsafe equipment, methods of work or any other safety concerns.
- Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others.
- Report any near miss or accident, however slight and whether or not injury or damage has been sustained.
- Assist at all times in maintaining good housekeeping standards.
- Not interfere with anything provided to safeguard health and safety, e.g. remove or wilfully discharge fire extinguishers, etc.

NOTE

Employees are reminded that non-compliance with health and safety rules and procedures will result in disciplinary action and may include immediate dismissal if appropriate.



Arrangements for Implementation

All school policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Procedures

Perrott Hill School's strategy for fulfilling its Health & Safety requirements is through the implementation of their Health & Safety Policy and is made accessible to all staff. Perrott Hill School aligns with this through the provision of Health & Safety procedures based on the relevant Codes of Practice, Guidelines and Statutory requirements.

Health & Safety procedures are constantly reviewed and improved to take advantage of best practice, learning from incidents (internally and externally), and changes in statutory requirements.

All work of a potentially hazardous nature is subject to a risk assessment.

Plant & Equipment

The design, construction, operation and maintenance of all plant and equipment will conform to all statutory requirements and relevant Codes of Practice.

Communications

- Health & Safety information is communicated:
- Headmaster directly with Bursar
- Bursar with Health & Safety Committee
- Health & Safety Committee members and staff
- Weekly staff meetings and weekly Senior Management Team meetings
- Health & Safety Policy
- Health and Safety is part of the termly Governors' board meeting including a report of accidents and near misses.

Training

All employees receive a mandatory induction prior to beginning work.

Focused training sessions will be arranged for employees on Health & Safety topics, such as Risk Assessment, COSHH and Manual Handling, if required.

Health & Safety Committee will liaise with the Bursar, when required, to organise specific Health & Safety training for individuals.

Employees engaged in potentially hazardous activities will have comprehensive training plans and records to ensure relevant competencies are established and sustained.



Improvement Plan

The Headmaster and the Bursar will develop and implement an annual Health & Safety improvement plan in order to ensure that:

- Lessons from injuries and incidents are learned and implemented.
- Ongoing changes in Standards and Guidelines are recognised and accounted for in local policies and procedures.
- Procedures and practices comply with changing legislation.
- Health & Safety targets are set and monitored reviewing the effectiveness of our health and safety policy, paying particular attention to:
 - a) the degree of compliance with health and safety performance standards (including legislation);
 - b) areas where standards are absent or inadequate;
 - c) achievement of stated objectives within given timescales;
 - d) injury, illness and incident data analyses of immediate and underlying causes, trends and common features.
- Sufficient resources are allocated to deal with Health & Safety issues.

Health & Safety Monitoring

In order to measure compliance with this Policy, a Health & Safety monitoring plan will be established and implemented.

Monitoring will take the form of audits, samples, surveys, inspections and tours in all areas covering relevant Health & Safety issues.

Two key components of monitoring systems:-

Proactive monitoring

To ensure we are achieving the objectives and standards we have set and that they are effective we will undertake Proactive monitoring, before things go wrong, which will involve regular inspections and checking to ensure that our standards are being implemented and management controls are working.

Reactive monitoring

We will undertake Reactive monitoring, to learn from our mistakes and to provide opportunities to check performance, learn from failures and improve our health and safety management system. This will establish whether our failures in risk control resulted in any injuries and illness, property damage or near misses, identifying in each case why performance was substandard and highlighting areas where improvement is needed.

Review

This strategy will be reviewed every year by the Bursar and discussed at the Health & Safety Committee meeting, attended by the Headmaster and Health & Safety Committee members.



Health & Safety Policies

SMS 01 - ASBESTOS

- 1.1 Perrott Hill School accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations and other related legislation appertaining to asbestos.

As directed by the Board of Governors, the Bursar in conjunction with the Headmaster will take appropriate action to ensure the health and safety of staff, pupils and others who may be affected by the risks associated with asbestos containing materials present in some building structures and plant within the school estate.

Perrott Hill School acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

Perrott Hill School will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to particularly prevent employees from exposure to asbestos and asbestos containing materials (ACMs).

Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are carried out.

Should a situation occur where there is a material found that may contain asbestos, Perrott Hill School will seek competent advice from a specialist in the field. All asbestos surveys will meet the requirements of HSG264 to ascertain the presence or otherwise of asbestos containing materials and samples of materials will be sent for analysis in accordance with HSG264 prior to any work being carried out

- 1.2 **To achieve this, the Bursar should, in liaison with the Headmaster:**

- Ensure that reasonable steps are taken, with the assistance from accredited specialists, to
- determine the location and condition of materials likely to contain asbestos;
- Keep a record of the location and condition of the ACMs or presumed ACMs in our offices;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Should the situation arise, approval for any necessary action to remove Asbestos Containing Materials will be given by the **Bursar** who is to assist in the appointment of specialist advisors and licensed contractors competent in handling and disposing of such hazardous materials.

Perrott Hill School is committed to ensuring that all asbestos and asbestos products present within all buildings and grounds where our employees may be expected to work are managed and properly controlled so that they will not present a risk to themselves, contractors or any other persons.



1.3 Asbestos within our Buildings

Some of our buildings may contain a limited amount of asbestos but schools have been advised by the HSE and DCFS that, provided asbestos materials are in good condition and are unlikely to be disturbed, it is much safer to leave them in place.

The Government's Scientific Committee has examined the risk to teachers and children of pinning displays onto walls or ceilings that may contain asbestos fibres. They have concluded that the risk is low, but the practice is avoidable and should stop.

Displays should be mounted on the soft boards provided for the purpose; they must not be pinned or stuck to walls or ceilings.

Maintenance staff, other staff or contractors who need to carry out work that disturbs the fabric of the buildings must liaise with the Bursar and comply with this Asbestos Management Policy.

Anyone who believes that they may have encountered asbestos in the school must not disturb it and must inform the Bursar or Maintenance Supervisor immediately.

1.4 Management of Asbestos

Asbestos and asbestos containing materials (ACM's) may be found in buildings that were constructed or refurbished up to 1999 when their use was finally banned. The different generations of Perrott Hill School buildings mean that asbestos is likely to be present in some areas including:-

- Ceiling tiles and ceilings
- Walls and partitioning
- Lagging on pipes and boilers
- Insulating board, fire protection and ducts
- Old science equipment
- Textured coatings
- Roof coverings and insulation

Asbestos work in the school's basement was carried out in 2000 and details are held in the Bursar's office.

If asbestos is in good condition and is not likely to be damaged, worked on or disturbed, then it does not present a significant risk and HSE advice is that it is usually safer to leave it in place and manage it.

The most likely way that ACM's may be disturbed or damaged is through maintenance and construction even where the job is small such as installing electrical wiring, IT cabling or putting up shelving.

The maintenance team are to be trained in the identification of ACM's.

Our Asbestos policy, in dealing with the management of the risk of asbestos, complies with the flexible approach commended to all schools and follows the advice that if asbestos materials are in good condition and unlikely to be disturbed, it is much safer to leave them in place.

A full asbestos survey was undertaken in July 2015 and the report is held in the Bursars office.



1.5 Maintenance work

Any member of staff arranging for maintenance or construction activities to take place in the school must ensure that those carrying out the work liaise with the Bursar or Maintenance Team to discuss the possible presence of ACM's and their plan for how the hazard is to be dealt with.

If ACM's are disturbed or become damaged then asbestos fibres may be released into the air and could present a risk to people who breathe them in. Some damaged ACM's can be made safe by repairing them by sealing or covering them to prevent further damage. Where this cannot be achieved ACM's should be removed by someone who is trained and competent to carry out the task.



SMS 02 - ACCIDENTS, FIRST AID AND WORK RELATED ILL-HEALTH

2.1 The school is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the school recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

2.2 FIRST AID PROVISION

The Bursar will ensure that adequate first aid trained personnel and equipment are provided, in accordance with the Health and Safety (First Aid) Regulations 1981.

The Bursar is responsible for ensuring the location of the first aid kit, accident book and the names of First Aiders is known to all employees. Quarterly checks on provisions are to be made by the First Aiders and any shortfalls addressed.

A list of First Aiders is located in the Bursary and Surgery.

2.2.1 **Aims**

To provide adequate and appropriate First Aid provision at all times during term time when there are people on the school premises and for staff and pupils during off site activities and visits.

2.2.2 **Objectives**

- To have sufficient numbers of trained personnel as Appointed Persons and First Aiders to meet the needs of the school.
- To provide sufficient and appropriate resources and facilities
- To meet HSE regulations on the reporting of accidents, diseases and occurrences

2.2.3 **Responsibilities**

The School Surgery Staff who have both First Aid at Work and Paediatric First Aid training are the first point of contact for all First Aid matters.

They will:-

- Take charge when someone is injured or becomes ill
- Ensure supplies of first aid material are available at various locations throughout the school and that materials are checked regularly and any deficiencies made good without delay.
- The school nurse or matron should be notified when items have been used so that they can be replaced.
- Attend and discuss First Aid issues at Health & Safety meetings
- Maintain records of First Aid treatments and accidents

The School Nurse or Matron in conjunction with the School Bursar will:-

- Ensure that First Aid needs are assessed and addressed
- Maintain records of First Aid training undertaken by staff and identify training needs

If the surgery staff are off site for any reason, appropriate cover will be supplied. There is signage in the school surgery explaining who is on duty at any given time. The person on duty carries a two way radio throughout the day and both surgery staff members' mobile phone numbers are available to all staff in the school surgery along with that of the headmaster.



Qualified First Aiders will:-

- Respond promptly to calls for assistance
- Provide First Aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given and inform the school surgery staff

All Staff will:-

- Ensure that they are aware of and follow the First Aid procedure of the school.
- Record and report any accident which happens under their care.
- If in charge of a trip carry out risk assessments and ensure adequate first aid provisions are taken in consultation with the school nurse. This should be done at least 24 hours in advance of any excursion off of school grounds with pupils.
- Teachers and other staff in charge or pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at school. On trips and visits, staff must ensure that they are carrying appropriate medical equipment for the children in their care at all times.

2.3 RISK ASSESSMENT

A formal review of the school’s First Aid policy is done annually. However, risk is assessed regularly by the school Bursar and the school nurse. The school Bursar has a risk assessment for every room in the school. In addition to this departments which are classed as “high risk” e.g. Science, DT and PE have their own subject risk assessments which are listed in both their subject handbooks and also in the school’s risk assessment folder on the computer.

2.4 FACILITIES

The school surgery is open in school hours during term time and is staffed by a Paediatric nurse and qualified First Aiders. School hours are 08:00-18:00. There is further cover between 18:00-21:00 for school boarders and an on duty call rota for overnight.

2.5 FIRST AID KIT LOCATIONS

First Aid boxes are clearly labelled with a white cross on a green background.

First aid boxes are located in the following areas and boxes are checked periodically by the School Matron.

Surgery – in a labelled cupboard	Top Field Pavilion
Kitchen	Swimming Pool
Pantry	All minibuses
Reception	Maintenance Workshop
Coates Building	Art Room
Nursery	Science Laboratory
Sports Hall	Music Room

A defibrillator is located outside of the laundry. This is monitored by the surgery.



2.6 INFORMATION

Staff are informed of any significant illnesses/conditions of pupils for risk assessment purposes and staff should ensure that individual pupils' First Aid needs are detailed in their risk assessment. Details are provided on the staff resources file under the folder surgery and also within the pupils records on isams.

All staff on site have some level of first aid training and additional epi-pen training. An appointed persons First Aid course and epi-pen training is offered to all staff in house every three years. Staff with higher levels of First Aid training such as FAW and Paediatric First Aid will re-train every three years.

With regards to Early Years, in addition to the school surgery staff holding a Paediatric First Aid qualification, most of pre-prep staff have Paediatric First Aid training. This means they are able to provide age appropriate first aid both on the premises and off of the school premises. There must be at least one Paediatric First Aid trained member of staff on every early years school excursion.

The Paediatric First Aid qualification involves a minimum of twelve hours of training as required.

All staff should know how to contact a first aider whether in school or in a remote setting and should be familiar with all of the policies in this section.

A list of all the First Aid qualified staff is kept with the Bursar. A list of Paediatric first aiders are displayed in surgery, pre-prep and reception.

2.7 RESPONDING TO A MEDICAL INCIDENT

If a member of staff finds a pupil in need of First Aid, or an accident or event happens in a lesson requiring First Aid the member of staff should try and assess the risk; this will depend on the pupil and the injury.

Minor injury/illness - Should a **minor injury** occur and the child/adult is able, they should be accompanied to the school Surgery to be seen and treated if need be by the school surgery staff.

Major injury/illness - Should a **major injury** occur, the child/adult should not be moved and the school surgery staff should be called to see them where they are. It is important that the attending adult provide shelter as necessary, as well as warmth and reassurance until the member of school surgery staff arrives.

- If in any doubt always send for a member of school surgery staff.
- All children/adults should be accompanied to the school surgery by a staff member or parent who has witnessed the incident.
- All injured persons should be seen by the school surgery staff who will assess the situation and refer on to medical professionals if need be.
- Any accident requiring medical attention by a doctor or hospital should be reported to the Headmaster. Relevant accident forms will also need to be filled in by any adult witnessing the incident.

2.8 HYGIENE

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves and take care when dealing with blood or other bodily fluids.



2.9 IN THE CASE OF A SERIOUS ACCIDENT

If the casualty is in need of emergency treatment i.e.;

- Suffering from shock
- Is unconscious
- Has a significant head, neck or back injury
- Has significant bleeding
- Has a suspected fracture

Make the injured person and their environment safe, assess and administer first aid, calling for help and an ambulance as soon as possible.

The Headmaster and the child's parents will be contacted and informed of the accident. If treatment in hospital is required a member of staff will accompany the child if parents are not present.

An accident form will be completed and submitted to the Bursar.

2.10 FIRST AID EMERGENCY PROCEDURE

1. Summon the school nurse or in their absence the matron to your location
2. Contact 999 speaking clearly and slowly provide the following details:
 - School phone number 01460 72051
 - School address: Perrott Hill School, North Perrott, Somerset TA18 7SL
 - Give your name
 - Name of casualty and symptoms/any known medical condition
 - Inform ambulance control of the best entrance
3. If an ambulance is called the school reception and the Headmaster should be informed. Another adult should go to the front of the school to accompany the ambulance crew to the casualty's location.
4. A responsible adult should accompany the casualty to hospital
5. A member of the school's Senior Management Team should notify the parents/guardian/relative of the casualty and arrange for them to meet at the hospital.

THESE PROCEDURES SHOULD BE FOLLOWED BOTH DURING AND OUTSIDE OF TERM TIME



2.11 ACCIDENT REPORTING

2.11.1 It is school policy that when an accident, or indeed a near miss, occurs the Head of Department or Head of school activity must be informed immediately.

2.11.2 First Aid treatment given by First Aiders should be recorded to include:-

- Date, time and place of incident
- Full details of the injury/illness and what First Aid was given
- If the child/adult went home or to hospital
- Name and signature of the person dealing with the incident

2.11.3 Any accident occurring on school premises or as part of a school related activity must be reported by the member of staff attending the accident and an accident form should be filled in within 24 hours of the incident. Forms are available from the school surgery and should be filled in as per their list of instructions. The **Bursar** is to be informed of any immediate dangers.

Apart from being a legal requirement, prompt completion of the school accident book enables the school to investigate the more serious accidents to prevent recurrence. Therefore, staff are expected to abide by the procedures detailed in this policy.

The surgery and Bursar will keep the enforcing authorities informed as appropriate, together with the school Health & Safety Officer.

2.11.4 All accident/incident forms are to be given to the **Bursar** who will act on them accordingly and file. All accidents and incidents are to be reported and the **Bursar** is to be notified when the accident or incident is RIDDOR reportable.

The **Bursar** is responsible for investigating accidents and incidents of ill-health with the guidance of Perrott Hill School's Health & Safety Committee, advisors and respective Senior Management Team, and is also responsible for acting on the findings of the investigation to prevent a re-occurrence. The **Headmaster** is to be notified of the findings of all investigations so that any deficiencies that may have implications elsewhere in the school may be addressed.

Pupil Accidents

The teacher-in-charge of a class, sport, activity or outing must complete an accident report form if the injury occurs during curriculum time. The Houseparent is required to complete an accident report form for accidents that occur at all other times. Accident report forms are available from the surgery.

Visitor and Contractor Accidents

Details of all accidents involving visitors to the school (including contractors and suppliers), must be entered in the school accident book. It is the duty of the member of staff receiving the visitor/supplier/contractor to ensure the school accident book is completed.



2.11.5 **Reporting of Accidents/Incidents to the Authorities**

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by the **Bursar** to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

If the incident results in over 7 consecutive days of incapacity for work, it is reportable under RIDDOR and the local enforcing authority must be informed on the prescribed online form within 15 days of the accident.

Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone and be followed within 10 days of the incident by completing the online prescribed form. A copy of the submitted completed form should be kept with other school records including documents relating to the accident investigation and to advise insurers of any potential claim.

The school must keep records of any developments to the injured person's health, up to and including a return to normal duties. The school must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The filing procedure for RIDDOR is in accordance with the detailed guide to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Below is a summary of reportable items, full details are contained in the HSE guidance documentation and reference should be made to this.

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain **gas incidents**, a RIDDOR report is required only when:

- the accident is **work-related**
- it results in an injury of a type which is reportable

Deaths:

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.



Reportable Specified Injuries

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

The deadline by which a report must be received by the HSE is within 10 days of the incident.

Over 7 day Injuries

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven day period does not include the day of the accident, but does include weekends and rest days. A record must be kept of the accident if the worker has been incapacitated for more than 3 consecutive days.

The deadline by which an over-seven-day injury must be reported within 15 days of the accident.

Over 3 day Incapacitation

Accidents must be recorded, but not reported where they result in a worker being 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 will be enough.

Non Fatal Accidents To Non-Workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

The deadline by which a non-fatal accident to a non-worker must be reported is within 10 days of the accident.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).



Reportable Dangerous Occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- *the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;*
- *plant or equipment coming into contact with overhead power lines;*
- *the accidental release of any substance which could cause injury to any person.*

Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- *carpal tunnel syndrome; where the person's work involves regular use of percussive or vibrating tools*
- *severe cramp of the hand or forearm;*
- *occupational dermatitis;*
- *hand-arm vibration syndrome;*
- *occupational asthma;*
- *tendonitis or tenosynovitis of the hand or forearm;*
- *any occupational cancer;*
- *any disease attributed to an occupational exposure to a biological agent.*

Offsite Accidents

Staff - If a member of the school's staff is working/present at third party premises, details of any accident should be reported in the third party's accident book as well as the Perrott Hill School accident book. This is because the third party has duties under RIDDOR to report any reportable accidents involving visitors to premises which they are responsible for.

School staff should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

Pupils - If pupils visit another school or premises and are involved in an accident, details must be reported to the host school/organisation by the Perrott Hill school head of activity or teacher-in-charge. A Perrott Hill School pupil accident report form must also be completed in the prescribed manner.

Near-Misses

In order to prevent a serious accident occurring, it is imperative that near-misses are reported to the Bursar without delay. There is no formal reporting method, so contact should be made via email or in writing. Near-miss details will be presented and recorded at the Health & Safety Committee meeting and presented to the governors via the Bursar's report. Appropriate actions will be carried out as necessary.

It is vital that lessons are learned from near misses if the school is to be made a safer place.



Employee Duties

The school expects all employees to assist in complying with legal duties under RIDDOR. This means that employees are duty bound to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, staff are expected to follow them, along with any instructions.

All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, the school reserves the right to initiate disciplinary proceedings which could result in dismissal.

RIDDOR reporting of COVID-19

WHAT NOT TO REPORT

Under RIDDOR you are not required to report:

- ❖ cases of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.
- ❖ cases where an employee has infected another employee with coronavirus through general transmission in the workplace.
- ❖ cases where a member of the public has infected an employee with coronavirus through general transmission in the workplace, unless infection is likely to have occurred from working in an environment with a person known to have COVID-19, for example in health or social care.

WHAT TO REPORT

RIDDOR reporting requirements relating to cases of disease, or deaths, from COVID-19 only apply where an employee has been infected with coronavirus through:

- ❖ deliberately working with the virus, such as in a laboratory
- ❖ being incidentally exposed to the virus

Incidental exposure can occur when working in environments where people are known to have COVID-19, for example in a health or social care setting.

You should only make a report under RIDDOR when one of the following circumstances applies:

- ❖ an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence.
- ❖ a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus through either deliberately working with the virus or being incidentally exposed to it. This must be reported as a case of disease due to exposure to a biological agent.
- ❖ a worker dies as a result of occupational exposure to coronavirus through either deliberately working with the virus or being incidentally exposed to it. This must be reported as a work-related death due to exposure to a biological agent.



Dangerous Occurrences

Dangerous occurrences are certain unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm.

For an incident to be reportable as a dangerous occurrence, the incident must have resulted (or could have resulted) in the release or escape of coronavirus leading to possible or actual exposure.

The assessment does not require any complex analysis, measurement or test, but for a reasonable judgement to be made as to whether the circumstances:

- ❖ gave rise to a real risk
- ❖ or had the potential to cause significant harm.

Cases of Disease: Exposure To A Biological Agent

When deciding if a report is required, the responsible person (usually the employer) must assess if a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure. Judgement based on the information available.

Work-Related Deaths Due To Exposure To A Biological Agent

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work activity caused the worker's death. This includes both deliberately working with the virus or being incidentally exposed to it.

The responsible person should notify the enforcing authority by the quickest practicable means, without delay, and send a report within 10 days.

HOW TO MAKE A REPORT

To make a report, go to www.hse.gov.uk/riddor A telephone service can be used to report fatal and specified injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 17.00 pm).

WAYS TO REPORT AN INCIDENT AT WORK

Online

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. A copy must be retained for our records and printed prior to submission.

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease

Paper forms

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).



Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**. Reporting of less serious incidents out of normal working hours can be completed on the online form.

Records to be held

A record is to be kept of any reportable injury, disease or dangerous occurrence filed online.

Records must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

Accident book (in line with data current protection) for keeping the records of injuries and a separate document for recording cases of diseases.

2.12 INVESTIGATION PROCEDURE

This policy outlines the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs on the school's premises during the course of any work activity.

It is the policy of Perrott Hill School to ensure that where practicable all accidents or incidence of work-related ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

2.12.1 The purpose of the investigation is:

- 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 re-occurrence;
- 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.

2.12.2 This policy will apply to all accidents or incidents involving employees, visitors, members of the public and contractors. Perrott Hill School will co-operate with all persons who may be involved in any accident or incident.

2.12.3 Staff Selection

To ensure that the objectives of the investigation are met, suitable and sufficient staff will be selected and trained in investigation procedures and interview techniques.

Staff selected to carry out investigations will be required to attend any necessary training and will be provided with the appropriate information and resources to enable them to carry out their respective roles.

The Bursar will act as lead investigator for the accidents or incidents as detailed below.

Other staff will be required to co-operate and participate in any investigation if the school feels that they have specific knowledge, understanding, experience or skills that may assist in the investigation.

The **Bursar** will nominate a member of staff as required to co-operate and participate in any investigation.



2.12.4 **Employees**

Perrott Hill School encourages the involvement of employees in the investigation process.

All employees will be required to co-operate with the school in any investigation.

Accident or incident investigation is not a means of determining fault or apportioning blame.

2.12.5 **Enforcing Authority**

In the event that the enforcing authority wishes to carry out an investigation, Perrott Hill School will strive to meet all of its legal responsibilities when co-operating with the investigating inspector.

2.12.6 **Equipment**

All necessary equipment required to carry out investigations will be supplied, located in a suitable environment and be well maintained. All staff necessary will be trained in the use of such equipment.

2.12.7 **Process of Investigation**

Staff investigating any accident or incident will be given full access to the scene of the incident/accident and any other part of the workplace deemed necessary to carry out the investigation. All necessary information will be collected and collated. Physical evidence may be recorded and samples taken as necessary.

Investigating staff will be given access to any necessary documentation and will act in accordance with any requirements of the Data Protection Act 2018.

Interviews of those involved in the accident or incident, witnesses and any other person necessary will be carried out in accordance with the training and guidelines issued.

2.12.8 **Remedial Action**

Perrott Hill School will, so far as is reasonably practicable, implement any recommendations made as part of the investigation. In the event of any remedial action taken, staff will be fully involved and provided with the necessary information, instruction and training.

2.12.9 **Records and Reports**

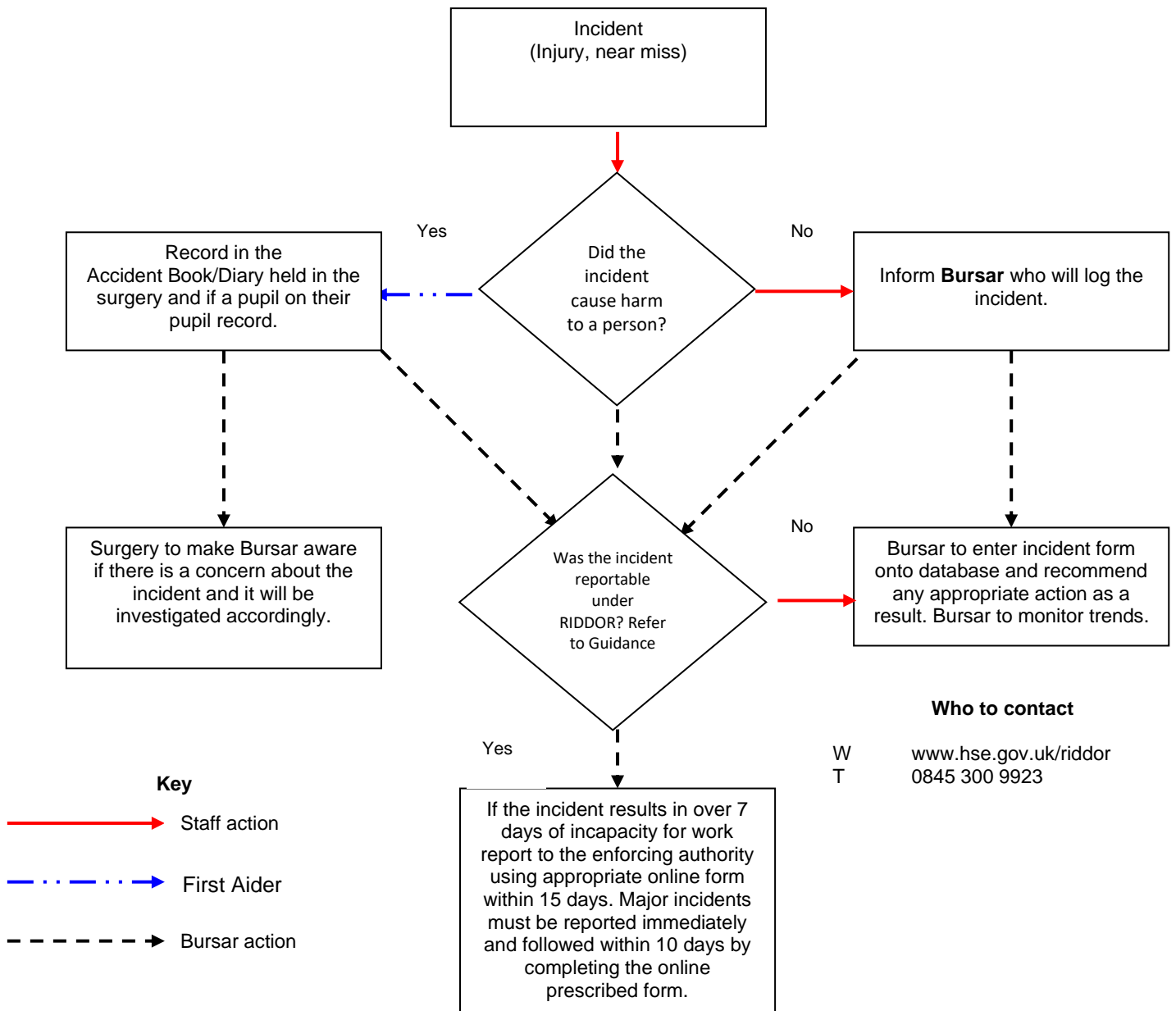
All necessary staff will be issued with an accident report as soon as is reasonably practicable. Employees or their representatives will be given access to any report in so far as it is applicable to do so.

Records of any accident will be kept in accordance with the school's policy on record keeping.

Any records kept will be done so in accordance with the Data Protection Act 2018.



2.13 INCIDENT REPORTING & INVESTIGATION PROCESS



Reportable Dangerous Occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant/equipment in contact with overhead power lines;
- Accidental release of substance that may damage health;

Reportable Occupational Diseases:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable Specified Injuries

- Fracture other than to fingers, thumbs or toes;
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head to torso causing damage to the brain or internal organs
- Serious burns (including scalding) which covers more than 10% of the body
- Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness
- Requires resuscitation or admittance to hospital for more than 24 hours.



SMS 03 - CONSULTATION WITH EMPLOYEES

- 3.1** Perrott Hill School will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and the Safety Representatives and Safety Committees Regulations 1977 (as amended). Consultation with employees will be provided direct to individuals and through team meetings as necessary.

These regulations will apply to most workplaces. In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

3.2 COMMUNICATION

Health & Safety information is communicated as follows:

- Headmaster with Bursar
- Bursar with Health & Safety Committee
- Bursar with all Staff at the Full Staff Meeting
- Bursar with Senior Management Team
- Bursar with the Health and Safety Governor
- At the termly Governors' meeting.
- Minutes of meetings available on the Intranet
- Health & Safety Policy
- Noticeboards

3.3 Bursar's duties:

Display the following information where all employees can access it:

1. Health & Safety – 'What You Should Know' poster or leaflet
2. Fire Action notice
3. Fire Marshal information notice
4. First Aid information notice
5. Security Alert procedure
6. Employers Liability Insurance certificate
7. Plans of the fire exits and fire escape stairs
8. Plan of the fire assembly points
9. General Health & Safety guidance notice



SMS 04 - COSHH (Control of Substances Hazardous to Health)

- 4.1** Perrott Hill School will ensure that health risks associated with hazardous substances are assessed and that exposure to substances hazardous to health is prevented, or, where this is not reasonably practicable, adequately controlled.

The school will also ensure that those who undertake assessments in accordance with the Control of Substances Hazardous to Health Regulations are competent to do so.

The school will provide suitable and sufficient information, instruction, training and supervision to employees regarding the control of substances hazardous to health and the associated hazards.

Employees will make proper use of any equipment and systems of work provided for their safety. The school will take all reasonable steps to ensure that control measures are properly used.

The school will ensure that adequate arrangements are in place to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health in the workplace.

If hazardous substances are introduced into our workplace, the responsibility for conducting a suitable COSHH assessment, implementing any controls and ensuring all relevant employees are advised will be that of the Bursar.

4.2 Duties of the Bursar:

- Assess the risk to health arising from the work and what precautions are needed (produce a Risk Assessment for each chemical used)
- Introduce appropriate measures to prevent or control the risk
- Ensure that control measures are used and that equipment is properly maintained and procedures observed
- Inform, instruct and train Employees about the risks and the precautions to be taken
- Adhere to any system of work, training and information given

4.3 GUIDANCE

4.3.1 Storage

Chemicals must have specific storage areas defined. These storage areas must be kept locked when not in use.

4.3.2 Chemical Inventory

A chemical inventory must be produced detailing the chemical name, trade name (if applicable), use, Safety Data Sheet Reference number, area(s) of use and storage area.

4.3.3 Areas of Use

Areas of use for all chemicals must be defined within the Chemical Inventory.

4.3.4 Safety Data Sheets

All chemicals stored and used must have a corresponding COSHH Safety Data Sheet supplied. These sheets must be kept wherever chemicals are stored. A master copy should also be kept. These sheets should not be removed from the storage area (unless in an emergency).



4.3.5 **Labels**

All chemicals should have hazardous pictograms clearly labelled. Changes were made to the EU regulations in June 2015. Staff should make themselves aware of the new symbols. Advice can be taken via the Bursar.

4.3.6 **Personal Protective Equipment**

The COSHH Safety Data Sheets will specify what PPE should be worn when handling chemicals.

4.3.7 **Safety**

General precautions include:

- Warning signs must be displayed when cleaning floors
- PPE should be worn appropriate to the task
- Cleaning stores must be kept locked when not in use
- Chemicals must be stored according to labels on shelving
- Hands should be washed after using chemicals
- Ensure lids/caps etc. are on bottles/containers
- All cleaning equipment should be rinsed after use e.g. buckets, mops, cloths etc.
- Chemicals should be diluted and must be used as per manufacturer's instructions
- PPE should be cleaned and stored after use
- Chemicals must never be mixed
- Deliveries of chemicals must be removed to the appropriate store immediately
- Chemicals must never be decanted into unmarked containers



SMS 05 - DISPLAY SCREEN EQUIPMENT

- 5.1 Perrott Hill School acknowledges and accepts its responsibilities under The Display Screen Equipment Regulations.

In order to fulfil their responsibilities Perrott Hill School will undertake the following actions in a number of areas, which include:

- Informing staff of the need to adopt a sound and comfortable working position at the screen
- Making available provision for regular eye tests on request by display screen users and publish this entitlement
- Assessing the workstations to ensure that the furniture and equipment are acceptable.

The regulations apply to employees who regularly use a display screen as a significant part of their normal work (daily, for continuous periods of an hour or more). These employees are known as DSE user. The regulations do not apply to employees who use DSE infrequently or for short periods of time.

The school will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the **Bursar** who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete a self-assessment questionnaire of their workstation. The completed assessment is to be returned to the **Bursar**, who will review and liaise with Senior Management if necessary and arrange for any necessary corrective actions.

Employees who have declared a disability or existing upper limb disorder to the **Bursar** will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

A detailed information guide For All Display Screen Equipment Users is detailed in [APPENDIX 2](#) at the end of this policy.



SMS 06 - DRUGS AND ALCOHOL

- 6.1** It is the policy of Perrott Hill School that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the **Headmaster** who must arrange for the person to be removed from the school premises.

Perrott Hill School will not tolerate any contravention of this Policy and will take the appropriate action in the event of any infringement.

Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of themselves and others in the workplace.

Anyone found under the influence of alcohol whilst at work or on school premises will be immediately removed from the premises pending an internal enquiry and subsequently undergo disciplinary action if this is deemed appropriate.

Anyone found under the influence drugs, or in the possession of illegal drugs, whilst at work or on school premises will be immediately removed from the school pending an internal enquiry and subsequently undergo disciplinary action if this is deemed appropriate and the police informed.

These offences will be considered a major breach of this policy and will result in an internal investigation being instigated which may lead to dismissal.

6.2 DUTIES OF THE BURSAR

- We will implement a monitoring process to ensure that all procedures and controls are implemented and effective and so ensure an effective contribution to safe working.
- We will ensure that where testing is carried out, it will be undertaken by an authorised provider and that the routine will be in compliance with approved standards.
- We will take all reasonable steps to ensure all employees, temporary workers and contractors are made aware of this Policy statement.

6.3 DUTIES OF EMPLOYEES, TEMPORARY WORKERS AND CONTRACTORS

All employees, temporary workers and contractors engaged in activities with Perrott Hill School must ensure that a member of the Health & Safety Committee are notified of any prescribed medication which may affect or impair their safe performance.

It is a condition of employment with Perrott Hill School that no employee, temporary worker or contractor shall:

- Report or endeavour to report for duty whilst under the influence of drugs or alcohol.
- Report for duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of controlled drugs in the workplace.
- Consume alcohol or drugs whilst on duty.
- Make themselves available for drug and alcohol testing.

Additionally, they must notify their doctor of the type of activities they are engaged in when considering any medication prescribed.

All information disclosed will be treated in the strictest confidence.



6.4 ALCOHOL & DRUG GUIDANCE

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, also the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered. Therefore, if there is any doubt as to the person's condition, or cause of their condition medical advice should be sought immediately.

It should be noted that alcohol can take up to 24 hours to disperse from the body.

6.5 PUPILS INVOLVED IN DRUGS & ALCOHOL

For information concerning pupils involved in drugs and alcohol please refer to the School's Drugs, Alcohol and Tobacco policy.



SMS 07 - EMERGENCY PROCEDURES, FIRE AND EVACUATION

- 7.1 Perrott Hill School has procedures in place to follow in the event of emergency. These are communicated to all employees during induction and are displayed throughout the school premises.

A separate folder has been created in the Health & Safety Management System for FIRE located in folder [APPENDIX A – FIRE](#), where details of Fire Risk Assessments and other Fire relating documents can be found.

7.2 SCHOOL RESPONSIBILITY FOR SAFETY ARRANGEMENTS

The school is responsible for ensuring safety arrangements and the maintenance of a building fire alarm and detection system.

Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, the school will ensure that a Fire Risk assessment is conducted and adequate precautions are put in place. The **Bursar** is responsible for ensuring that the fire risk assessment is undertaken and completed by a competent person. To achieve this duty the **Bursar** will work with a specialist in this field to assist in the completion of the assessment and also in the maintenance of suitable fire fighting equipment.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the **Bursar** who will liaise with all **Staff**. In particular:

- Escape routes are checked daily to ensure they are free from obstruction
- Fire extinguishers are maintained and serviced annually.
- Emergency Lighting is maintained and serviced every 6 months.

7.3 RAISING THE ALARM IN THE EVENT OF FIRE

- Immediately sound the alarm by shouting “Fire, Fire, Fire” and activating the nearest alarm point.
- Only attack the fire if trained to do so – do not put yourself or others at risk.
- Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.
- Evacuate the building by the nearest exit and proceed to the designated assembly point at the Sports Hall. In the event of the Sports Hall being inaccessible the assembly point will be the All Weather Pitch.
- Do not stop to collect personal belongings.
- Do not re-enter the building until told it is safe to do so.
- Head of Maintenance to address the alarm system and determine where the fire may be.
- The Maintenance Team and the Bursar will sweep the outside classrooms to ensure that the alarm has been heard in the parts of the school that have a separate alarm.
- If appropriate to do so, the office team is to bring the registers, visitors & pupils signing in/out book, the peg board and fire folder to the Sports Hall to ensure all staff members are accounted for.



- If appropriate to do so, the School Nurse or Matron will bring the 'Live in staff' peg board to the Sports hall to ensure all 'live in staff' are accounted for.
- If appropriate to do so, a domestic cleaner will bring the Support Staff peg board to the Sports Hall to ensure all live in staff support are accounted for.
- If someone appears to be missing, the Bursar would be advised (in their absence Ian White telephone 07920 874557) and a decision would be made as to whether it is deemed safe to re-enter a specific part of the school.

7.4 RAISING THE ALARM IN THE EVENT OF FIRE – BOARDING

- As soon as the alarm sounds, the two overnight duty members of staff sweep the dormitories towards the fire exit. Pupils should have their dressing gowns and slippers immediately to hand. Staff ensure that all duvets are pulled off the beds (regardless of whether it is assumed to be an empty bed or not), and that the toilets are empty.
- The female member of staff takes the key to the sports hall (hanging inside the flat on route to the fire exit). A copy of the fire/dormitory list will have been put in the sports hall after supper; other copies are available in both dormitory areas and the Surgery.
- When all pupils have been accounted for – usually 3 minutes – one of the members of staff can return to the main building to investigate the alarm. If more members of staff are present at the sports hall, then two staff should investigate the fire, and either tackle the fire or call 999 and leave the building.
- If the alarm sounds between 5.45-7.40 pm (i.e. during supper or evening activities, but before going up to the dormitories) the same procedures are followed, except that the pupils and staff make their way directly to the sports hall for roll call.
- When the members of staff deem it safe for pupils to re-enter the building, staff accompany boarders back to the dorms to help them settle and to check for any intruders who may have gained access while the fire doors were open.
- The Head of Boarding should ensure that flexi boarders are familiar with the evacuation procedure (especially for those that do not take part in the fire drill if it falls on one of their 'non-boarding' nights)



7.5 FIRE PREVENTION AND SAFETY

It is the responsibility of all employees to ensure the safety of themselves and those with whom they work. In addition, it is a legal requirement that all employees are familiar with the emergency procedures in the event of fire.

Employees should be familiar with:

- The actions to be taken on discovery of fire and on hearing the alarm
- The location of manual fire alarm call points within the building and the method of operation



Manual Fire Alarm Call Point - on discovery of fire break the glass

- The location of fire-fighting equipment within the building and the method of operation
- All escape routes within the building
- The purpose of fire resisting doors and their location within the building.
- Evacuation procedures for the building and the location of the assembly point

All employees should be familiar with the methods of fire prevention as detailed below:

- Should an employee consider that something or someone presents a fire risk within the building, they should report the matter to a member of the Health & Safety Committee
- Employees should not allow the accumulation of large amounts of combustible materials around workplaces or escape routes
- Employees should not obstruct fire escapes, fire exits or any fire-related equipment
- Employees should not obstruct ventilation grilles on electrical equipment
- Employees should ensure that self-closing fire/smoke doors are not wedged in the open position
- Employees should observe the no smoking policy for the building
- Employees should maintain as best as possible a clear desktop policy to prevent the rapid spread of fire should it occur.
- Employees should ensure they use the peg board to show if they are in school at a particular time.

7.6 FIRE FIGHTING EQUIPMENT

All areas within the building are supplied with suitable fire-fighting equipment for the specific risks to be found within that area.

All employees have a duty to ensure no person is put at risk when and if a fire is tackled; i.e. there must be no misuse of equipment and a person tackling a fire must ensure their escape route is clear.

7.7 FIRE ALARM TESTING

Fire alarms are tested on a weekly basis to ensure that all fire alarm call points are operational, that the alarm can be heard in all areas of the building and that staff can recognise the sound of the alarm.



7.8 EVACUATION DRILLS

Evacuation drills will be conducted every term (both during the day and night) to ensure that all employees are familiar with the fire and emergency procedures for the buildings.

At the start of every term the Head of Boarding will under a daytime evacuation procedure with all boarding pupils to ensure all know the route and procedure.

7.9 FIRE DOORS

Fire Doors are an important part of a building's fire defences.

The two functions of a fire door are:

- To compartment the building to prevent the spread of fire
- To provide a safe means of escape for those persons evacuating the building

All employees are to ensure that all fire doors, particularly those affording access to stairwells, are kept shut at all times.

7.10 FIRE ESCAPE STAIRWELLS AND EXITS

Fire escape stairwells are provided to afford egress from floor areas to fire exits, which terminate to open air. Do not obstruct these exits or routes in any way. Employees should familiarise themselves with all fire escape stairwells and exits at their premises.

7.11 ASSEMBLY POINT

A primary evacuation Assembly Point in the event of fire will be established at the premises.

The assembly point is located at the **Sports Hall**

This point is of primary nature and can be relocated as necessary at any time to maintain the safety of employees.

In the event of the Sports Hall being inaccessible, the assembly point will be the All Weather Pitch.

7.12 VISITORS & DISABLED PERSONS

Visitors are the responsibility of their host whilst on the premises, who must ensure their safe evacuation in the event of an emergency.

Disabled employees are the responsibility of the Fire Marshals whilst on the premises who must ensure their safe evacuation in the event of an emergency.

7.13 EMERGENCY LIGHTING

Carrying out checks, regular maintenance and servicing of emergency lighting.

Lighting should be tested by activation on a monthly basis and tested by fully discharging at least annually. Tests are to be documented and any defects identified for immediate rectification. Documentation should be kept in the fire record book.



7.14 GUIDE TO FIRE EXTINGUISHERS

This document details the appropriate usage of portable fire-fighting equipment.

TYPES AND SUITABILITY OF FIRE EXTINGUISHERS



The most widely used and available fire extinguisher. Used for **SOLIDS** such as paper, wood, plastic etc. NOT suitable for use on electrical or flammable liquids.



More versatile than water extinguishers. Used for **SOLIDS** such as paper, wood, plastic and **FLAMMABLE LIQUIDS** such as paraffin, petrol, oil etc



Multi-purpose extinguisher, can be used on: **SOLIDS**; Paper, wood, plastic, fires. **FLAMMABLE LIQUIDS**: Paraffin, petrol, oil. **FLAMMABLE GASES**; Propane, butane, methane.



Carbon Dioxide Extinguishers are ideal for fires involving **ELECTRICAL APPARATUS**.

Carbon Dioxide will also extinguish **FLAMMABLE LIQUIDS** such as paraffin, petrol and oil.



SMS 08 - EQUAL OPPORTUNITIES

8.1 Please refer to the schools Equal Opportunities and Equality and Diversity Policy



SMS 09 - HEALTH & SAFETY ADVICE

- 9.1** In accordance with the Management of Health and Safety at Work Regulations 1999, Perrott Hill School has access to competent Health & Safety advice.

The school also has access to a Health and Safety advisor through the school's insurance company.



SMS 10 - HEALTH AND SAFETY (SIGNS AND SIGNALS) REGULATIONS

- 10.1** Perrott Hill School is required to provide, display and maintain sufficient safety signs to warn of circumstances where risks to Health and Safety exist and to advise of precautions that need to be taken.

These safety signs can be categorised as:






- Mandatory
- Warning
- Prohibition
- Safe Condition
- Fire Fighting

10.2 **Employee's duties:**

You **MUST** comply with any notice or sign.












10.3 EXAMPLES OF SAFETY SIGNS

Example	Meaning	Safety colour	Contrast colour	Graphical symbol colour
	<p>Mandatory (MUST DO)</p> <p>These signs prescribe specific behaviour that must be taken</p>	Blue	White	White
	<p>Warning (Caution, beware)</p> <p>These signs give warning of a hazard or danger.</p>	Yellow	Black	Black
	<p>Prohibition (DO NOT DO)</p> <p>These signs prohibit behaviour likely to increase or cause danger.</p>	Red	White	Black
	<p>Safe Condition (the safe way)</p> <p>These signs indicate emergency exits or first aid/rescue equipment.</p>	Green	White	White
	<p>Fire Sign (fire equipment)</p> <p>These signs indicate the location of fire-fighting equipment.</p>	Red	White	White



10.4 GUIDE TO FIRE EXIT SIGNS

Fire Exit Sign	Meaning
	Progress forward from here or, progress forward and through from here
	Progress down from here
	Progress to the right from here
	Progress up to the right from here
	Progress down to the right from here
	Progress to the left from here
	Progress up to the left from here
	Progress down to the left from here
	Fire Exit - final exit to open air/place of safety



SMS 11 - HOT WORK POLICY

- 11.1** Perrott Hill School will ensure that operations which present a risk to the employees in respect to hot work will be eliminated or reduced as low as reasonably practicable. Measures to achieve this include consideration of all activities and equipment used in hot work. A competent person will carry out an assessment of risk in relation to hot work.
- 11.2** The purpose of this policy is to provide information to all employees regarding safety when carrying out welding or hot cutting operations. The aim is to prevent injury from the hazards associated with hot work within the workplace.

What is Hot Work?

Hot work refers to any activity that produces heat, sparks or flame. It is most commonly associated with:

- Brazing and soldering
- Use of blow lamps and torches
- Use of grinding wheels

Such tasks commonly form part of construction or refurbishment works but may also be involved in small works carried out as part of repairs, maintenance or redecoration.

11.3 Arrangements for Securing the Health and Safety of Workers

Responsibilities of the Bursar are to ensure that:

- a) all equipment for welding and hot cutting used by employees is suitable for the task
- b) all equipment is safe for use and that the employee has received adequate information, instruction and training
- c) a general risk assessment has been completed
- d) Control of Substances Hazardous to Health (COSHH) assessments are carried out on fumes and gases produced from welding and hot cutting operations
- e) the control measures under the respective COSHH assessment are applied
- f) suitable protective clothing is worn at all times when carrying out welding and hot cutting operations
- g) permits to work are issued for all welding and hot cutting operations (unless in a workshop) and entry to confined spaces
- h) adequate screens and warning notices are placed around the work area where welding or hot cutting operations are carried out
- i) where required, written guidance is provided prior to any welding or hot cutting operations taking place on hazardous equipment
- j) only contractors who are competent are used for welding and hot cutting operations
- k) adequate information and training will be provided to individuals to ensure that they are competent to carry out their work-related tasks. A responsible person will assess training, including the need for refresher training.
- l) welding and hot cutting equipment brought to site by contractors is checked before allowing its use on site.



Responsibilities of Employees:

- a) they comply with all instructions and training in relation to the execution of their work
- b) their own health and safety and that of other employees is not put at risk by their actions
- c) they use equipment provided for the task
- d) they report any problems to the Bursar

11.4 Organisation of Hot Work on School Premises

No hot works are permitted to be carried out by staff or contractors unless there are exceptional circumstances or cold working methods are not available.

Examples of cold working methods that are expected to be employed include the use of compression fittings and crimping tools for plumbing alterations rather than soldered fittings and the use of cold applied bituminous felt roofing sheets rather than 'torch on' products.

If hot working methods cannot be avoided, and work is managed in accordance with our procedures, work will be undertaken in the following way:

- Work will only be carried out by hot works operatives that have been approved through method statement agreement.
- Work will not start until a risk assessment has been carried out and a method statement has been prepared and the Bursar has approved the hot works method statement. Once the documentation has been approved the staff or contractor will be issued with a permit to work.

11.5 Precautions to be taken, as appropriate, so that hot work can be carried out safely:

- Work should take place in restricted or controlled (i.e. screened) areas
- Contractors must familiarise themselves with the emergency evacuation procedures of the school
- Location and means of raising alarms should be checked
- Relevant individual smoke detectors must be isolated for the duration of the works
- Fire Marshalls must ensure that smoke detectors are re-instated on the completion of hot works
- Suitable water or powder fire extinguishers must be available at the work point
- Contractors should know how to raise the alarm and use the extinguishers
- Inspect surrounding areas – adequate ventilation; all floor and wall openings covered
- Remove or protect all combustible materials or flammable liquids including backings and substrates.
- Cutting, welding, brazing etc equipment should be in good order
- Gas cylinders should be secured vertically, fitted with regulators and flashback arresters
- Where bitumen/tar boilers are used, they should not be taken on the roof where this can be avoided. If this is unavoidable, they should be mounted on a non-combustible, insulated base and fitted with a thermostat.
- Hot work should not be left unattended during work breaks
- A Fire Watch patrol should be arranged and continued for at least 1 hour past the completion of work



11.6 ISSUE OF PERMIT TO WORK FOR HOT WORKS

The permit details the work to be carried out, how and when it is to be done and the precautions to be taken. A written permit system is likely to result in a higher standard of care and supervision.

The system applies to staff and contractors.

Permits should be completed for the following:

Undertaking hot work within a building i.e.

- work involving flame,
- hot air,
- welding,
- cutting,
- brazing,
- soldering
- or any other procedure, which could lead to subsequent flame or spark.

Before approving any permit, the Bursar (Fire Marshall) must inspect the area and confirm the following:-

11.6.1 Precautions

- Cutting and or welding equipment are in good repair
- Fire appliances are available
- Contractor has suitable experience

11.6.2 Within 35 Feet of Work Areas

- Ensure floors have been swept removing all combustible material
- Ensure there are no combustible or flammable materials or liquids in the area
- Ensure all wall and floor openings have been covered

11.6.3 Work on Ceilings or Walls

- Ensure the construction is non-combustible and does not have a combustible covering.
- Ensure all combustible and flammable materials have been removed from the opposite side of the wall.

11.6.4 Work on Enclosed Equipment (Ducts, containers, extractors etc)

- Ensure equipment has been cleaned, removing all combustibles
- Containers have been purged of all flammable vapours

11.6.5 Fire Watch

A fire watch is to be provided during the operation and for 1 hour following completion of the operation with further monitoring for 3 hours.

Personnel conducting fire watch are to be supplied with an extinguisher and appropriate training for correct use.

Personnel conducting fire watch must have knowledge of the fire alarm procedure.



11.6.6 **Final Check.**

CHECK THOSE ITEMS WHICH APPLY TO THE OPERATION BEING PERFORMED SO THAT ALL NECESSARY SAFETY AND FIRE PRECAUTIONS CAN AND WILL BE TAKEN.

11.6.7 **After Completion of Work**

Final Verification

Obtain permit to work form from staff/contractor and authorise operation complete and verify work and adjacent areas are fire safe.

File permit to work in Hot Work Permit File.



SMS 12 - INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

- 12.1** The school will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area.

All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records or on Staff Training Database held by the Bursar. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

12.1.1 Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of the **Bursar** and the **Staff Development Co-ordinator**.

Job specific training and instruction will be identified, arranged and monitored by the **Staff Development Co-ordinator**.

12.1.2 Information

The Health and Safety Law Poster is displayed in the **STAFF ROOMS** and the **PRE-PREP**.

A copy of the Employers Liability Insurance certificate is displayed in **RECEPTION, STAFF ROOMS** and **PRE PREP**.



SMS 13 - LEGIONELLA

- 13.1** Perrott Hill School has a responsibility to protect employees and others who may be affected by its activities against the risk of Legionella infection (Legionellosis) arising from plant, equipment, facilities, work or work related activities; and that an effective water hygiene management plan needs to be in place to control the risk to staff and members of the public using the premises. This policy details the school's strategy for managing water hygiene and specifically the risk of Legionella in its premises.

In accordance with the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the Approved Code of Practice for the Control of Legionella Bacteria in Water Systems (L8) 4th Edition, the school will assess and control health risks from exposure to the Bacteria.

A separate folder has been created in the Health & Safety Management System for LEGIONNAIRES located in folder [APPENDIX B – LEGIONNAIRES](#), where details of the HSE Guidance Indg 458 4th Edition giving an Employers Guide to Legionnaires Disease can be found.

13.2 What is Legionnaires' disease?

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, although some groups of people will be more susceptible to it than others. Healthy people may develop Legionnaires' disease, but the people most likely to be at risk include; smokers, alcoholics and patients with cancer, diabetes, and chronic respiratory complaints or kidney disease. Middle-aged and older people are the most likely to be affected. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

The disease begins quite abruptly with flu like symptoms such as high fever, chills and headache and muscle pains. These symptoms are accompanied by a dry cough which soon develops and many patients experience difficulty with breathing. The disease is effectively treated with specific antibiotics but the diagnosis of the disease can only be determined by laboratory tests, which take several days.

13.3 What are the possible routes of potential infection?

Legionella bacteria occur naturally in locations such as rivers, lakes, and reservoirs. The possible locations where the bacteria may cause infection in Children's Services properties are:

- Domestic water systems in schools and office buildings
- Whirlpool spas
- Fountains with fine sprays
- Locations where aerosols may be formed such as showers, or taps or drinking water fountains
- Cooling Towers

The most likely route for infection is by direct inhalation of bacteria carried by water droplets. The spread and life of the bacteria will depend on such things as ambient temperature, relative humidity, sunlight, wind strength and direction.



13.4 In what conditions does Legionella thrive?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Bacterial growth will be encouraged by water systems suffering from stagnation, or which contain certain materials that may serve as a source of nutrition to the bacteria. Contaminated water only presents a risk when dispersed into the air as an aerosol, which may then be inhaled.

The fine particles can remain airborne for a long period and small droplets have the potential to penetrate deep into the lungs and cannot be easily expelled. Larger droplets evaporate and become smaller but still contain the initial number of organisms.

13.5 SPECIFIC RESPONSIBILITIES

The **Bursar** is responsible for the school's specific day to day monitoring of water safety and ensuring that the systems are being correctly operated.

Duties of the Bursar:

- Maintain appropriate records of testing and certification.
- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years.

13.6 CONTROL MEASURES

Our risk assessments on our infrastructure identify the control measures that are necessary in order to ensure that there is no risk of contamination through Legionella bacteria.

13.7 INTERNAL CONTROL MEASURES

The school has employed Brian Aldridge to oversee the internal control measures that are necessary to control Legionella. All Operatives in our Maintenance Department and the Bursar have been trained in the need for Legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

13.7.1 Taps

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20°C after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.



13.7.2 Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water) that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and de-scaled monthly.

13.7.3 Toilets

- Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.

13.7.4 Swimming Pool

- The water in the swimming pool is sampled weekly.
- Chlorine levels are tested every day.

13.7.5 Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

13.7.6 Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
- The calorifiers/hot water tanks are inspected annually.

13.7.7 Fire Hose Reels

- Fire hose reels are inspected and tested annually. Staff are instructed to operate the valve slowly to avoid creating aerosols.

13.7.8 Drains

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

13.7.9 Hot Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

13.7.10 Cold Water Systems

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.



13.8 **EXTERNAL CONTROL SERVICES**

We employ external contractors to help us to manage water safety in the following areas:

13.8.1 **Heating plant, Air Conditioning and Condensers**

- Our air conditioning equipment and our evaporative condensers are serviced annually.
- Our boilers and heating plant are serviced annually and the system is drained.
- The calorifiers/hot water tanks are checked and de-scaled.
- The heating system is serviced and sludge removed
- Inhibitor chemicals are topped up

13.8.2 **Water Sampling**

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly: Drinking water is sampled and tested once a month
Plumbed water coolers and water fountains are tested

Six-Monthly: Waste water and effluent are sampled and tested
Swimming pool water is sampled and tested

Annually: Water samples from the calorifiers are tested
The thermostats on taps are checked and repaired/replaced.
Point of use water heaters are checked and serviced
The swimming pool is emptied and cleaned, filters checked
Cold water tanks and pumps are inspected

13.8.3 **Drains**

- External drains are inspected and jetted annually.

13.9 **RECORDS**

Records are kept in the water safety manual of all water system checks. The manual is kept in the office of the Bursar.

13.10 **STAFF TRAINING**

We invest considerable time and resources in training our Maintenance Operatives to work in a reliable and methodical fashion. We supervise their working methods and record their training.

13.11 **ACTION TO BE TAKEN IN THE EVENT OF A POSITIVE WATER SAMPLE**

The Water Consultant will notify the **Bursar** immediately if a water sample is contaminated. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The **Headmaster** will be informed immediately, even if no one is ill and remedial action will be taken at once. The Chairman of Governors must be notified immediately if anyone becomes ill with Legionella, as any outbreak of the disease must be reported to the HSE and the HPA.



SMS 14 - LONE WORKING

- 14.1** Perrott Hill School acknowledges their responsibilities in respect of persons working alone and is committed to reducing the risks which our employees face throughout the school premises.

We will ensure 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. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The school's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

14.2 Arrangements for Securing the Health and Safety of Workers

Assessments of the risks of working alone carried out under the Management of Health & Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, 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 the injury or damage to health and anticipated "worst case" scenario

14.3 Responsibilities of the Bursar are to ensure the following:

- a) A pre-start work meeting will be carried out each morning by the Bursar to discuss work planned for the day with Maintenance, Ground and Cleaning Staff. This meeting will ensure that where staff are lone working on school premises, a record of lone working will be registered each day. These details will be taken purely as an emergency and accident procedure.
- b) If a member of staff should change their working schedule and is not registered as lone working, before proceeding with that particular task, the Bursar is to be notified to update the lone working register.
- c) All lone working staff are to be issued with mobile phones and these are to be on their person at all times.
- d) If at any time, whilst a member of staff is registered as lone working they should leave the premises, they must ensure they notify Reception and turn their attendance peg to off-site.
- e) Pregnant employees should not work alone.
- f) There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than one person to be involved in the operations, in which case the work will be planned for the relevant number of persons.
 - Entry into confined spaces.
 - Construction (Design and Management) Regulations 2015 – footing of ladders where necessary.
 - COSHH Regulations – fumigation and other work.



SMS 15 - MANAGING CONTRACTORS

- 15.1 The school recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work etc. Act 1974 Section 3, the Management of Health & Safety at Work Regulations 1999 and the Construction Design and Management Regulations 2015.

The school will ensure that only competent contractors are selected in accordance with guidance provided in the HSE L153 Managing Health and Safety in Construction. All contractors working on the School's behalf will be assessed to ensure that they are competent and have suitable and adequate health and safety arrangements in place, to provide safe working practices and control of all significant hazards that may be introduced by their work.

15.2 Subcontractor Assessment

The selection and assessment of the competence of contractors is the responsibility of the **Bursar**. All subcontractors will be required to complete our subcontractor questionnaire form and provide documentary evidence prior to commencement of works.

Once approved, the **Bursar** is responsible for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.

Any problems/hazards arising from the activities of contractors should be reported to the **Bursar**.

15.3 Procedures for Contractors working on School Premises

For all Contractors working on school premises, we will ensure the following procedures are followed:

- All contractors are to report to reception and sign in and sign out on departure
- All contractors will be issued with a visitor's badge which is to be worn and visibly displayed at all times
- Whilst undertaking works in the presence of children, all contractors must be accompanied by a member of staff at all times



SMS 16 - MANUAL HANDLING

- 16.1** Perrott Hill School will take all reasonable steps to reduce health and safety risks to employees from manual handling.

In accordance with the Manual Handling Operations Regulations 1992 (as amended), the school will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc.

The school will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

The school will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice. Employees will make proper use of any equipment and systems of work provided for their safety.

16.2 **MANUAL HANDLING OPERATIONS REGULATIONS**

Manual handling operations means physically lifting, carrying or moving any load. These Regulations apply wherever manual handling operations are carried out.

There are no maximum weight limits set for loads. Instead, the Regulations require a full assessment of all risks including the task, load and working environment. The Regulations are based on ergonomics, which means fitting the job to the person rather than the person to the job.

Duties of Employees:

- Make full and proper use of any system of work provided for you by your employer to reduce the risk of manual handling injuries.

Duties of the Bursar:

- Avoid hazardous manual handling operations so far as is reasonably practicable. This may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations to the lowest level reasonably practicable. Particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.
- Review risk assessments if there is a reason to suspect it is no longer valid, or if there have been any significant changes in the manual handling operations.
- Provide training and information for employees, and specific information about the load.

A detailed information guide For Good Handling Technique is detailed in [APPENDIX 1](#) at the end of this policy.



SMS 17 - MONITORING HEALTH & SAFETY PERFORMANCE

17.1 In addition to the reactive monitoring of accidents/ill-health, the school will also carry out proactive monitoring of health and safety performance. To check our working conditions and ensure our safe working practices are being followed, The **Bursar** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

17.2 SAFETY MONITORING

Safety monitoring should take place at pre-determined intervals:

Type	Description	Frequency
Sampling	Planned inspection following a pre-designed checklist of specific safety aspects	Quarterly
Tour	Unplanned inspection of work premises	As and when required

17.3 Bursar's duties:

- Set up arrangements to monitor as specified above
- Ensure all Staff are aware of procedures
- Discuss findings at Health & Safety Committee meetings
- Implement changes where necessary



SMS 18 - NEW AND EXPECTANT MOTHERS

- 18.1** The school has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 the school, on notification, will assess the individual and their workplace to ensure they (and the unborn child) are not exposed to undue risk.
- 18.2** Employees becoming pregnant or having recently given birth are to notify a representative of the Health & Safety Committee so that an assessment can be carried out and appropriate arrangements made. The representative of the Health & Safety Committee will inform the **Bursar** who will obtain advice and guidance.
- 18.3** The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so will be taken. Alternatively, dependant on the circumstances at the time, the school may suspend the individual from further work, on full pay, in accordance with the Employment Rights Act.
- 18.4** In order to protect the unborn child, if the school becomes aware of any case of Rubella (German Measles) among the staff or pupils, the expectant mother will be informed immediately and given the opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.



SMS 19 - PERSONAL PROTECTIVE EQUIPMENT REGULATIONS

- 19.1** In accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended), Perrott Hill School will perform suitable and sufficient assessments to identify where PPE should be used. Hearing and most respiratory protective equipment are covered by other Regulations and guidance.

Perrott Hill School will undertake a suitable and sufficient risk assessment and shall implement management and engineering controls to eliminate any risk prior to the consideration of PPE as a “last resort” control. Should risk assessment highlight the specific need for PPE or where manufacturing/production/warehousing standards require, suitable PPE will be provided.

19.2 **Duties of Employees:**

- Use protective equipment provided, in accordance with training and instruction given by your employer.
- Report any loss or obvious defect in protective equipment provided by your employer.
- Take all reasonable steps to ensure that your protective equipment is returned to the accommodation provided for it after use.
- Personnel must wear their PPE as directed and as required by site conditions.
- PPE must be kept clean and serviceable. If PPE becomes irretrievably soiled or unusable then it must be returned for replacement.
- PPE must be safely stored in the facility provided when not in use.
- Personnel should encourage other colleagues and adjacent contractors to wear their PPE as required.
- Personnel should report any failure to use PPE that comes to their attention.

19.3 **Responsibilities of the Bursar:**

- Provide Personal Protective Equipment to Employees whenever health and safety risks are not adequately protected against by other means.
- Select PPE that is suitable for the risk; for Employees who will be using it; and the working environment.
- Assess the PPE available to ensure it is suitable.
- Maintain the PPE in a clean and effective condition.
- Provide suitable accommodation for PPE provided.
- Ensure that the PPE provided is properly used.
- Provide information, training and instruction for Employees.
- Ensure that arrangements are in place to replace PPE as necessary.
- Maintain a register of PPE allocated/replaced.
- Ensure that all personal protective equipment supplied conforms to the relevant British and European standards.
- Arrange for personal protective equipment to be cleaned.

Note: All personal protective equipment provided under these or other Regulations must be free of charge to Employees.



SMS 20 - PLANT, MACHINERY AND WORK EQUIPMENT

20.1 The school will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

- Plant and Equipment Maintenance

The responsibility for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented is that of the **Bursar**.

- Portable Electrical Equipment

Portable electrical appliances will be tested by a competent engineer once a year. High usage of common use facilities (i.e. kettles, microwave ovens) will be checked on a regular basis by the user for any damage and this will be reported to the Bursar who will replace as necessary to ensure high standards of provision and electrical safety are maintained for all employees and pupils.

- Fixed Electrical Systems

The fixed electrical installations throughout the premises will be inspected and tested by a competent NICEIC registered contractor. The **Bursar** will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

20.2 All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The school will advise when this is the case.

The main hazards arise from:

- Poor maintenance of electrical systems
- Poor protection of electrical systems, e.g. lack of adequate earthing, fuses replaced by silver paper etc.

20.3 THE FOLLOWING BASIC PRECAUTIONS MUST BE COMPLIED WITH:

Employees' duties:

- Ensuring the safety of yourselves and others by NOT using or repairing equipment which is obviously defective – work on any electrical equipment must only be carried out by authorised and competent persons who must comply with the Electricity at Work Regulations and the relevant Codes of Practice.
- Reporting any defective equipment.
- Ensure the electrical equipment you use on a regular basis is used appropriately.
- Ensure you DO NOT bring your own mains-operated electrical equipment into the school.
- Ensure you DO NOT use electrical equipment outside its operating limits e.g. in wet conditions.



Bursar's duties:

- Work must never take place on any equipment and/or services unless there is a suitable means to isolate it from all its energy sources.
- A break in the energy supply must be established by using a padlock to lock it off, preventing any inadvertent reconnection.
- If work on isolated equipment is being done by more than one person, a locking device with multiple locks and keys must be used, with each person having their own lock and key. If a locking system cannot be used an alternative safe system of work must be used, this may involve placing warning signs on isolators, valves etc.
- The electrical installation and all plant equipment and tools should be examined and tested at appropriate intervals to ensure continued safe use.
- The details of all circuits, equipment and tools should be recorded and records of all examinations and/or tests will also be kept.

20.4 USE OF HAND TOOLS AND PORTABLE TOOLS

The school will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand and portable tools. These risks will be controlled so far as is reasonably practicable so that neither the school's employees or others will be put at risk.

The school will, in consultation with employees and their representatives:

- a) Ensure that the correct tool for the job is provided.
- b) Ensure that employees do not misuse tools, which can lead to damage of materials, equipment and the tools as well as possibly leading to injury.
- c) Implement a system for reporting defective tools at all workplaces.
- d) Inform users of their responsibility to maintain tools and report any defects to their immediate supervisor or Bursar.
- e) Ensure that defective tools are taken out of use and either repaired or disposed of
- f) Implement a system for the replacement of defective tools which will be made known to all employees.
- g) Arrange for tools to be repaired by trained personnel only.
- h) Arrange for regular inspection of electrically powered tools in accordance with Electricity at Work Regulations and retain records inspections.
- i) Provide personal protective equipment as required.
- j) Ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools.
- k) Provide suitable storage facilities for tools.



SMS 21 - RISK ASSESSMENT (BUILDINGS & MAINTENANCE)

- 21.1** In accordance with the Management of Health and Safety at Work Regulations 1999, the school will carry out risk assessments of all activities that present a risk to employees or others.

Health and Safety at Work legislation places an absolute duty on Perrott Hill School to carry out formal assessments to determine the risks to the health and safety of employees and to any other person who may be affected by its workplace activities. In addition, it has a duty to ensure that risk assessments are reviewed and kept up to date.

The purpose of assessments is to identify those activities that present a risk to the health and safety of employees, sub-contractors and others and to establish remedial measures which must be taken in order to reduce that risk. Risk assessments are an integral feature of the health and safety policy and plan.

This policy applies to Buildings and Maintenance. For further information applicable to school trips, expeditions and activities. Please refer to the School's Educational Trips and Activities Policy.

This policy is the broad outline of the Risk Assessment policy. For more details, please refer to the Risk Assessment policy.

- 21.2** Any risk assessment must be "suitable and sufficient" and in order for this to be achieved the following must be included:

- address and evaluate all relevant hazards;
- identify the risks arising from the hazards in consideration with the work undertaken;
- identify and prioritise the measures which have to be taken in order to reduce risk;
- address what actually happens in the workplace;
- ensure that all affected persons are considered;
- identify groups of workers who may be at particular risk, such as pregnant women and young people;
- take account of existing preventive or precautionary measures;
- ensure that the assessment is appropriate to the nature of the work and that it will remain valid over the period of time work is taking place



21.3 These risk assessments will be carried out in line with Health & Safety Executive guidance and the procedure for doing so is as follows in 5 steps:

1. Identify the significant hazards involved in the activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or if there is reason to believe that it is no longer valid.

The assessment will depend upon the relative complexity of the risks, the processes involved, number of exposed personnel, legal requirements and current safety procedures. Training and information needs must also be taken into account.

Where an assessment has been carried out under a specific requirement, e.g. manual handling, there is no necessity to repeat it under other legislation as long as it remains valid.

Sometimes a generic risk assessment is acceptable where standardised work activities apply. It may be feasible to carry out a generic risk assessment of that activity and this assessment could apply to the same activity in other areas of the school.

Risk assessments will be undertaken by the Pastoral Deputy Head, Bursar and Health & Safety Committee, assistance is available from the school's advisors if needed.

Approval for the required action to remove or control risks will be given by the Bursar.

21.4 Guidance for the completion of Risk Assessments

The law specifies that the employer is responsible for assessing the risks in the workplace and to employees. Staff completing these assessments must be competent to do so: competence should be regarded as having the knowledge, skill and training to recognise the hazard and evaluate the risk.



5 STEPS TO RISK ASSESSMENT

STEP 1
Identify the Hazards



STEP 2
Decide who might be Harmed and How



STEP 3
Evaluate the Risks and
decide on whether existing Precautions
are adequate or more should be done



STEP 4
Record your Findings and Implement
them



STEP 5
Review your Assessment
and Update if necessary



21.5 RISK ASSESSMENT KEY

Multiply A x B

USE THIS TABLE TO QUANTIFY THE RISK ELEMENTS OF THE TASK

A - SEVERITY OF RISK	B - LIKELIHOOD OF OCCURRENCE
5 – Very Serious Danger of major harm. Possible death or very serious illness. (Electric Shock/ Asphyxiation/Serious Falls/ Hazardous Substance Exposure)	5 – Very High No Control Measures in place.
4 – Serious Physical harm likely to incapacitate for lengthy period or cause serious illness. (Falls/Burns/Scalds/Noise/Illness/Visual/Musculoskeletal injuries)	4 – High Poor management/supervision. Severely inadequate system of work. Totally inadequately trained personnel. Severely restricted space/poor environmental conditions.
3 – Moderate Harm likely to limit capabilities. (Musculoskeletal injuries)	3 – Medium Inadequate system of work Inadequately trained personnel Lack of supervisory co-ordination Restricted space
2 – Minor Minor physical discomfort.	2 – Low Some experience/training lacking
1 – Nuisance Nuisance discomfort.	1 – Very Low (Good controls in place, i.e.) Safe system of work Good supervision Adequate training

SCORES BETWEEN:

- 1 – 4 = **LOW RISK** - Very little action required other than verbal instructions during supervision.
- 5 – 7 = **LOW TO MEDIUM RISK** - Minor control measures required.
- 8 – 14 = **MEDIUM RISK** - Some control measures needed ASAP.
- 15 – 19 = **MEDIUM TO HIGH RISK** - Controls required urgently.
- 20 – 25 = **HIGH RISK – Immediate** action required. Work task should cease until complete removal of risk and extensive controls in place.

	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Likelihood					
	Severity				



SMS 22 - ROAD RISK

- 22.1 The school is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the school may also authorise employees to use their own vehicles for work purposes.

Authorised employees who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose.

In order for the school to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced according to the manufacturer's specifications.
- Present the vehicle's MOT certificate, insurance policy for inspection annually and on request.
- Present their driving licence for inspection annually and on request.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

The overall responsibility for managing road risk, monitoring the effectiveness of the school's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of the **Bursar**.



SMS 23 - SCHOOL MINIBUS POLICY

23.1 INTRODUCTION

Perrott Hill School acknowledges its responsibilities for ensuring the school minibuses fully comply in every respect with all legal transport and health and safety requirements. This responsibility is delegated to the Bursar to ensure its appropriate implementation.

This policy contains standards and guidance on the operation and management of minibuses. It is the responsibility of the **Headmaster** and other delegated staff members to ensure that minibuses are operated in line with this policy.

23.2 LEGAL REQUIREMENTS

The law requires that a minibus must:

- Only be driven by drivers who are legally entitled and properly insured to drive the minibus
- Be adequately insured and taxed
- Be well maintained and road legal
- Have a valid MOT certificate (if more than one year old)
- Display a valid permit disc (if operating under a section 19 or section 22 permit scheme)

The **Bursar** will ensure that the school has appropriate safety procedures for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospa.com

23.2.1 Entitlement to Drive

A minibus is defined as a motor vehicle with between nine and 16 passenger seats and is described as a category D1 vehicle. In order to drive a minibus for hire or reward, drivers must hold a full D1 (or D) PCV entitlement. There are, however, circumstances when a driver can drive a minibus within the UK when they hold a car (category B) licence. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK not if driving abroad.

If the Driver passed their category B:

- a) **(car)** driving test before 1 January 1997, they can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle.
- b) **(car)** driving test on or after 1 January 1997, they may drive a minibus that is not being used for hire and reward if the following conditions are met:
 - They are over 21 and have held a category B licence for at least 2 years
 - the minibus is used by a non-commercial body for social purposes
 - they receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs)
 - they provide the service on a voluntary basis
 - the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)

Teachers who are 'new drivers' from the school that operate the vehicle are not normally classed as volunteers, and so would not be allowed to drive the vehicle under a normal car licence. Other employees may be classified as volunteers if they are contracted to work for specified hours, the driving takes place outside those hours, and they are not paid to drive. Drivers of any vehicle must ensure they have the correct entitlement on their licence. **Perrott Hill School requires D1 on their license to drive a School Minibus.**



23.2.2 Fire Extinguishers

Every minibus must carry a British Standard complies with BS 4532 (or an equivalent) fire extinguisher of water or foam, with a minimum test rating of 8A or 21B.

If there are passengers in wheelchairs, then the minibus should be equipped with two fire extinguishers. All fire extinguishers should be tested at least once a year, plus all drivers and teachers should be trained on how to properly use a fire extinguisher.

23.2.3 First Aid Equipment

A suitable first-aid kit must be taken on every journey and checked.

23.2.4 Seat belts

All Minibuses registered on or after 1 October 2001 (whether they carry child or adult passengers) must have forward-facing or rear-facing seats.

Use of Seat Belts and Child Restraints

Front Seats

Drivers must wear a seat belt.

All children must travel in rear seats (any seat behind the driver) if a child car seat or an adult seat belt is not fitted in the front. The driver is responsible for ensuring that:

- Children under three years of age use an appropriate child restraint (if one is not fitted, they must travel in the rear)
- Children aged from three years up to their 12th birthday, and under 1.35 metres (approximately 4'5") tall use an appropriate child restraint if available, or if not available, wear the seat belt
- Children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt
- Passengers aged 14 years or more travelling in the front seats, or any exposed seat, must wear a seat belt and are personally responsible for doing so

Rear Seats in Small Minibuses

Passengers sitting in the rear of minibuses that have an unladen weight of 2,540 kg or less must wear seat belts or use an appropriate child restraint. It is the driver's responsibility to ensure that:

- Children under three years of age use an appropriate child restraint
- Children aged from three years up to their 12th birthday, and under 1.35 metres (approximately 4'5") tall, use an appropriate child restraint if available, or if not available, wear the seat belt
- Children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt
- Passengers 14 years or over must wear seat belts and are legally responsible for doing so



Appropriate Child Restraints

Minibus operators do not have to provide child restraints on minibuses, but if they are “available” , they must be used by children aged up to 12 years old or 135 cm in height, whichever comes first. “Available” means it:

- Conforms to the United Nations standard, ECE Regulation 44.04 (or R 44.03) or to the new i-size regulation, R129
- Is suitable for the child's weight and size
- Can be properly fitted according to the manufacturer's instructions

23.3 RESPONSIBILITIES

In order for the School to fulfil its responsibilities, the Bursar will ensure the provision of the following:

- **All compliant drivers must hold D1 on their license.**
- The licences of all drivers are checked to ensure that they are permitted to drive a minibus. A copy is retained on file and the check repeated every 12 months.
- All Staff follow the proper booking procedures for use of the school minibus.
- All drivers must check for visible defects (as outlined on the defect sheet) before each journey and complete the log reporting any faults to the Bursar immediately.
- All drivers are made aware of the personal legal implications if procedures are not adhered to *“it is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers”*.
- All drivers are aware that no journey must take place if any faults that might affect the vehicle's or passengers' safety are found.
- All drivers complete the mileage log for all journeys. The log should include the date of the journey, start and finish mileages, purpose of the journey and the driver name
- The Maintenance staff will refuel the minibus on a weekly basis and complete a visual check on the condition.
- The Maintenance staff will ensure that the minibus is securely parked and the keys held securely.
- Insurance cover, MOT, servicing and tax are kept up to date.
- Vehicle registration documents are held securely.
- Access to the minibus keys is restricted to authorised users.
- Familiarisation training should be provided for all new users of the minibus.
- All minibuses undergo an external 12 weekly maintenance check.



23.4 PRE-JOURNEY CHECKS BEFORE USE

It is a specific offence to operate a minibus that is dangerous because of inadequate maintenance. Each driver can also be potentially liable to prosecution if a vehicle is inspected by the police or Department for Transport and found to be unsafe.

It is the responsibility of the Driver to ensure various checks are carried out before the commencement of a journey:-

- a) Pre-journey checks must be carried out every time before the vehicle is taken out.
- b) The driver should undertake a visual check of the bodywork for recent damage, the tyres for inflation and bulges/cuts etc and confirm this has taken place by ticking the box on the box on the log sheet.
- c) If the driver has any doubts about the roadworthiness of the vehicle, he/she should consult the maintenance staff for further advice before setting off.
- d) Drivers must report any defect that has occurred with the vehicle on each individual journey to the maintenance staff.

23.5 RISK ASSESSMENT

Persons in control of minibuses must ensure the generic risk assessment has been made available to them, any defects recorded have been rectified and that any necessary remedial actions identified are taken.

A visual Minibus Risk Assessment is to be completed by the driver before commencement of any journey.

Hazards should be identified that may result in harm when driving on public roads. The range of hazards will be wide and the main areas to think about are the driver, the vehicle and the journey.

Some examples of hazards or risks are listed below:

- Poor weather conditions
- Long Journeys
- Fatigue
- Stress
- Illness
- Inexperience
- Lone Working
- Unfamiliar or isolated rural locations
- Isolated car parks
- Vehicle breakdowns
- Unfamiliar vehicles

Having identified and assessed the risks, it will then need to be decided whether the existing precautions are adequate or more should be done. Can a hazard be eliminated? If not, the control of the risk should be considered, to reduce the possibility of harm applying the following principles:



Control Measures

- Consider an alternative to driving, e.g. going at least part of the way by public transport.
- Try to avoid situations where employees feel under pressure, e.g. avoid making unrealistic claims about schedules and attendance, which may encourage drivers to drive too fast for the conditions, or exceed speed limits.
- Organise maintenance work to reduce the risk of vehicle failure, i.e. ensure that maintenance schedules are in place and that vehicles are regularly checked by a competent person to ensure they are safe.
- Ensure that drivers and passengers are adequately protected in the event of an incident, e.g. ensure that seatbelts, and where installed, airbags are correctly fitted, work properly and are used.
- Ensure that drivers have the appropriate licence and have been provided with the appropriate driver training for the type of vehicle in use.

The above list is not exhaustive, but control measures should be considered that are relevant to the hazards identified.

23.6 ARRANGEMENTS

23.6.1 Training

The Bursar will ensure that staff driving minibuses are authorised to do so and are given adequate information, instruction and training.

23.6.2 Employee Licences

Any member of staff allocated to drive the school minibuses must provide their full driving licence (photocard and supporting paperwork) to the **Bursar** who will undertake checks and a photocopy will be made and retained on file.

In the event of any changes to the licence details, it is the responsibility of Staff to inform the **Bursar** immediately if they receive ANY penalty points or driving convictions during the year.



23.6.3 Driving Hours

It is school policy that all drivers ensure they are physically alert enough to drive a minibus. After TWO HOURS of driving, you MUST stop for a minimum 15 minute break.

Perrott Hill School runs a zero alcohol policy and no driver is permitted to drive a minibus, if they have recently consumed any alcohol.

For journeys more than one hour each way from the point of departure, the driver must be accompanied by another adult or senior student to assist with the supervision of pupils.

The maximum driving time without a break is 2 hours and the minimum length of break must be 15 minutes and 30 minute rest at 2-hour intervals thereafter. If there is a second driver, rest periods may be taken on the move.

Subject to taking appropriate breaks, the maximum recommended driving in any 24 hour period is 9 hours, but if driving as a voluntary driver after a working day not exceeding 6 hours this reduces to 4 hours.

If it is planned that this limit is exceeded, a second driver will be necessary or a vehicle and driver should be hired.

The table below outlines ROSPA (Recommended Driver Hours for Drivers (*further guidance can be obtained from their booklet ' [Minibus Safety – A Code of Practice](#)) which is located in a separate folder in the Health & Safety Management System in folder [APPENDIX C – TRANSPORT](#)*

Recommended Driving Hours for Volunteers	Driving Only	Driving + Other Work
Max. Length of Working Day*	13 hours	10 hours
Of which spent Driving	9 hours	4 hours
Max Time Driving Without a Break	2 hours or sooner if tired	2 hours or sooner if tired
Minimum Length of Break	15 mins **	15 mins**
Daily Rest Period	11 hours	11 hours
Weekly Rest Period	45 hours	45 hours
*Taking account of other work undertaken before starting a journey		
**After 4 1/2 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.		



23.6.4 **Booking the Minibus**

The School Receptionist will have responsibility for the management of the minibus bookings and a register will be kept. The Driver will complete a Journey register to record the journey, start and finish mileages, purpose of the journey and the driver name. The journey register will remain in the minibus for each journey undertaken until the register page is complete. The completed register will be given to the Bursar for filing and a new journey register will be issued.

Minibus keys are kept in the school office overseen by the School Receptionist. A spare set of keys for each minibus is held by the maintenance team.

Drivers of the school minibuses are allocated their own minibus for the bus run: this enables them to ensure familiarity with the controls and handling of the vehicle.

The driver has the responsibility to return the vehicle in as good state as when the vehicle left the school.

After each journey, the driver should check the inside of the vehicle for any items left in the vehicle and for any damage to the seats etc and for litter.

23.6.5 **Mobile Phones**

It is a specific offence to use a hand-held phone, or similar device, when driving. Drivers are still at risk of prosecution (for failure to have proper control) if they use hands-free phones when driving.

The school mobile phone must be taken on all minibus journeys, however, it is essential that drivers do not make or receive calls whilst they are driving, as the distraction this causes (even if it is a hands-free phone) significantly increases the risk of an accident.

The mobile phone should only be used by the driver when the vehicle is stationary in a safe place with the engine switched off.

23.6.6 **Maintenance**

The minibus will be maintained by a local garage on behalf of the school and the Maintenance Staff will undertake inspections on a weekly basis. Defects and record sheets will be provided and completed and given to the Bursar for checking and retention.

Additionally, the school maintenance staff will undertake a weekly safety check to cover fuel, lights, oil, water, electrics, tyres and wiper blades.

23.6.7 **Driver Health**

Drivers must be medically fit to drive. The Driver of any minibus must be free of any medical condition that would prompt the DVLA to withdraw his/her Driving Licence.

Alcohol reduces the ability to concentrate and increases the risk of being involved in an accident. Drivers should refrain from drinking any alcohol before driving. Alcohol remains in the body for up to 24 hours after it has been consumed and may still affect a driver the morning afterwards.

Drivers should never drive if they feel tired or unwell, or if they are taking prescription or over-the-counter medicine or undergoing any medical treatment which advises against driving. If it does, the driver could consult their doctor or pharmacist for an alternative that does not cause drowsiness.

The Driver should ensure that sufficient rest has been taken prior to a journey commencing and, if appropriate, take further rest after driving for two hours. Consideration should be given to an individual who may have worked on other duties for many hours and is about to drive without a suitable and sufficient rest period.



23.6.8 **Accidents and Incidents**

All accidents and incidents involving minibuses being operated by Perrott Hill School must be investigated by the Bursar and reported on the school Incident Report Form.

Further guidance on incident reporting procedures is given in our **Policy SMS 02**

23.6.9 **Parking**

If a minibus is parked on the road at night, side and rear lights must be left on.

They must also be parked on the nearside of the road unless in a designated parking area.

23.6.10 **Arrangements for transporting a pupil alone and/or in a staffs own vehicle**

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

If there is a need to drive a pupil alone a form (Appendix 3) needs to be completed ahead of the trip. This allows you and senior management to be involved in assessing any risk and safety aspects and to record relevant details of the journey.



SMS 24 - SECURITY

24.1 Please refer to the Schools Security Policy and Procedures.



SMS 25 – SMOKING AND VAPING

- 25.1** Perrott Hill School recognises the importance of providing a working environment for its employees that is safe, without risk to health and suitable as regards facilities and arrangements for their welfare at work.

This policy has been developed to protect all employees, service users and visitors from exposure to second-hand smoke and to assist compliance with the smoke-free provisions of the Health Act 2006. 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 Perrott Hill School that all our workplaces are smokefree and all employees have a right to work in a smokefree environment. This policy applies to all employees, service users and visitors and has been developed to protect all employees, service users and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

25.2 Arrangements for Ensuring the Health and Safety of Workers

Smoking will not be permitted in any area, other than the one designated for the purpose. This restriction applies at all times, including outside normal working hours.

Anyone wishing to smoke may do so and this is permitted in designated areas as defined by the school. Smokers may only smoke during break times or at any time previously agreed with the school.

25.3 Visitors

All visitors, temporary staff and contractors will be expected to comply with the terms of our smoking policy. Appropriate signage will be displayed within the premises and employees should tactfully remind visitors of the policy, if necessary.

25.4 Signage

THE SMOKE-FREE SIGNS REGULATIONS 2012

At least one legible no-smoking sign is displayed in smoke-free premises. There are no requirements as to the size, shape, content or location of no-smoking signs.

Duty to display no-smoking signs in smokefree vehicles

At least one legible no-smoking sign is displayed in the vehicle. As with signs in premises, there are no requirements as to the size, shape, content, or location of no-smoking signs in vehicles in smoke-free premises.

Supplementary guidance is provided in Section 9 – Organisation – Smoking Legislation '[Implementation of smoke-free legislation in England](#)'.



25.5 Legal Compliance

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and school vehicles.

Premises are considered 'enclosed' if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered 'substantially enclosed' if they have a ceiling or roof, but have an opening in the walls, which is less than half the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut

Any employee wishing to smoke may only do so in their own time, outside of the enclosed/substantially enclosed premises and vehicles. Smoking breaks should only be taken at break times and pre and post work.

The lighting of cigarettes should only be in designated areas and not the surrounding areas.

Adequate signage will be provided to inform staff & visitors of the no smoking policy.

Smokefree vehicles will display a no-smoking sign.

25.6 Breach of the Policy

Any breach of this policy will lead to disciplinary action by the school in accordance with its disciplinary procedures and those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

IF YOU DO NOT COMPLY WITH THE SMOKEFREE LAW, YOU WILL BE COMMITTING A CRIMINAL OFFENCE.

The fixed penalty notices are:

- Smoking in smokefree premises or work vehicles
- Failure to display no-smoking signage
- Failing to prevent smoking in a smokefree place

25.7 Monitoring

Perrott Hill School will implement a monitoring process to ensure that controls are implemented and effective to provide a smokefree working environment.

Employees who consider that there has been a breach of this policy should raise their concerns with the Bursar.

Any concerns employees may have regarding smoking at work should be reported immediately to the Bursar so that corrective action can be taken if necessary.

This smoking policy now forms part of the general health and safety policy of the school.

All staff, visitors and service users are obliged to adhere to and support the implementation of this policy.



25.8 E Cigarettes (Electronic Cigarettes) / Vaping Devices

The No-Smoking Policy will include E-cigarettes and similar vaping devices.

Electronic cigarettes are devices with a similar appearance to regular cigarettes. They provide a nicotine simulation to users, but do not contain tobacco. The devices discharge a visible vapour, which disperses quickly without leaving a lingering smell.

It is school policy that E-Cigarettes / Vaping Devices are to be treated as 'smoking' in the workplace and the rules documented for conventional tobacco smoking must be adhered to.

Poorly made or counterfeit chargers for e-cigarettes /vaping devices have caused house fires. Only buy e-cigarettes / vaping devices from reputable outlets, use the correct charger for the device, follow the manufacturer's instructions and don't leave an e-cigarette / vaping device charging unattended or overnight. As with other electrical devices like mobile phones and laptops, e-cigarettes / vaping devices should not be charged or used if they've been damaged - battery cells that are damaged pose a chemical and fire risk.

No charging of any e-cigarette or vaping device is permitted on the school premises.



SMS 26 - SWIMMING POOL

- 26.1** Perrott Hill School endorse and support swimming. The school is aware of the potentially high risk environment that an on-site swimming pool can create and in view of this, it is essential to ensure that our swimming activities are carefully planned and managed effectively in order to safeguard the safety of pupils, staff and others.

A separate folder has been created in the Health & Safety Management System for SWIMMING located in folder APPENDIX B – SWIMMING POOL HEALTH AND SAFETY POLICY, where details of the swimming pool Risk Assessments and operating activities are shown.



SMS 27 - WASTE POLICY

27.1 Perrott Hill School is aware of the waste created by its activities and has implemented a waste recycling procedure to minimise the production of general waste and develop a waste management strategy which accommodates recycling procedures and initiatives. We have contracted three Waste Management Contractors to provide skips for recycling and non-recyclable waste to facilitate this plan.

27.2 We have employed the services of three Waste Contractors to undertake removal of general waste, recyclable waste and food waste.

27.3 Materials we are recycling:

- Paper, Cardboard, Cans , Plastic bottles , Food, Glass

27.4 Location of recycling Facilities

- The existing bin area is our recycling area
- Larger skips have been provided in the top car park

27.5 Food Recycling

The main food recycling bins will be in the recycling area; however, food recycling bins will also be located in the following areas:

- Break Corridor
- Staff Rooms
- Pre-Prep Courtyard outside Sandra's classroom (will be removed at the end of the day)
- Dormitories
- All live in staff will also receive a kitchen recycling caddy
- Food waste can be put into black bags and placed into the food waste bins
- Children will be reminded in assembly that no food is to be eaten in classrooms

Our Waste Management Contractor will be managing the food waste and their collections will be on a Thursday.

27.6 Paper and Cardboard Recycling

All classrooms will be provided with a paper bin, which can include cardboard.

The cleaners will continue to empty the paper recycling bins into the paper bins and store cupboard.

27.7 Non-recycling Waste

All non-recycling waste will need to be taken to the skip area in the top car park, although from the classroom areas this should be minimal.

27.8 Duties of Employees

Employees must ensure that:

- they comply with all instructions and arrangements in relation to our recycling procedures.
- If any member of staff has any questions or concerns regarding these arrangements they should be raised to the Bursar.



SMS 28 - WELFARE FACILITIES

- 28.1** Perrott Hill School is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food will be provided.

To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned daily by cleaning staff. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the **Bursar or Headmaster's Wife**, who will investigate and advise accordingly.

The Workplace Health, Safety and Welfare Regulations lay down minimum standards for workplaces and work in or near buildings.

Workplaces must be suitable for all who work in them, including workers with any kind of disability. This applies especially to regulations dealing with traffic routes; seating and workstations; toilet, washing and changing facilities; rest and meal facilities.

All workplaces should be as accessible as possible to people with disabilities.

28.2 **BURSAR'S DUTIES:**

28.2.1 **Maintenance**

Ensure work equipment, devices and systems are maintained in an efficient state and working order, and in good repair. Where appropriate, they must be subject to a suitable system of maintenance e.g. Gas and pressure systems

28.2.2 **Ventilation**

Enclosed workplaces must be ventilated by a sufficient quantity of fresh and purified air.

28.2.3 **Temperature**

A reasonable temperature must be maintained inside buildings during working hours; a sufficient number of thermometers must be provided.

28.2.4 **Lighting**

Lighting must be suitable and sufficient, and natural as far as is reasonably practicable. Emergency lighting must be provided where lighting failure would cause danger.

28.2.5 **Cleanliness**

Workplaces and furnishings must be kept sufficiently clean. Waste materials must not accumulate, except in suitable receptacles.

28.2.6 **Space**

Workrooms must have sufficient floor area, height and unoccupied space.



28.2.7 **Workstations**

Workstations must be suitable for the worker and work. A suitable seat must be provided where necessary.

28.2.8 **Floors**

Floors must be suitable and not be uneven or slippery, so presenting a safety risk. They must be kept free from obstructions likely to cause a slip, trip or fall. Handrails must be provided on staircases, except where they would obstruct traffic.

28.2.9 **Falls**

Suitable and sufficient measures should be taken to prevent persons falling or being struck by falling objects. Tanks must be securely covered and fenced where there is risk of a person falling into a dangerous substance.

28.2.10 **Windows**

Windows, and transparent and translucent surfaces, must consist of safe material; be clearly marked; and be safe when open.

28.2.11 **Traffic**

Workplace traffic must be organised to allow safe circulation by pedestrians and vehicles.

28.2.12 **Doors**

Doors and gates must be suitably constructed and comply with certain specifications.

28.2.13 **Toilets**

Suitable and sufficient sanitary conveniences must be provided at readily accessible places.

28.2.14 **Washing**

Suitable and sufficient washing facilities must be provided at readily accessible places.

28.2.15 **Water**

An adequate supply of wholesome drinking water and cups must be provided, readily accessible and conspicuously marked.

28.2.16 **Clothing**

Suitable and sufficient accommodation for clothing must be provided, as well as changing facilities where special clothing is worn.

28.2.17 **Restrooms**

Suitable and sufficient rest facilities must be provided at readily accessible places. Rest rooms and areas must include suitable arrangements to protect non-smokers from discomfort. Suitable facilities must be provided for pregnant or nursing workers to rest and for workers to eat meals.



SMS 29 - WORK RELATED STRESS and MENTAL HEALTH

- 29.1** Perrott Hill School acknowledges that systems of work that give rise to risk of stress are clearly not safe, and the school therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines 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 is an adverse reaction people have to excessive pressure. If stress is intense and goes on for some time it can lead to mental and physical ill health (e.g. depression, nervous breakdown, heart disease).

29.2 REDUCING WORKPLACE STRESSORS

Perrott Hill School is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the school will:

- Provide training for all Tutors and Managers in good management practices.
- Ensure jobs are 'do-able', matching the job with the person in it.
- Identify all workplace stressors and conduct specific risk assessments to eliminate stress or control the risks from stress.
- Provide a confidential counselling service for staff affected by stress caused by either work or external factors.
- Monitor stress levels through a combination of sickness absence monitoring and periodic anonymous employee surveys.

29.3 ADVICE

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **Headmaster** or **Bursar**, who will arrange if necessary, specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

29.4 MENTAL HEALTH

Perrott Hill School takes a proactive approach to mental health in the workplace.

All employees are supported to reduce the potential to experience stress in the workplace. The school will undertake organisational changes when risks are identified that may lead to stress or other mental ill health issues.

The school will provide employees with access to information and resources about mental health and wellbeing via printed publications and internet links to websites.

Staff consultations will take place that seek information on the mental health and wellbeing of staff and this will also cover working conditions, communication, work life balance, staff support and work related or other causes of stress, with action plans drawn up to address major issues. The school regularly evaluates its approach to mental health and identifies areas it can develop in, reporting back on its progress with all employees.



SMS 30 - WORKING AT HEIGHT

- 30.1** In accordance with the Work at Height Regulations 2005, all school activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. Perrott Hill School is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation.

Where an employee is required to carry out any work activity at a height where there is a risk of falling resulting in personal injury, the following procedures will be complied with. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working practice and are competent to use any equipment provided.

Step-ladders will be regularly inspected to ensure that they are in good condition and free from defect. A record of inspections will be maintained by the **Bursar**.

30.2 WORK AT HEIGHT REGULATIONS

The Work at height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

Bursar's duties:

- Assess the risk to employees falling from height
- So far as is reasonably practicable, prevent anyone from falling
- Avoid work at height if possible
- Where the risk from falls cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- All work at height must be properly planned and organised
- All work at height takes into account the weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent (including sub-contractors)
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

Employees' duties:

- Ensure you follow the specific Risk Assessment
- Report any safety hazard to your Departmental Representatives or to the Bursar
- Use equipment supplied properly, following any instruction and training
- Do not use the top platform of a stepladder unless it is designed with special handholds
- Ensure stepladders are positioned on level ground and used in accordance with manufacturer's instructions
- Do not over reach – keep body centered between both rails
- Keep stepladders dry and clean
- Wear slip resistant shoes



30.3 What is 'work at height'?

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

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

This includes:

- Repairing roofs
- Repairing lights
- Climbing on the top of machinery in order operate or repair it

All employees must:

- Report any safety hazard
- Use the equipment supplied (including safety devices) properly

As an employer we will do all that is reasonably practicable to prevent anyone falling. We will:

- Avoid work at height where we can;
- Use work equipment or other measures to prevent falls where we cannot avoid working at height, and where we cannot eliminate the risk of a fall;
- Use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

When establishing procedures for working at height we will ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and the risks from falling objects are properly controlled.

30.4 Planning

When planning a work activity we will ensure:

- That no work is done at height if it is safe and reasonably practicable to do it other than at height;
- That the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- There is a plan for emergencies and rescue;
- A risk assessment is carried out and safe working procedures are implemented.

30.5 The place where work is done

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



30.6 When selecting equipment for work at height the following points must be considered:

- Use the most suitable equipment;
- Give collective protection measures (eg guard rails) priority over personal protection measures (eg Safety harnesses);
- Take account of the working conditions and risks to the safety of all those at the place where the work equipment is to be used.
- You must ensure that all equipment, temporary structures (eg scaffolding portable or fixed), is safely erected by a competent person and inspected.

30.7 Inspections

All employees must ensure that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the access (ladders/steps etc) surface and every parapet, permanent/temporary rails etc.

Inspections will take place:

- After it is assembled or installed (or after it has been assembled and installed, if both are required), if its safety depends on how it is assembled or installed;
- Every day it is in use to make sure that any deterioration can be detected and remedied in good time.

30.8 Fragile surfaces

All fragile surfaces will be identified and warning signs will be displayed. No employee will carry out any work on a fragile surface. All employees or anyone working under the control of Perrott Hill School are to ensure that no one goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

If anyone does work on or near a fragile surface Perrott Hill School will ensure:

- That suitable platforms, coverings, guardrails, and the like are provided (and used) to minimise the risk;
- That we do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.
- That we carry out specific risk assessments and produce a safe working procedure for the work to be undertaken.

30.9 Falling objects

Where it is necessary to prevent injury, we will do all that is reasonably practicable to prevent anything falling. If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, we will ensure that the area is clearly indicated and that unauthorised people are restricted from entry.



SMS 31 - YOUNG PERSONS

- 31.1** Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental).

Consequently, the school will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

Definitions of young people and children by age:

- A young person is anyone under 18 and
 - A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.
- 31.2** The **Bursar** is responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.
- 31.3** The **Bursar** will ensure a suitable mentor is appointed in whom the Young Person can confide. A member of the Senior Management Team will oversee the Mentor assisting the Young Person to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

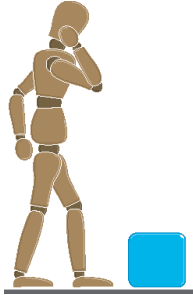


APPENDIX 1 - MANUAL HANDLING

GOOD HANDLING TECHNIQUE

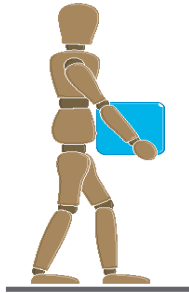
This document describes good handling technique that employees are advised to follow when manually handling loads.

Think before lifting/handling



Plan the lift
Can handling aids be used?
Where is the load going to be placed?
Will help be needed with the load?
Remove obstructions such as discarded wrapping materials
For a long lift, consider resting the load midway on a table or bench to change grip.

Keep the load close to the waist



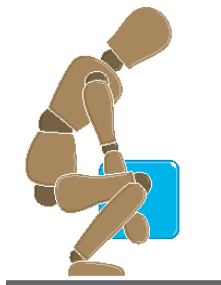
Keep the load as close to the body for as long as possible while lifting.
Keep the heaviest side of the load next to the body.
If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Adopt a stable position



The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).
You should be prepared to move your feet during the lift to maintain your stability.
Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold



Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

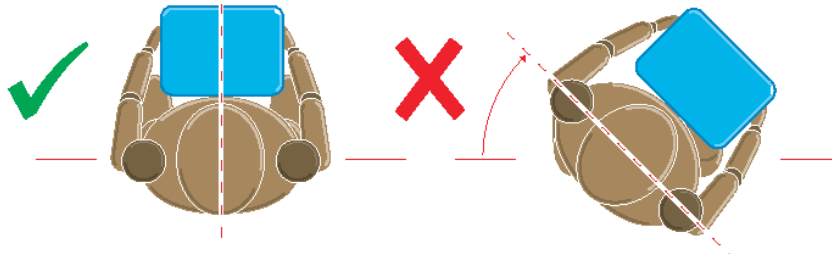
Start in a good position

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).



Don't flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.



Avoid twisting the back or leaning sideways

Especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips.

Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling

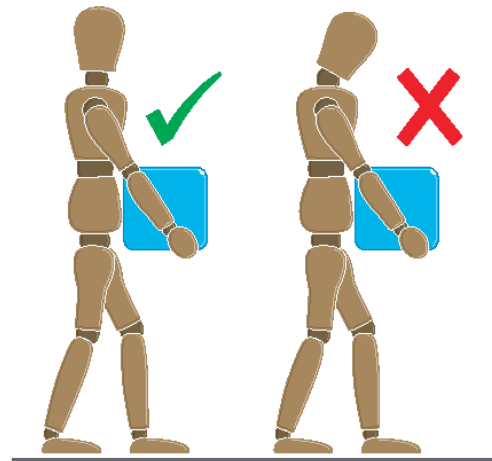
Look ahead, not down at the load, once it has been held securely.

Move smoothly

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

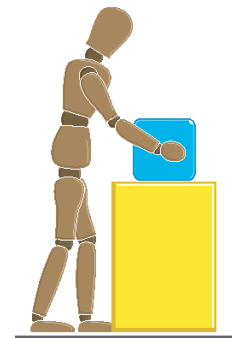
Don't lift or handle more than can be easily managed

There is a difference between what you can lift and what you can safely lift. If in doubt, seek advice or help.



Put down, then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.





APPENDIX 2 – DISPLAY SCREEN EQUIPMENT

INFORMATION FOR ALL DISPLAY SCREEN EQUIPMENT USERS

Safe working practices

This DSE information and the DSE Assessment Form are intended to meet the requirements and it is important that you read, understand and apply the advice in them. If you do not understand any of the instructions, ask a member of the Health & Safety Committee for help.

Possible risks

Although there are very few possible health risks associated with display screen equipment work, it is possible, as in any other type of work, for you to experience physical or visual fatigue. Infact, research shows that the risk to the individual user from typical display screen work is very low. As in any other job, however, ill health can result from poor work organisation, working environment, equipment and job design.

For these reasons it is particularly important that you make some simple adjustments to your workstation to ensure that you are comfortable and the display is clear. A workstation assessment will be issued to all DSE users, upon completion it will be reviewed by the Bursar. Guidance will be sought from the school external Health & Safety Advisors as required.

There are four main areas of consideration which must be applied to all display screen and keyboard work:

Working Position

- The working position is of prime importance and you must make every reasonable effort to ensure that this is correct and comfortable for the task. Wherever possible, place your desk in such a way that you are able to sit sideways to a window and other sources of bright light in the room (glare from outside may cause discomfort and headaches). Keep trailing cables out of the way or secured properly with tie wraps or tape. Do not use multi-point adaptors in wall sockets.
- In all keyboard work situations where the majority of time is spent on input, the surface on which the keyboard is placed must be at normal desk level so that the forearms are horizontal, just above the level of the desktop.
- The chair that you use should be adjustable for both seat and backrest height and the backrest must be able to rake forward sufficiently to offer posture support. It should be of a wheeled or glide type, depending on the floor surface. The chair must be adjusted to a suitable height to allow a comfortable keyboard position and the seat back adjusted to give support to the small of the back. The design of the chair must enable it to get close enough to the desk.
- Adopt a suitable seated posture – for example; adjust the height of your chair until your elbows are roughly the same height as the keyboard so that you are at the right height for keying. Sit with your wrists reasonably straight, forearms approximately horizontal or sloping slightly downward and upper arms hanging comfortably down from relaxed shoulders. Then check that your feet are comfortable on the floor and that your legs are not hitting the underside of the desk. You may need a footrest to avoid legs being unsupported and to prevent your thighs being squashed by the front of the chair. If you use a footrest adjust its tilt and height so your feet can rest flat on its surface.
- Making these quite minor adjustments each time you sit at the keyboard, particularly when more than one person uses the workstation, can increase comfort greatly and also reduce fatigue.
- The conditions under which wrist discomfort is possible are removed as the hands and arms are in a position of rest and not forced into adopting an awkward or unnatural position.



The Screen

- The screen should be about an arm's length away from the face. Adjust the height of your monitor to minimise head and neck movements. Position your screen so that you are looking comfortably down at an angle of between 15 and 30 degrees. (A useful tip is that the top of the display casing should be approximately at eye level when you are sat down).
- Adjust the display using the brightness and contrast controls, so that the print is clear against the background but not causing glare. You should be able to work at the screen without bright glare sources in your field of view and without distracting reflections. The effect of reflected light can be reduced or eliminated by either turning the screen away from the light source or tilting it downwards.
- If window blinds are available these can be closed or adjusted to direct any sunlight away from the screen.

If none of these adjustments improve the reflections the problem can be solved using a screen filter. These are a last resort but in really difficult situations may be the only solution.

Working Practices

- Prioritise the layout on your desk, locating closest to you those things that you use most without twisting or stretching. If you use a keyboard a lot, sit straight on to it.
- Use a document holder so that the documents are within your field of view when using the keyboard. Adjust the document holder so that it is the same height, slope and viewing distance as your screen and locate it as close to the side of the screen as possible. If you spend more time working on documents, put them in front and the keyboard to the side.
- Make sure that you have enough room for the equipment that you use: documents and other reference materials. Make sure you have enough free surface to allow some flexibility in the way you sit.
- Provide a small space in front of your keyboard where you can rest your hands while not typing. Provide enough space to use your mouse and use a mouse mat. Adjust your software by selecting easy-to-use fonts, limit the number of colours you use on the screen, and avoid large areas of white if your screen appears to flicker. Use pastel background colours if reflections are a problem on your screen. Reduce clutter on the screen by removing unused toolbars. Keep the screen clean.
- Sit as close to your desk as possible when using the computer. Keep the curve in the lower back, and try not to lean to one side while seated. Periodically vary the way that you sit and occasionally lean back and relax.
- Move your keyboard closer if you feel you are stretching too much to use it. Keep your wrists straight and try not to bend them upwards when typing. Use a soft touch while typing and rest your arms while not typing. Be careful not to rest the soft inner part of your wrist (where you would take your pulse) on the wrist rest or table edge – either surface may dig in and reduce the circulation to your hands and fingers.
- Do not stretch to use the mouse – use the mouse as close to you as possible. Do not bend your hand up at the wrist while using the mouse and vary the way that you grasp it. Use a light touch when holding and depressing the mouse button(s).
- Move your eyes rather than your head when reading on the screen.
- You are encouraged to intersperse your keyboard activity with other tasks. These need not be lengthy and can usually form part of the overall task, i.e. changing paper feeds, collecting and delivering work, answering the telephone or other clerical duties. The purpose of this is to take you away from the keyboard at fairly regular intervals. This effectively helps to relax the arms and wrists, exercises the body and breaks the monotony of solid input.



- Keyboard jobs should be designed to take into account the need for this mix of tasks. The solution is not to increase the number of rest breaks; rest breaks are in fact less helpful than a change or other short duty.
- The main reason for this is that during a 'rest break' you tend to sit with a drink or something to read, where arms and hands remain in virtually the same position, relative to the body, as they are during input.

Eye Care

- The display screen does not damage the eyes nor does it cause eyestrain. It may, however, as with any other concentrated reading task, cause the eyes to tire.
- It could also make any eye defect that you may already have, more noticeable. For this reason display screen users should have regular eye tests.
- A refund of the cost of these tests is available to all DSE users. Should a testing optician prescribe spectacles specifically for DSE work, the cost of lenses and a standard frame may be refunded to the user.
- It must be emphasised that this refund does not apply to long sight correction or reading prescriptions. Your Health & Safety Advisor will tell you about the details of this service.

Working Environment

- Where it is under your control make your environment comfortable. Adjust lighting to complement the brightness of your screen – a screen with a dark background will require lower overall room lighting levels.
- Reduce bright lights from outside by using blinds or curtains. Ensure that the air is not too dry and avoid drafts, as dryness can make eyes sore. For this reason you should make sure that the heat that the equipment gives off blows away from you. Blink often to keep your eyes lubricated and prevent them from drying out.

SUMMARY

Provided that all keyboard users pay heed to these recommendations, no one will suffer discomfort when carrying out the DSE tasks.

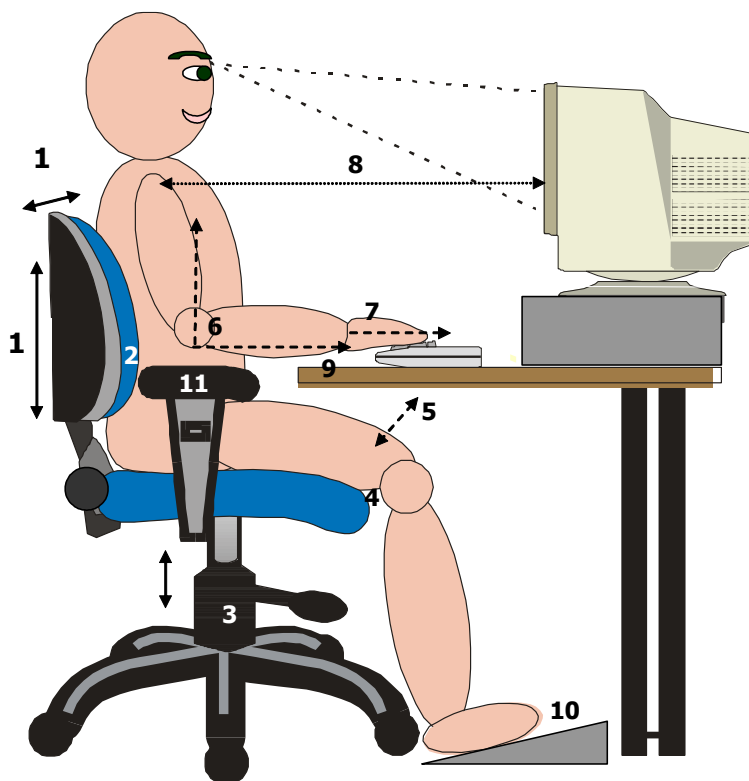
Remember these key points:

- seat height adjusted
- sit well back in the seat
- lumbar region of back supported
- no pressure on underside of thighs
- foot support if necessary
- sit as close to your desk as possible
- keep your wrists straight



IDEAL SEATED POSITION FOR DSE WORK

1. The seat back rest should be adjusted so you are sitting upright
2. Good lumbar support should be achieved (i.e. the lower back should be supported)
3. Seat height should be adjusted to achieve 4 – 7 below
4. There should be no excess pressure on the underside of your thighs and back of knees.
5. There should be room under the desk to allow changes in posture (no obstacles)
6. Forearms should be horizontal and elbows approximately at right angles
7. There should be minimal bending of the wrists and hands, they should be horizontal
8. Screen should be at arm's length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight
9. Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard
10. A foot support should be provided if your feet do not now touch the ground
11. If seat arm-rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height





APPENDIX 3 – ARRANGEMENTS FOR TRANSPORTING A PUPIL ALONE AND/OR IN STAFFS OWN VEHICLE

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

By completing this form, you are taking reasonable precautions ahead of the need to transport a pupil alone and/or in your own vehicle. This allows you and senior management to be involved in assessing any risk and safety aspects and to record relevant details of the journey.



- Name of pupil: _____
- Initials of member of staff: _____

Reason for the journey:

Has the need for the journey been agreed by a member of the SMT?

Yes (Initials of member of SMT _____) No

If no, the journey should only be undertaken in exceptional and compelling circumstances: give brief reason why it has not been possible for a member of SMT to agree the need...

Has permission been given by one of the pupil's parents?

Yes (Indicate which: _____) No

If no, give brief reason:

Estimated journey time: _____

Time of departure: _____ Time of actual return: _____

Signed by member of staff: _____

P.T.O



If you wish to record anything of note from the journey, please do so below:



APPENDIX 4 – COVID-19

Perrott Hill School will ensure that both management and employees comply with all up to date and relevant statutory and industry guidance relating to relating to guidance for living safely with respiratory infections including Coronavirus (Covid-19).

Monitoring Information –

The Bursar – William Robertson with assistance from the Health & Safety Committee will regularly check updates relating to the latest Government and UKHSA issued Public Health Advice.

Sources of Information –

HSE <https://www.hse.gov.uk/coronavirus/index.htm>

Gov.uk <https://www.gov.uk/coronavirus>

DFe <https://www.gov.uk/government/organisations/department-for-education>

SSE <https://www.supportservicesforeducation.co.uk/Page/17461>

Risk Assessment –

The school have carried out a risk assessment and communicated this to the workforce. The risk assessment is updated in line with the latest Government and UKHSA Public Health Advice.

Emergency Plan –

The school have detailed procedures to follow in the event of an outbreak in line with current guidance.

Communication –

The school are ensuring that all employees both present at work and those not currently at work (illness, holiday, absence) are kept up to date with changes in control measures, school operating information and ensuring the health and wellbeing of its employees.