Health and Safety Policy 2024/2025

The contents of this policy are based on the requirements of health and safety law and associated Health and Safety Executive (HSE) and Department for Education (DfE) advice.

Contents

The Requirements

This policy contains the instructions to be followed in 2024/25 to enable compliance with the law. The Appendices are not part of the policy proper and comprise examples of documents and tools to measure the effectiveness of risk control.

- As far as reasonably practical policy instructions are at the first principles level. Text in red identifies new text and changes made to older text. Typographical errors and similar are not included. Text in square brackets indicates an instruction, a matter which is organisational specific, may or may not be appropriate or is one where a management decision is required. Amend, delete etc. as required. Employees' job titles or names are inserted as a result of some square brackets – for the sake of consistency it recommended that there is not a mixture of the two.
- Site specific compliance documents, to support good practice and in accordance with the instructions, must be in place. Compliance documents may be examined from different angles and points of view by different inspecting bodies. Wherever possible the documents should be drawn up such that they satisfy all. It is important to remember that the scope and detail required by HSE may be greater than required by school inspectors. Tools to help evaluate risk assessment and other risk control measures are given in the Appendices.
- Compliance documents must be in a 'folder' which is readily available to all employees, visiting HSE Inspectors, visiting school inspectors and auditors working on behalf of the employer. The folder must allow printing off of all and individual contents.
- The first document in the compliance folder must be the most recent signed copy of the 'General Statement'.
- The second document in the compliance folder must be a customised 'Organisation for Health and Safety Management'. This allocates duties to managers, advisors and others and formally establishes the safety committee. It must be signed and dated.
- The third tranche of documents in the compliance folder must be the text of this policy's 'Arrangements' and 'Appendices' and the group and school pro-formas.
- The fourth tranche of documents in the compliance folder should comprise each appropriate line manager's own local management arrangements, for health and safety, drawn up in accordance with this policy. All aspects of relevant work and activities must be covered and evidence to support compliance must be available via electronic links or physical descriptors.
- The fifth tranche of documents in the compliance folder should be the risk assessments relevant to identified departments or sections.
- The sixth tranche of documents in the compliance folder should be the safe working procedure documents and standalone management plans etc which may not fit comfortably into the concepts of local management arrangements or risk assessments; and which address organisation wide issues, such as, accident recording and investigation, fire, first aid, medical arrangements, visits off site, security of site and facilities, supervision of pupils etc. (A risk assessment policy may also appear as a standalone policy in addition to being part of this policy.)
- In order to comply with HSE advice and to avoid wasteful bureaucracy, written risk assessments must be based on reliable models wherever possible and should not involve subjective systems such as use of letters or numbers.
- As soon as possible in each academic year but only after the policy for that year has been signed off, all employees must be emailed with the following - a link to the full policy together with a reminder that all managers with responsibility for safety are required to commit to writing their own specific local management arrangements, that they must ask for theirs if they have not been given a copy and must sign adherence to it.
- Formal induction to the policy must be included in induction training.
- To fulfil the requirements of the law, training is essential for all employees who carry out safety management and risk assessment work and this must be provided. Training records must be readily available.

General Statement of Policy

The **Governors** recognise and accept their duty as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. In particular, care will be taken to provide and maintain:

- Safe premises and safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

The day-to-day duty of ensuring health and safety rests with the **Principal** at each site and without detracting from this primary duty health and safety matters will be administered by the **Bursar & Health & Safety Officer** who will work on behalf of the **Governors** by providing and interpreting policy.

The **Governors** will provide competent professional health and safety advice and additional resources when required.

The **Principal & Bursar** must report to **Governors** at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary and copy of this statement is issued to all employees.

Signature 

Chairman of the **Governors**

Date 22 November 2024

Organisation for Health & Safety Management – Who is Responsible to do What – Delegation of Tasks

Management Obligations for Safety

As **Principal** it is my duty to ensure compliance with this health and safety policy. My specific duties follow.

It is my duty directly or through delegation as detailed below and in accordance with the law and any instructions from **Governors** to:

A Ensure compliance with this health and safety policy in each and every respect; to keep the senior management team and all employees informed of this policy and any changes to it; to ensure appropriate consultation arrangements through established managements channels; to ensure that the necessary resources for implementation are available; and to report to **Governors** at least annually. **This duty cannot be delegated.**

B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and standalone management plans

C Assess risks and commit assessments to writing

D Ensure that work in all its aspects is safe and without risks to health

E Ensure that information, training, instruction and supervision is provided together with appropriate consultation and that systems of work are safe

F Make proper provision for occupational and pupil health

G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires

H Post warning signs and notices

I Appoint first aid personnel and have first aid provision checked regularly

J Ensure that the conditions of licences are observed

K Ensure the safe disposal of hazardous wastes

L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:

- Produce an emergency fire plan
- Be responsible for fire safety training
- Arrange practice fire drills
- Check that any close down procedures are followed
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
- Keep relevant records
- Include fire safety in the regular health and safety reports to the **Governors.**

The responsibility for the implementation of a number of my duties are delegated to others. The following paragraphs describe the delegations and other arrangements which I have made. All those with health and safety responsibilities will be provided with sufficient time to undertake their duties.

Each line manager is delegated responsibility to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above **in B, C, D, E, F, G and H** are delegated to these persons and written local management arrangements and standalone management plans and risk assessments can be found with these persons and in the safety folder.

Similarly, in the specialisms listed below, the employees named have the overall responsibility to comply and ensure safety and health:

- **Ian Williams** is responsible for premises including onsite traffic management.
- **Ian Williams** is the fire manager with responsibility **[L]**.
- **Mhairi Bullock** is the educational visits co-ordinator.
- **Ian Williams** is responsible for asbestos management.
- **Ian Williams** is responsible for legionella management.
- **Marcella Brazier** is the radiation protection supervisor.
- **Stephanie Hall** is the events manager.
- **Ian Williams** in collaboration with the appropriate line manager and / or safety co-ordinator is responsible for duties **[E], [J]** and **[K].**

When line managers are absent for significant periods, adequate delegation of duties must be made.

- **Ian Williams** is responsible for first aid. Lisa Gaudion, Tracy Bacon & Gina Cornish are responsible for checking the first aid kits and eye wash stations, at least termly. **A list of all first aiders is maintained in the school office and on notices posted throughout the school.**
- **Ian Williams & Paul Keen** are responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms **available through the General Office, Sports Department Office & the Medical Centre** to the **PA to the Bursar.** Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of **Ian Williams & Paul Keen.**

Advisory Arrangements

Ian Williams is the health and safety coordinator whose duties are to:

A Be familiar with the contents of the policy and ensure that the policy and that contents of the safety compliance folder is available as necessary to stakeholders.

B Ensure that the 'Organisation for Health and Safety Management' is reviewed annually and that a copy is provided to all employees early in each academic year.

C Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.

D Together with others monitor that line managers prepare and review local management arrangements, standalone management plans and risk assessments, carry out thorough examinations, tests and inspections and consult with employees via departmental meetings and other communications.

E Together with others, monitor the formal defect reporting procedure.

F Together with others, monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE.

G Together with others, champion systems and documents, that identify first principles in concise plain English and which use digital tools, when possible, with the objective of reducing burden on those that need to communicate, access, understand, monitor and audit and reduce unnecessary paperwork.

Oxford Safety and Risk Management (OSRM) provides professional health and safety advice.

Health and Safety Committee

I will chair the meetings of the safety committee which will meet termly. The members are the **Principal, Bursar, a representative of the Board of Governors, Health & Safety Officer, Fire Manager, Bursar PA, Business Manager and a small number of others, such as heads of departments including those from Science, Sports & PE, Drama and Design & Technology who may have significant contributions to make.**

The purposes of the Committee are to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR'; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy.

Detailed minutes must be kept and a set of minutes must be forwarded to the **Principal** within seven days of each meeting.

Employees who wish to communicate with the health and safety committee should contact **Ian Williams.**

Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures, risk assessments and associated documents
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report on the appropriate form all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

If any individual is in doubt about any safety matter, they must consult their line manager, the Safety Co-ordinator, or if necessary, me.

Cross References

In addition to this policy, other documents also address health and safety issues. Examples are plans and policies concerning: emergencies; first aid - supporting pupil medical needs including admin of medicines; accessibility; pupil behaviour and sanctions; anti-bullying, whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance abuse. **These documents can be found on the School Portal & the School website.**

Signature…… Date …….

Principal

Endorsed by …… Date …….

Chair of Governors

Health and Safety Manual - Arrangements to Establish, Monitor and Review Measures Needed to Meet Health and Safety Standards

Local Management Arrangements

HSE say that ‘’when we have sensible health and safety management: the school leadership team understand the safety policy and apply it practically to the real risks in the school; key staff have clearly established roles and responsibilities; and paperwork is kept to a minimum with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed’’. It is the school’s aim to reflect HSE advice in the local management arrangements for safety (LMAs). These documents should identify how each uniquely identifiable department and section of the school comply with this policy. The LMA should use concise plain English and must contain relevant references to any separate departmental documents evidencing compliance. Wherever possible references should be digital but may be by physical descriptors. These must effectively communicate to all who need to understand, monitor and audit. LMAs are sometimes known as departmental / operations health and safety policies; they can be within departmental / operations handbooks; or can be standalone documents.

Managers of the lower risk departments etc. need do nothing more than produce a customised version of the ***low-risk example given in the appendices.***

Managers of areas where significant practical work is undertaken, such as, estates, in house catering, art, technology, music, drama, PE and sports, science. The LMAs for the higher risk areas are often complex safety systems and a streamlined version of the essential legal compliance matters by using a template, that suits all, is recommended.

In the **Appendices** there is an example of the traditional approach - all supporting documentation, such as written risk assessments, proformas used and records required must appear in attachments or be location referenced or digitally linked. The new example in the **Appendices** is a template based legal compliance document which is easy to use (instructions are given). Both examples can be adapted to suit most higher risk circumstances.

Managers must include relevant items from the bullet points below:

- Document tracking record – this should indicate the means by which updating is accomplished and the responsible line manager should initial on the tracking record that the annual review (or interim review) has been completed.
- General objectives, for an example of general objectives see traditional style DT LMA in Appendix.
- The responsibilities of the manager / head of department (briefly set out in the organisation section of this policy) and any delegations (to be clearly defined) including a statement that the manager will monitor adherence by colleagues to the local management arrangements, risk assessments, standalone management plans and similar; and records will be kept of the monitoring activities; and will investigate any accidents, near misses, instances of occupational ill health etc.
- Departmental health and safety induction training which is required.
- Job specific health and safety training, refresher training and competencies which are required.
- Matters such as thorough examinations, inspections (internal and external), maintenance, risk assessments, safe working procedures and other protocols.

  Assessment must cover relevant activities such as: work at height, work on or near water, where there is potential for slips, trips and falls, visits outside school; plus, relevant work equipment including machines and tools, hazardous and flammable substances, security matters (particularly avoidance of unwanted visitors and keeping high risk areas, equipment and substances under lock and key), electrical equipment, DSE and manual handling; and include any issues such as noise, vibration, lone working, personal protective equipment, any unusual working conditions, any special needs of individuals (medical, educational or behavioural) and failures and emergencies.
- An explanation of how and by whom written risk work is to be prepared and how the assessments are to be used effectively.
- Any rules for employees and others (often pupils).
- Any restrictions, which might be imposed by the employer or the manager.
- Methods for keeping up to date.
- Methods for colleagues to identify premises defects.
- A requirement to include health and safety as a standing agenda item at department and management meetings.
- Formal routines for monitoring systems of work, safety of spaces, equipment safety and the like and arrangements for regular audits of activities and safety documentation.
- Appendices such as -

- Records together with notes and schedules for the examination of plant and equipment
- Risk assessments etc. (or where these are found)
- List of safety texts/guidance for reference and further information
- Checklists for routine inspections, monitoring / maintenance of work spaces and equipment
- Lists of equipment for which training is needed before use
- Training and competency records with authorisations
- Firefighting and fire evacuation arrangements
- First aid arrangements
- Accident reporting procedures.

Members of departments must sign that they accept and will adhere to the local management arrangements and departmental risk assessments.

All the school higher risk local management arrangements must be available in the safety compliance folder.

Queenswood School Procedure

All Activities within Queenswood School must be owned by a Department. Each Head of Department must have an LMA in place, these LMA's contain the departments Risk Assessments. These documents are reviewed by departmental heads, updated annually and signed off by all members of the department.

New staff who commence employment in September are offered an induction day in August which provides an overview. Time is set aside at INSET to review and complete the tasks.

When a new Head of Department commences their role at any stage of the year, the H&S Officer will arrange a separate meeting to outline expectations and procedures. For non-departmental heads a more in-depth review is conducted by the Line Managers.

The PA to the Bursar and the H&S Officer will remind all departments of the need to update these LMA's & RA's at the start of each academic year. A reporting time table is issued to departments as an aide memoire along with detailed guidance notes on how to complete the tasks. Signed copies are to be saved centrally on the Health & Safety Section of the S Drive no later than the close of the first half-term.

See Risk Assessment Policy for detail

Accident and Incident Records and RIDDOR Notification

Forms which are data protection friendly must be available for recording the details of all injuries and incidents which occur 'at work'. An entry must be completed as soon as possible after any relevant occurrence. The preferred formats follow at the end of this section.

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g., an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'. Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required.

Investigation is a separate activity to reporting. An investigation should be carried out as soon as possible after any relevant occurrence.

Occurrences should be investigated to determine the cause and influencing factors; to identify any problem areas or procedures; and to recommend remedial measures where necessary.

Notification to the Health and Safety Executive

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the Health and Safety Executive must be notified as soon as possible by telephone or online of:

- accidents to employees causing either death or major injury
- certain industry related diseases suffered by employees
- dangerous occurrences
- accidents to members of the public (remember the "public" includes pupils and visiting pupils) where any is killed or taken from the premises to a hospital for treatment (diagnostic tests are not treatment). Playground injuries etc. and sports injuries, unless caused by defective equipment, defective premises or defective supervision etc., are not notifiable.

Accidents to employees which result in injury causing absence from work of more than seven days (incapacitation) must be notified within fifteen days of the accident occurring (not counting the day on which the accident happened).

Specified major injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body; or 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 or requires resuscitation or admittance to hospital for more than 24 hours.

Dangerous occurrences include:

- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either: results in the stoppage of the plant involved for more than 24 hours; or causes a significant risk of death.
- The complete or partial collapse (including falling, buckling or overturning) of: a substantial part of any scaffold more than 5 metres in height; any supporting part of any slung or suspended scaffold which causes a working

platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- the accidental release of any substance which could cause injury to any person.

Diseases include: 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; And any disease attributed to an occupational exposure to a biological agent.

Records of accidents and investigations must be kept for at least three years, indefinitely is best practice.

Near Misses

A near miss is an event, situation or an action where, were there altered conditions or circumstances, the outcome would likely have been an accident. Staff should be encouraged to report near misses.

Queenswood School Procedure

All accidents must have an accident report complete, these are available from the Sports / PE Department Office, General Office and the Medical Centre. These once completed are forwarded to the Bursars PA. Should a RIDDOR be submitted the H&S Coordinator (Bursar / H&S Officer) are to be notified with immediate effect and an investigation launched. All relevant documentation of actions are printed off and retained along with the original report.

A summary sheet of the Accident Reports is to be maintained by the Bursars PA, these are to be analysed prior to each H&S Committee Meeting or as necessary. Analysis will help see trends in supervision, times, activities, locations, types of injuries and repeat persons

See First Aid Policy for detail

Asbestos

Control of Asbestos Regulations apply and are strictly interpreted by HSE. The employee identified in the 'Organisation' section is responsible for asbestos management. This employee must be provided with the resources, skills, training and authority to ensure that Asbestos Containing Materials (ACMs) are managed effectively. The employee's responsibility will include managing quality surveys and the subsequent use of survey data.

ACMs were used in buildings until 2000. Many premises still contain ACMs therefore tradesmen, maintenance workers, computer and cable installers etc., are still at risk. A written standalone asbestos management plan must be drawn up where ACMs are present, when there must be a presumption that asbestos is present, and when there is going to be intrusive work on the fabric of structures *and must be in accordance with this policy.*

All employees who may come into contact with asbestos during their work must have asbestos awareness training. Workers involved in maintenance of all types and cable layers are examples of the relevant groups of employees. *Contractors who carry out similar work can also be at risk and when the contractor evaluation form is returned (and in certain circumstances when it is not sent out) relevant contractors should confirm that they have received asbestos awareness training.*

Examples of where asbestos can be found:

- In sprayed form and loose packing form, generally used as fire breaks in ceiling voids
- In moulded or sprayed coatings and lagging, generally used in the thermal insulation of pipes and boilers
- In sprayed mixtures with hydrated cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- In insulating boards used for fire protection, thermal insulation, partitioning and ducts
- In some ceiling tiles
- In millboard, paper and paper products used for insulation of electrical equipment and as a fire proof facing
- As cement type products such as roofing sheets, wall cladding, gutters, rainwater pipes and water tanks
- As certain textured coatings
- In old laboratory equipment such as fume cupboards, ovens and heat resisting mats
- In vinyl or thermoplastic floor tiles.

The asbestos will only pose a risk to health if fibres are released into the air and can be inhaled. This can happen when the material is worked on (especially when broken, sawn, drilled or sanded) or when it is in a poor state of repair.

The duty to manage asbestos is not restricted to workplaces it also applies to common parts of domestic premises owned by the employer. Where the employer is a landlord there is a requirement to take reasonable care for tenants and visitors inside individual domestic units.

The employer, through the asbestos manager, must identify accessible ACMs (accessible during normal occupancy including foreseeable maintenance). A competent professional with a quality management system (contractor evaluation questionnaire must be used) must carry out a management survey in accordance with HSE advice. Laboratories that analyse samples must have appropriate accreditation. Asbestos is likely to be present if any building was constructed or refurbished between 1890 and 2000 and particularly if it also has a steel frame and / or has boilers with thermal insulation.

At this stage the asbestos manager is not recommended to identify asbestos materials which are not accessible.

Relevant details of surveys must be noted in an asbestos register (after this the register must be kept up-to-date e.g., as a result of removals, encapsulations and inspections) and must include:

- Locations from which negative samples have been taken (where there are numerous locations then reference in the register could be made to another readily accessible document)
- Locations of any ACM's together with the type of asbestos and quantity of asbestos
- Form of the asbestos (lagging, ceiling tiles, partition board etc.)
- Current condition of the ACM for instance good, encapsulated, damaged or deteriorating ACM with / without current risk of fibres being released (the ongoing current condition is often assessed as a result of routine inspection)

- Surface treatment if any
- A statement detailing the limitations or exclusions of any survey carried out
- A site plan identifying the areas where asbestos is present
- An assessment of risk (see below).

The location (s) of where the register is made available must appear in the management plan.

The manager must assess the risks of the ACMs (HSE provide a priority scoring tool). Asbestos in good condition which is not liable to be damaged is likely best kept in place. Damaged asbestos can often be made safe by repair to prevent the fibres becoming airborne. If this can be achieved safely, the repair should be carried out as described in the next section and the asbestos can then be kept in place. If the asbestos is likely to release fibres or if damaged areas cannot be effectively repaired and protected or if it is likely to be disturbed during routine occupancy or maintenance work, it must be removed, also as described in the next section. An action programme must be drawn up.

Then:

- The manager must ensure that all occupants of spaces, maintenance, IT and contractors i.e. anyone who might work on or might disturb the known ACMs on site are formally informed of the materials which contain asbestos and that they must not disturb them or carry out work except as described later. Information relevant to contractors should be passed at the tender stage or similar and via information from the asbestos register when 'workers' attend site (which must be receipted).
- Where it is acceptable, the asbestos must have an appropriate warning label.
- There must be a detailed emergency action plan to be used if suspect ACMs are found or if ACMs are damaged. If the emergency services are involved any risk to their personnel must be identified to the person in charge at the scene.
- All ACMs remaining on site must be inspected regularly to check that they have not deteriorated or been damaged. There must be records of the inspections. The frequency of the inspections will depend upon the condition / location of the material e.g., ACMs in positions where they might get damaged will need to be inspected more frequently than those which are not. Any changes in the condition of the ACMs will necessitate a review of the risks involved. Records must be kept of this.
- Periodic reviews must be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

Intrusive Work on the Premises including Work on Asbestos Containing Materials

Materials already known to contain asbestos should be apparent from the asbestos register (this must be kept up to date by identifying amongst other things removed and encapsulated asbestos) and are often signed with warning labels. The register will also identify sampled areas where analysis shows negative results. Frequently however, asbestos is not known to be present but its presence is foreseeable or may be suspected. There is a legal presumption that materials contain asbestos unless there is strong evidence to the contrary. Whenever work is to be carried out which could involve the disturbance of materials which may contain asbestos (for instance intrusive work on the structure, work above false ceilings or behind wallboards or behind service ducting and when moving partition walls) then the person in charge of the work must arrange for a full demolition / refurbishment survey to be carried out by a professional in accordance with HSE advice (analysis by an accredited laboratory).

- It is our policy, with a small number of very minor exceptions where respiratory protective equipment is not required, that work on asbestos and ACMs should only be carried out by a contractor licensed by the Health and Safety Executive - the contractor must confirm that he is aware of the asbestos regulations and any relevant approved codes of practice and the work must be carried out in accordance with the regulations and approved codes of practice.
- The material to be removed / worked on must be clearly identified and the contractor must have a copy of the results of analysis of the material.
- The contractor should provide a copy of his current HSE licence and indicate whether the work requires notification to the HSE.
- The contractor must provide a copy of his written risk assessment and method statement.
- The contractor must provide an assurance that he will take reasonable steps including signing to ensure that no persons other than his employees will enter any hazardous areas.

- Following completion of the work, visual inspection and when necessary, air monitoring must be carried out by an accredited laboratory. Clearance levels of less than 0.01 fibres per ml are required before any enclosure is removed. A copy of the laboratory's report must be provided by the contractor.
- A record must be kept of all asbestos removals (and encapsulation work) and the record must include copies of all the formal documentation.

Queenswood School Procedure

All employees who may come into contact with asbestos during their work must have asbestos awareness training.

All maintenance / estates staff have completed Asbestos Awareness training.

The Bursar, assisted by the Health & Safety Officer manage the Asbestos Plan & Register.

See Asbestos Management Plan.

Consultation Arrangements with Employees

Relevant regulations are:

- Health and Safety (Consultation with Employees) Regulations (HSCER)
- The Safety Representatives and Safety Committees Regulations (SRSCR) (but no trades unions are recognised).

Under the HSCER any employees not in groups covered by trade union representatives must be consulted by their employers. The consultation can be direct or through elected representatives. The regulations address the issue of setting up a mechanism for electing representatives for the consultation process. Any elections must be fairly conducted and democratic.

This employer consults with employees directly and the personal exchange process (in both directions), departmental communications and meetings or similar are the usual forums for this.

Consultation should take place on matters relating to employees' health and safety at work, including:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working
- The employer's arrangements for obtaining competent help to satisfy health and safety laws
- The information that the employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

Employees (or their representatives) should be given enough information to allow them to take a full and effective part in the consultation process and the employer should encourage any appointed / elected representatives to receive training. It should be clear that any employee who wishes to have an input will be given ample time and opportunity to do so.

Queenswood School Procedures

A single Health and Safety Committee is formed of persons with a wide variety of experience. A Governor is involved within the committee meeting, which are chaired by the Principal or in their absence the Bursar.

All departmental meetings have Health & Safety on the agenda. These departmental meetings are minuted.

Contractors

General

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment; in building operations; to organise activities and work such as catering and cleaning: and to organise whole or parts of school trips and work experience etc. Contractors must be appropriately competent in the health and safety aspects of their work and must be aware of the health and safety standards they have to achieve.

The Law and the Contract

The Health and Safety at Work etc. Act places duties on the employer and the contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

Construction (Design and Management) Regulations

These regulations apply to construction projects and amongst other things impose duties concerning the safe design and management of construction projects.

All contractors involved in construction projects must comply with the Regulations. For projects notifiable to HSE (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work) professionals will often be employed to provide the relevant health and safety information but for the non-notifiable projects appropriate arrangements will usually be made between the school and the contractor.
Simple refurbishment work makes up the majority of minor projects and this would normally fall under the 'design and build' concept – the school sketches out its requirement and the contractor carries out the work, using his expertise to complete the work safely.

For non- notifiable construction projects, the following elements are required to ensure that work is completed safely:

- Potential service providers including professionals must complete a Contractor Safety Evaluation Questionnaire for review by the school. This provides the school with clear information about how the provider manages health and safety, the training provided to the provider's staff etc. The information provided (sometimes supplemented by answers to further enquiries) enables a competent provider to be selected.
- A contractor, or if more than one contractor is to be involved both a principal contractor and principal designer, will need to be appointed – a principal designer is required to plan, manage and coordinate the planning and design work. Both roles can be undertaken by one service provider.
- The school as client must make sure that information is provided to the contractor, as far as possible in writing, on all matters that might affect health and safety including:

    - ✓ The specification of the work to be done; including where necessary, a request for design guidance from the contractor where this is outside the expertise of the Client; and where necessary, a request for regular safety inspections of the project work to be carried out by a competent independent professional; and if there is only one contractor, that contractor should be required by the specification to provide a safety file
    - ✓ Timescales for completion – allow sufficient time for health and safety.
    - ✓ Location of utilities (overhead cables, buried services etc.)
    - ✓ Location of asbestos known from the results of an appropriate survey (maintenance or refurbishment and demolition)
    - ✓ Any other information that could impact on the safety of the contractor including any previous health and safety file
    - ✓ Arrangements for site access and deliveries and for the safety of pedestrians
    - ✓ Boundaries with other projects that may be happening simultaneously
    - ✓ The welfare facilities available, if these are not supplied by the contractor

- The client must ensure that the contractor prepares a Construction Phase plan. This does not have to be more detailed than that which is indicated in the HSE guidance Construction Phase Plan for small projects (CDM 2015) - CIS80. (A mobile ''app'' is also available so that the plan can be completed quickly and easily.) The plan should identify the main hazards that may occur during the project and how the contractor plans to eliminate or minimise any dangers. The completed plan must be provided to the client.

- During the design work and course of the project, regular meetings should be arranged and health and safety should be a standing agenda item so that any concerns can be identified and addressed.

- At the end of the build the designer should provide a health and safety file. If the designer leaves before the end of the project, the principal contractor should do this. It is a record of useful information which will help the management of health and safety risks during any future maintenance, repair, construction work or demolition. The file should be available to anyone who needs it to alter or maintain the building, and it should be updated if circumstances change.

Selecting a Contractor (a contractor safety evaluation questionnaire follows at the end of this section. The questionnaire should be used before engaging a contractor. It is appropriate for all contractors used.)

Amongst other things a potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and / or method statements. These must be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken or service to be provided. The documents should adequately cover any risks and detail the precautions necessary to eliminate or satisfactorily control those risks.

To select a 'competent' contractor, other indicators may need to be evaluated such as inclusion in 'approved lists', past performance, work undertaken elsewhere, membership of trade bodies, accreditation by trade bodies, general health and safety awareness, and commitment to recognised codes of practice.

Contractors must be able to demonstrate that their employees are competent in health and safety matters. This may well apply to senior managers as well as those who are 'supervisors.

Contractors invited to submit tenders must be made fully aware of the standards of health and safety management expected of them, the following are examples of the items regarded as significant:

- Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- Employees and pupils' requirements in terms of access and egress and playground facilities etc.;
- The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments etc.);
- It is not the school's policy to lend contractors any portable equipment but in some circumstances this may be necessary. When contractors are to use school equipment the equipment must be safe and properly maintained at handover, thereafter the contractor should be given the responsibility for the equipment and its safe use.
- Evacuation and emergency procedures should be discussed and posted and employees and sub-contractors etc should be made fully aware of these.

During the contract work there should be no doubt as to who is managing health and safety. On contract completion matters relevant to ongoing health and safety must be properly verified and any relevant documentation must be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

Essential Information for Exchange

Contractors must be given information concerning:

- These Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary
- Items identified as necessary for health and safety
- All relevant hazards known to the occupier of premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor, and other information as appropriate.

Arrangements for matters such as site demarcation, site access and pedestrian safety, the use of plant and equipment and the control of exposure to hazardous substances must always be clarified.

It is to be a condition of all contracts that the contractor appoints a senior member of his staff to maintain liaison with local management.

Contracts must require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors. The contractor must ensure that his own employees and any sub-contractors are informed of the procedures for safe working, the local hazards and necessary precautions. All involved must be clear about the delineation of the contractors' area of work/activity and any restricted areas. There must be no confusion over the procedures for contractor's employees during an emergency, e.g., when the fire alarm sounds.

Planning the Work

Successful use of contractors requires effective management and planning. Health and safety matters are best considered at the planning stage.

The employer and the contractor must consider together:

- Premises/operations/ which could affect the contractor's work - all known hazards and in certain circumstances know illnesses/conditions of pupils must be brought to the contractor's attention
- How the contractor's work may affect employees and users of the premises - written method statements and hot work permits to control risks may be necessary
- Which party has overall responsibility for the control of contract work and control of sub-contractors, those with overall control usually have responsibility for health and safety and this must be clear
- Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of newly installed plant, or when several contractors or contractors and the School are working concurrently.
- Arranging regular meetings between the contractor's appointee and employer's representative to ensure that good communications are maintained.

Queenswood School Procedure

Any major school project likely to last longer than 30 days and involving more than 20 workers simultaneously is a notifiable project and Queenswood School will appoint a CDM Consultant.

For smaller projects, a Construction Phase Plan will be needed if works look like construction and involve construction materials. This will still be needed if the works are being undertaken for maintenance and if they are completed by Queenswood School staff rather than a contractor.

For the purposes of projects only involving Queenswood School staff, two named individuals will share duties of Client, Designer and Contractor. Further detail can be seen in the Maintenance Department LMA, and are based on the HSE Form CIS80.

All facilities contractors are appointed by the Bursar. The Bursar will send them a copy of the site rules and ensure they complete a Contractor Safety Evaluation Questionnaire (see below) and send in a copy of their insurance arrangements.

The Safety Evaluation encompasses scrutiny of Risk Assessments & Method Statements amongst other matters. Only when these are completed may they start work on site. Contractors are required to re-submit these forms every 3 years, but must furnish up to date copies of their insurances annually,

Contractors who are working whilst there are pupils or lettings on site must be supervised at all times, unless they are able to furnish the school with enhanced DBS reference checks.

The supervision will be for the duration of their time on site.

Any non-facilities contractor is to complete the enclosed form, the responsible member of staff within the school will then liaise with the School Bursar in order to approve or otherwise.

See Local Management Arrangements & Visitor Policy

Practical Guidance on Safe Working Practices for Building Works and Similar based on Health and Safety Executive Advice

Proper account must be taken of the needs and requirements of the school for example:

- Safety of pedestrians and other users in access/exit to premises from the street
- Safety of pedestrians and other users in access/exit to and within the buildings
- Recreational and playing facilities
- Service arrangements, e.g., stores and food deliveries and service
- Access routes for Emergency Services.

Certain matters must be discussed before work commences. Examples are:

- Access/exit requirements from the street and to and within the buildings
- Proposals for the use of scaffolding and ladders
- Proposals for separating the work areas from open access areas
- Proposals for the positioning and fencing of skips and storage areas
- Any hazardous, high risk, noxious or offensive substances, processes or activities to be used or take place and the contractor's proposals for protecting staff and pupils
- Proposals for the contractor's essential services (sanitation, telephone, power, parking etc)
- Whether visitors to the building works need to report to the school office as well as to the site office.
- An arrangement that during the course of the work, if the school feels the contractor is disregarding safety procedures and staff or pupils will be put at risk by the contractor's action and there is an imminent risk to staff and pupils, a school representative will remove them from the area and then immediately consult directly with the responsible contractor with a view to eliminating the risk.

On no account should specific advice be given by the school on matters which appear to be giving rise to risk.

Recommendations

Pupils need to be made aware of any risks presented by contract works and additional supervision at break-time and lunch-time may be required.

Work Sites

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible, should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high.
- The contractor should take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.
- Fire exits must be kept clear at all times.

Access Equipment

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly, mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils
- Ladders and ropes should be secured out of reach of children and unauthorised people.

Overhead Working

When work is undertaken at heights above or adjacent to occupied rooms or access areas the occupants/passers-by must be given all necessary protection or such rooms/areas should be taken out of use for the duration of the work.

Excavations

All excavations must be fenced and appropriate warning signs erected. All excavations in open access areas must be covered while they are not in immediate use.

Substances

The contractor should provide the school with relevant information on any flammable or hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.

If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters any suspect asbestos it must should be left undisturbed and the school contacted immediately Also see specific section on Asbestos.

Stripping Paint

All paint work which is to be stripped should be treated as containing lead unless it is proved to be or is known to be lead-free

Tender Stage - Contractor Safety Evaluation Questionnaire

Please complete the following sections as appropriate to your contract and company and supply the relevant information as requested.

1 Company address and contact details			
2 Please supply a chart showing your company health and safety organisation			
3 Who in your organisation is ultimately responsible for health and safety?			
Name	Position	Contact Details	
4 Who in your organisation is responsible for the management of health and safety?			
Name	Position	Contact Details	Qualifications
5 Please supply a copy of your company's safety policy arrangements/risk assessments/method statements/hazard analysis relevant to the work for which you are tendering. These documents or another document attached must contain details of the training, qualifications and experience of relevant members of your organization.			
6 Supply details of relevant health and safety/professional/driver/operator training / instruction which has been provided to company personnel in the last 12 months please use separate sheet if required			
Course	Training Provider	Dates	
e.g. asbestos awareness training			
e.g. Preventing falls in Scaffolding Operations	''Trainer'' in National Access & Scaffolding Confederation SG4		
7 Does your company use sub-contractors?		**YES**	**NO**
If YES please outline how you ensure sub-contractors' competence			

8 Complete the following table with the number of accidents (include road traffic accidents) and dangerous occurrences experienced by your company over the last 2 years.				
Year	Fatalities	Major Accidents	Dangerous Occurrences	Over 3 day lost time accidents

9 Complete the following table with the details of relevant enforcement notices issued and prosecutions over the last two years (use separate sheet if required)			
Year	Notice	Details	Remedial Action

10 Supply details of relevant trade/professional associations to which your company belongs and accreditations e.g. BAFE, UKAS, licence for adventure activities

11 Supply contact details of two organisations that your company works for			
Contact Name		Contact Name	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Email		Email	
Nature of Contract		Nature of Contract	

12 Supply evidence of the following insurances *			
	Expiry Date		Expiry Date
Employer's Liability		Public Liability	
Contractors All Risk		Professional Indemnity	

13 Questionnaire completed by	
Name	
Address	
Position	
Signature	Date

*NB Levels of insurance cover required should be added by originator of form

Display Screen Equipment

The use of display screen equipment (DSE) by pupils is not covered by the regulations.

The regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as “users.

All workstations at which employees work should comply with the minimum requirements and all such employees and pupils should be as comfortable as reasonably practical when they are working with DSE.

Likely “users” are secretaries, word-processing workers, workers using other time-consuming computer programmes who can be teachers, accountants and accounts staff. They maybe home workers or may work at home for some of their time. The definition of a user depends on the nature and the extent of use and applies to full and part-time staff. Typically, continuous or near continuous spells of DSE work for an hour or more at a time most working days classifies an employee as a user.

An assessment must be carried out on the workstations of each user on initial identification of need and this should be recorded; the assessment is often a self-evaluation exercise; should be carried out in part by using the HSE workstation checklist available on the HSE website; once this first part of the assessment has been carried out, any remedial action, as indicated by the checklist and which may need further investigation must be taken; and assessments must be regularly reviewed.

Where any employee “user” requests one, the employer can arrange and must pay for an eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician.

The employer must pay for basic spectacles for DSE work if the test shows an employee needs special glasses prescribed for the distance at which the screen is viewed.

All users must be provided with health and safety training about their equipment but in practical terms, there is likely to be considerable overlap between the training on the uses of the equipment, the software etc. and the health and safety training. (Information on possible ill health effects such as upper limb pain, eyesight defects, fatigue and stress etc. should also be given).

There is no ionising radiation problem associated with display screens.

A competent employee should be nominated as overall manager of this whole assessment process.

Queenswood School Procedure

A number of members of the support staff have been given some familiarisation training in conducting Display Screen Risk Assessments and will conduct these on designated staff.

Other Display Screen Risk Assessments are conducted by the Health & Safety Officer with the involvement of the IT Department in order to source solutions to any issue that may arise as part of the process.

Display screen assessments are completed by the School. The majority of staff fall into the category for Display Screen Assessments as most staff work for an hour or longer using DSE and it is the employer’s duty to provide spectacles if required. The school will be providing a free eye test and a contribution towards spectacles specifically prescribed solely for DSE use. The scheme is managed by the PA Bursar who issues a Specsavers voucher to staff members upon request, to enable staff to book the necessary eye tests.

Educational Visits – Procedures for Off Site Visits

Employees in charge of visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere
- Any relevant HSE case studies
- DfE Health and Safety: Responsibilities and Duties of Schools April 2022 or latest version
- 'Safe Practice in Physical Education School Sport and Physical Activity' - by the 'Association for Physical Education' (where appropriate)
- The requirements of the school's insurance policy.

Queenswood School Procedure

The school has an Educational Visits Policy in place which provides detail on procedures, it includes reference to roles and responsibilities along with specific advice. The school uses a software package known as Evolve. The Educational Visits Coordinator is Mhairi Bullock who works closely with SLT. The school does not organise work placements.

See Educational Visits Policy and supporting documentation.

Electrical Equipment and Systems

The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g., installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Note
Technical details on the practical application of the Regulations are found in the Guidance issued by HSE and the IET Wiring Regulations.

Practical Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.
- Routine inspections and tests (usually every five years) of all wiring and fixed electrical installations must be carried out and records of the test results obtained and kept for future reference.
- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with HSE technical guidance.
- Residual Current Devices must be provided and must be tested in accordance with the manufacturer's instructions.
- Inspection and Testing of Portable Electrical Equipment – see following paragraphs.

Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment must be maintained in a safe condition. This has often been interpreted to mean that, in addition to normal employee vigilance and planned inspections, there is a need for a regular combined inspections and tests by a competent person. This is an over simplistic view. Judgement is required to identify risk control measures commensurate with the risk[1].

The following table represents HSE's view on need and frequencies.

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg.- desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (**not** hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

[1] Experience should be used to identify the frequency of inspection and testing. Also see HSE HSG 107 ''Maintaining Portable Electrical Equipment''.

Planned visual inspection can detect most defects and can be carried out by any trained and competent employee. It should be undertaken regularly as described by HSE in their guidance on maintaining portable electrical equipment.

Testing using an appropriate test instrument can also be carried out by any trained employee or contractor.

There is no requirement to test pupil's personal electrical appliances like chargers. However, there should be a written requirement for their electrical equipment to meet appropriate UK standards and be suitable for UK distribution systems (equipment purchased outside the UK may need to be banned) and the equipment should be included in periodic inspections.

Systems for maintaining safety should incorporate the identification of each appliance, the recording of the result of the inspection (and/or test), the labelling of the appliance with information indicating that it has been inspected (and/or tested), the provision of written instructions to employees and others instructing them never to use defective equipment and procedures for ensuring repair of damaged or faulty equipment.

Inspection and testing should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

Queenswood School Procedure

Electrical installations and maintenance at Queenswood School is conducted by suitably qualified and experienced persons. Queenswood School conducts fixed wiring checks and PAT (including boarding pupil's electrical items) as per HSE guidance.

See Queenswood Electrical Equipment and Systems Procedures / Maintenance Records

Fire Precautions

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment[2]. The risk assessments must be fully documented as must an emergency plan.

The following are essential elements of an emergency plan:

- how people will be warned if there is a fire
- what staff, pupils and visitors should do if they discover a fire
- how the evacuation of the premises should be carried out - staff and pupils will be provided with appropriate information about the procedure on their first day
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes - how people can gain access to them and escape from them to a place of total safety
- arrangements for fighting fire
- the duties and identity of staff and pupils who have specific responsibilities if there is a fire
- arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies (e.g., in a crèche), those with disabilities, contractors, members of the public and visitors
- any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire
- specific arrangements, if necessary, for high fire-risk areas such as where significant volumes of flammable or hazardous substances are used or stored (e.g. in science or for petrol storage for grounds)
- arrangements for an emergency plan to be used by a non-employed worker in or hirer of the premises
- contingency plans for when life safety systems, such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order
- how the fire and rescue services will be called and who will be responsible for doing this
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- what training employees need and the arrangements for ensuring that this training is given
- phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later).

Structural precautions must be as far as practicable in accordance with HM Government guidance.

Suitable fire alarms, automatic fire detectors and fire-fighting equipment must be provided to the extent that these are appropriate.

Non automatic fire-fighting equipment must be easily accessible, simple to use and their locations indicated with signs. Relevant employees must be trained to use the equipment.

Emergency routes and exits must lead as safely and directly as possible to a designated assembly point and must be adequate in number and dimensions to enable satisfactory evacuations. Emergency routes and exits must be indicated by signs and must be provided with emergency lights. Emergency routes and exits must be kept clear of obstructions and readily combustible materials.

Advice on the display of materials on fire exit routes must be given on the risk assessment.

Fire exit doors must be hung conventionally and where necessary open in the direction of escape. Fire doors must be properly maintained, signed and must not to be propped open. If fire doors need to be regularly kept open for any reason, their location should be notified to the Fire Officer. It may be possible to fit magnetic catches releasable by the

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[2]There is considerable UK GOV guidance, on how to fulfil the assessment duties, available on the web. Further assessments are needed when there is change of use of premises e.g., for open days, school plays and concerts and for sports days.
The most convenient and effective method of routinely reassessing and monitoring structural and fitted fire precautions is by use of records on accurately scaled floor plans. The plans should show the structural and fitted fire precautions and high-risk areas such as theatres, flammable liquid stores, LPG storage, kitchens, kiln rooms and boiler houses.

activation of the fire alarm. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors must be fitted, wherever practicable, with appropriate emergency exit door furniture.

Fire evacuation instructions must be clearly displayed in key areas. Employees and pupils must receive fire procedures training including training for emergency evacuation, for calling the emergency services, use of fire extinguishers and similar. Fire training records must be maintained.

There must be a practice evacuation at least once a term of all school buildings and where separate an annual practice in offices. These must be recorded.

Fire alarm systems (including fire alarm call points and automatic detection etc.), emergency lights and firefighting equipment must be inspected, tested and maintained. Records of periodic testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of firefighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes must be kept in writing. The record may be a database.

Queenswood School Procedure

Queenswood School takes its Fire Safety extremely seriously. Fire Risk Assessments are under taken by a suitably qualified consultant. These are reviewed annually or if there is any change in the building use. In addition to Fire Risk Assessments, Fire Strategy Reports are being created under a program by the external consultant to supplement the Fire Risk Assessments. The site has regular area safety inspections, the automatic detection system and emergency lighting system is maintained and pupils / staff are regularly appraised in the process of evacuation drills.

See Fire Risk Prevention Policy

See Fire Risk Assessments

See Fire Strategy Reports

First Aid

Arrangements to administer timely and competent first aid must be made. The total number of first aiders (including 'paediatric' first aiders) and appointed persons must be identified after all relevant factors have been assessed, including number of employees at work, number and age of pupils on site, layout of premises, remoteness of site from emergency medical services, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First aiders must be trained in accordance with the standards laid down by the Health and Safety Executive and if necessary, they must be trained to administer first aid for identified and specific risks including paediatric first aid and mental health. Assess whether it will be beneficial to have personnel trained to identify and understand symptoms and able to support someone who might be experiencing a mental health issue; and consider ways to manage mental ill health which are appropriate for the school. (This could include providing information or training for managers and employees, employing occupational health professionals, appointing mental health trained first aiders and implementing employee support programmes.) First aiders must be certificated and there are two levels of first aid at work certification – First Aid at Work and Emergency First Aid at Work.) First aid certificates are issued for a three-year period only and re-qualification and re-certification are required after that. Consideration should be given to providing annual refresher training which can be carried out via e learning.
Trainers are not required to be approved by HSE but the training offered must be evaluated by the school as satisfactory. A checklist for evaluating the competence of first-aid training organisations is available on the HSE website.

Appointed persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a first aider is not available. Appointed persons must be appointed in writing and basic emergency first aid training should be provided for them. The basic training must be considered for a large number of employees because there should be at least a trained appointed person present on site when pupils are present.

All first aid trained persons, appointed persons and all other staff must know that should any person's condition be a cause for concern they must know how and when to call for additional help i.e., dial 999. If an ambulance is called the most senior person available at school must be informed. All members of staff have a duty of care to respond quickly to a major incident and respond appropriately.

First Aid notices must be displayed in key positions showing the names and contact details of nominated first aiders and appointed persons.

First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to an assessed contents list and any other assessed need (including for children) and should contain a guidance leaflet. Contents must be checked regularly. Eye wash must be provided where there is a need and eye wash stations must be identified by appropriate signage. Stations should be checked regularly.

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.

First Aid Containers

The contents of your first aid kits should be based on a first aid needs assessment and the contents must be checked regularly and records kept of this. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain: a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*) and:

20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
two sterile eye pads; two individually wrapped triangular bandages, preferably sterile; six safety pins;
two large, sterile, individually wrapped unmedicated wound dressings;
six medium-sized sterile individually wrapped unmedicated wound dressings;
at least three pairs of disposable gloves (HSE has guidance on selecting latex gloves – https://www.hse.gov.uk/skin/employ/latex-gloves.htm).
Where eye wash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes irrigation are necessary at each station.

First aid Kits for Travelling

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used. In most cases the following items will suffice: a guidance leaflet; six individually wrapped sterile adhesive dressings; one large sterile un-medicated dressing; safety pins; two triangular bandages; individually wrapped moist cleansing wipes and one pair of disposable gloves.

Spillage kits

Kits for dealing with body fluids and aprons will also be required.

Records and parental notification

Records must be kept of all first aid administration. Heads injuries and other significant injuries/ accidents must be notified in writing to parents.

A Standalone Management Plan

This should be committed to writing and may be called the first aid policy and include both accident reporting and medical care of employees and pupils.

Queenswood School Procedure

Queenswood School has a number of first aid trained staff as well as running a medical centre during the term time. List of First Aiders is provided to General Office, Medical Centre, DT, Science and a copy placed on the notice board next to Hartley Staff room. This master list is saved on the S Drive under the First Aid section in order that all staff can access the data.
Staff to familiarise themselves in key departments (PE, Science, Art & DT as to the location of the first aid provision in their areas,
First aid kits are well stocked and located at key points on the site. Defibrillators are available in Centre, Pavilion with and externally mounted unit on the rear of Leach which is registered on the Circuit for wider public and emergency service use. Epi-pens and Asthma kits are distributed on site with locations identified in the First Aid Policy.

See First Aid Policy for more detail

Flammable Liquids

The amount of flammable liquids other than petrol kept in the open in any classroom or working area should be kept as small as is reasonably practicable. When not in use, containers must be kept in purpose designed metal bins or cupboards. In each area the total quantity stored must not exceed 50 litres. All containers (whether full or empty) and cupboards containing flammable liquids must be kept closed when not in use.

The school has adopted the following guidance on the storage and decanting of petrol as follows:

Storage of petrol at school is restricted by law to either metal containers with a maximum capacity of 10 litres or approved plastic containers of a maximum 5 litres capacity. These containers should be designed for the purpose and must be fitted with a screw-cap or closure to prevent leakage of liquid or vapour.
Petrol should be stored in no more than two 10 litre metal containers or two 5 litre plastic containers. They should be clearly labelled as to their contents.
All storage places should be subject to fire risk assessment and should be secure, to protect against the possibility of vandalism or arson.
When fuel is transferred from a container into a vehicle/machine - follow these basic precautions: -
No smoking and no naked lights in the vicinity;
Decant in the open air - not inside the garage;
Use a pouring spout or funnel; and
If clothing is splashed with fuel, change it immediately.
Petroleum vapour can cause irritation of the eyes, nose and throat, and exposure to high concentrations, particularly in confined spaces, can cause dizziness and unconsciousness. Petrol should only be used as a fuel. Never use it as a cleaning agent or to light fires.

Employees who use a vehicle to transport petrol containers must ensure that the petrol containers are approved/suitable; are firmly secured in the vehicle; that an appropriate fire extinguisher is carried; along with emergency instructions. The driver of the vehicle must be trained in the emergency procedure and in the use the fire extinguisher.

Queenswood School Procedure

All flammable liquids are held in small containers (less than 50 litres) and secured in metal storage lockers. A separate risk assessment for the transportation of petrol has been briefed to all grounds and maintenance staff.

COSHH Risk Assessments completed along with the provision of MSDS which are held in the departmental Health & Safety folder. The Departmental Manger is responsible for annual reviews or where changes occur and the documentation updated accordingly.

Hazardous Materials Information boxes are affixed externally to all buildings. These contain hazardous materials information. The Fire service have noted the location positions of each of the boxes across the Queenswood site. The boxes are secured with nylon cable ties making them readily accessible for emergency services.

See Risk Assessment for the Transportation of Flammable Liquids

See COSHH Risk Assessments

Food Safety

Where any food operation is managed and operated in-house the employee in charge must ensure that suitable food safety management systems based on HACCP principles and allergen control are in place with appropriate records to support these

The employee in charge must be adequately trained in HACCP principles and allergen control and is responsible for ensuring that they, and all of their staff, are trained to a level of food safety knowledge commensurate with their duties.

Where there are contractors the results of food safety audits and health and safety audits (to include premises and equipment standards with particular emphasis on safe guards and safety devices) must be submitted to the employee responsible for the catering operation at least annually. An up-to-date food safety and allergen management system must always be located with the kitchen manager and be made available for inspection.

NB it is very likely that where contract caterers are employed the school remains responsible for the kitchen premises and equipment both of which must be properly maintained.

Queenswood School Procedure

The Food Safety Management System for Queenswood School is held in the Catering Office and managed by Stephanie Hall - Catering Manager. The system ensures that all staff have the requisite training, equipment and support to cater for pupils, staff and visitors on site

See Hazard Analysis and Critical Control Point System

See Allergen Control Documentation

Gas Safety

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG), in both bulk containers and cylinders, and the installation, servicing, maintenance and repair of gas appliances and fittings.

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by HSE (currently this is Gas Safe). The employer must ensure that in-house staff and / or contractors working on gas fittings are appropriately registered.

Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

Emergency Controls and Procedures

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

Maintenance

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

Landlords

Where the employer acts as ‘landlord’ the employer must ensure that gas appliances and flues are maintained in a safe condition, that annual safety checks are carried out and that records are kept and issued to tenants.

Queenswood School Procedure

Gas installations and maintenance at Queenswood School is conducted by suitably qualified and experienced persons. Queenswood School has pressure vessels and boilers inspected on an annual basis. Domestic properties receive a Landlord Certificate. All staff accommodation where gas equipment is installed is fitted with a carbon monoxide detector

Separate inspections of science labs and gas taps etc. conducted annually by external contractors. The inspection is managed by the Head of Science Faculty.

See Queenswood School Gas Procedures

Hazardous Materials Register

A hazardous materials register should be maintained in a key location to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk stores for flammable liquids/chemical stores, radioactive sources, main gas and electricity isolation points etc.

The contents of the register must be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the workers themselves or others. Where significant risk is identified written risk assessments should be prepared.

Queenswood School Procedure

COSHH Risk Assessments have been completed for the site and lodged into the departmental folders for each Department. Departmental Managers are responsible for reviews when changes occur and annually. MSDS accompany the COSHH Risk Assessments.

Hazardous Materials Information boxes are affixed externally to all buildings. These contain hazardous materials information. The Fire service have noted the location positions of each of the boxes across the Queenswood site. The boxes are secured with nylon cable ties making them readily accessible for emergency services.

See Hazardous Materials & COSHH Registers

Information, Instruction, Training and Supervision

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Safety information and instruction especially concerning the results of risk assessment must be provided to employees and others as appropriate. Supervision (and monitoring) is a key element in maintaining safe systems.

Some forms of training and competency testing are very strongly advised for pupils. Pupils may only use the following machines when they have been assessed and the assessment has shown that they are competent, and they are under appropriate supervision of specifically trained employees: portable grinding machine (e.g. angle grinding machines); rotating (circular) portable saws; portable biscuit jointer / tenon jointers; reciprocating portable saws (e.g. jig saws); multi-tool (saws, carvers, scrapers etc.); portable planing machines; portable routers; band sawing machines; chop and radial arm sawing machines; sawing machines with cutting discs or abrasive discs, power hacksaws and metal cutting bandsaws. Competency records must be kept in the relevant department.

Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text. Appropriate induction training must be provided for all new employees including temporary employees and contractors. See induction checklist at end of this section. Thereafter workers and in certain cases pupils must be competent in the tasks required of them and / or must be adequately supervised by competent persons. Authorisation lists may be appropriate and the need for these should be considered. Where the need for tool box talks (ideally confirmed in writing) and specific training and instruction are identified as needs in addition to induction training it must be provided. Health and safety will be a discussion point in both teaching and none teaching appraisals.

Training will often need to be refreshed. Even a first aider who is busy carrying out first aid on most working days must renew their certification every three years; some training providers identify the time periods that they recommend before refreshers; some schools provide e learning and other sessions themselves and no advice is provided from the training source. The first aid situation is a good one to take as a reasonable example of how often it may be good to refresh training but it must be remembered that if nothing is set in stone a pragmatic decision is required.

Comprehensive training records must be maintained.

Health and Safety Training Needs Survey

Surveys should be formally completed by all departmental managers on an annual basis and should be initiated by and collated by the safety co-ordinator. It will be necessary to identify both job/departmental specific training needs (such as for DATA training in DT) and organisation specific training needs (such as for first aid and firefighting).

Some forms of specific training are required by legislation such as training and certification for persons who use pesticides and for first aiders. Some forms of training are very strongly advised such as for those who use chainsaws, are instructing or supervising high risk sports, for design and technology staff (Health and Safety Training Standards in Design and Technology – DATA), and for manual handling and work at heights (for appropriate staff). When any employee needs to be involved in the formal assessment of risks, training is also required.

Subject matter	Name and Department	Required by date
Examples: Line management competency, training to cover matters such as safety awareness, ownership of school policy and local management arrangements, risk assessment (including for stress), and safety event investigation Management training - specific such as management of asbestos and legionella Safety coordinator training, EVC training, work experience coordinator training		

Competency in use of grounds machinery/work equipment Competency in use of high-risk work equipment such as chain saws, woodworking machinery and acetylene welders. Competency to change abrasive wheels Manual handling – portering, maintenance, art, DT, drama, admin etc. Resistant materials machinery and equipment (if DATA training, need refresher every five years) Asbestos Awareness – likely for maintenance and IT personnel Fire procedures – all Fire actions - job specific Evacuation chair – relevant persons Application of pesticides Erection, demolition of tower scaffold, use of hoists, ladders, step ladders First aid at Work which may include specialisms including paediatric first aid Life guarding and life saving Pool plant operation Minibus driver familiarisation High risk sports coaching e.g., trampoline, rugby, water sports coaching – safety aspects Radiation Protection Food hygiene level II for food technologists and Level 1 for any other non-catering staff who handle food		

Name of person completing form:

Signature: **Date:**

INDUCTION CHECKLIST FOR NEW STAFF

This checklist is completed during the first weeks in post and signed by both yourself and your Line Manager to confirm that the induction has been completed. This is then returned to HR department for inclusion on your personnel file.

Name: ……

Start Date: ……

Job Title: ……

Line Manager: ……

New Staff Day – If starting in Spring or Summer terms, this will be on an informal visit arranged by the HoD or at INSET.			
Areas to be covered in Induction	Notes	Staff responsible	Date Completed and signed by both staff and Line Manager
Reception and welcome	Introductions to colleagues		
Workspace	Allocate Personal Workspace	Line Manager	
Line Manager to take colleague to IT and / Maintenance (if applicable).	● Laptop & Badge by IT ● Keys issued by Maintenance	Line Manager	
Tour of School by line manager	To include the key areas for the new colleague e.g. Boarding areas, Staff Room, classroom, office / desk, noticeboards, pigeon holes, location of photocopiers. Line manager to take new colleague to Resources and explain procedure. Tour to include visit to Medical Centre to be introduced to Nurses.	SDA	
Arrange IT Training	● Outlook ● Teams ● Staff portal ● iSAMS In September this is covered by INSET arrangements	IT/SDA	

Confirm Child Protection training date	If joining in September training is arranged for all. If at another stage the DH Pastoral's PA will be in contact. Line manager to check.	CST	
Department specific items	e.g. Pastoral staff will need an updated copy of the Boarding Handbook	Line Manager	
Structure of the school day	Staff documents emailed - inc map of site, Curriculum policy, Whistleblowing policy, Duty Rota,	SDA	
Bursary & Health and Safety	Introduce to the Health & Safety Officer, the Bursar, finance & payroll team, and where their office is, explain any local Health & Safety arrangements, raise awareness of any special risks or hazards in the workplace. Workstation/DSE Assessment to be booked with H&S Officer.	IWI	
Explain accident and incident reporting procedures	How to report an accident (Accident Book kept in GO & Medical Centre). Critical incident card will be put in their pigeonhole and spares are kept at the GO. Location of the Medical Centre, and any emergency numbers in school.		
Explain emergency procedures	Location of fire exits, fire equipment, assembly points, fire line up, etc.		
Explain signing in & out procedures	Location of signing in book , Portal protocols, badges, visitor controls & safeguarding		
Explain First Aid arrangements	Confirm names of first aiders and the First Aid Policy.		
Recognising staff	Staff photos are against their names on QHR or on Microsoft Teams.		
PPE	Issue protective clothing, if needed, and give training for safe operation of any		

	equipment before first use		
Duty Rotas	Duty rotas and tasks explained.	SDA	
Key Policies for First Day/ INSET week These are given to all staff every September	Anti-Bullying Safeguarding Children (Child Protection) Staff Code of Conduct	CST	

First week of work			
Areas to be covered in Induction	Notes	Staff respnsible	Date Completed and signed by both staff and Line Manager
Meet HR	Go through QHR HR, check onboarding status, accept mandatory policies, present DBS certificate. **Policies covered and read in first week. Line manager to ensure this is done to comply with regulatory policies.**	HR	
Daily Registration for pupils on iSAMS	House Staff need to know this. Any staff doing Study duty also need to know how this works.	SDA	
Staff Portal	Briefings, reporting repairs, resources, GO, policies.	SDA	
Absence Policy/Procedures	Please discuss this policy (found on portal- HR Documents – Staff Handbook; and the info tab – absence for teaching staff) and print out the page with the procedures on.	MCA	
Department Budget Management	Purchasing procedures and recharging procedures where appropriate		
Tour of School	To include any of the key areas for the new colleague not covered on the first day e.g. Boarding areas, Staff Room, workroom, noticeboards, pigeon holes, location of other photocopiers.	Line Manager	
Staff Wellbeing	Deputy Head Staff Covered on New Staff Day in June	CST	
Staff use of the Swimming Pool (optional if wanting to swim)	Covered by Jackie Brownstone: ● Lunchtime session ● Independent swimmers Policy ● Swimming Pool Emergency Response Procedure	JBR	

Fitness Suite staff use if applicable	Liaise with Director of Sport / Strength & Conditioning Coach	MBU	

I agree that I have completed all sections of my induction as detailed above with my Line Manager and have looked at the policies and other documents listed below.

Name: ……

Signature: …… Date: ……..

Heads of Department only:

Additional induction for Heads of Department for both internal and external appointments. This will be delivered by the staff listed below.

Areas to be covered in Induction	Staff responsible	Notes	Date Completed and signed by both staff and Line Manager
Finance	Finance Manager	Please arrange to see the Finance Manager	
Departmental administration	Senior Deputy Head (in lunchtime meeting)	Departmental Planning TYDP Targets Handbooks Schemes of Work Meetings cycle, Meetings/ minutes	
Recruitment (Staff)	Senior Deputy Head and HR Manager / Recruitment Officer	When recruitment arises: ● job advertisements ● job descriptions ● interviewing	
Pressure points	Line Manager	Arrange to meet with your Line Manager in the first few weeks to cover: deadlines, examinations, moderation process, predicted grades, analysis of results, reports, parents' evenings.	

CORE/ REGULATORY POLICY	
1. Admissions	
2. Aims and Ethos	
3. Anti-Bullying	
4. Anti-Corruption and Bribery	
5. Behaviour	
6. Boarding: Statement of Boarding Principles	
7. Co-Curricular	
8. Complaints	
9. Conducting a search	
10. Curriculum	
11. Data Protection Policy For Parents and Pupils	
12. Disability	
13. Driving	
14. Educational Visits	
15. EAL	
16. Electronic and Social Media	
17. Equality and Diversity	
18. Exeat Policy (Parents & Girls)	
19. Expulsion Removal and Review	
20. Fire Safety (including Fire Action Plan)	
21. First Aid	
22. Food	
23. Guardianship Policy	
24. Health and Safety	
25. ITT, ECT & Induction Policy	
26. Missing Pupil Procedure	
27. Pastoral Care	
28. Pet Policy	
29. Pupil Voice	
30. Rewards and Sanctions	
31. Safeguarding Children (Child Protection)	
32. School Rules and Queenswood Code	
33. Staff Code of Conduct	
34. Spiritual, Moral, Social and Cultural (SMSC)	
35. Supervision Policy	
36. Uniform Policy	
37. Visitor Policy	

OTHER POLICIES AND PROCEDURES	
1. Accessibility Plan	
2. Accommodation for Staff	
3. Absence for teaching staff	
4. Appraisal Procedures	
5. Assessment, Marking, Recording and Reporting	
6. Bellman Library	
7. Bursary	
8. Clarissa Farr Theatre	
9. Communication with Parents Procedure	

10. Conflict of interest	
11. Educational Visits Guidelines	
12. Exeat Policy (Staff)	
13. Fire Reporting Groups	
14. Fitness Suite	
15. Gifted and Talented	
16. Glossary of Q terminology	
17. Independent Learner Profile	
18. Induction of new girls	
19. Internal Telephone Directory	
20. Learning Support	
21. Maintenance Requests	
22. Medical protocols	
23. Mobile Phones- staff use contract	
24. Old Pool	
25. Open Morning Responsibilities	
26. Paid Activities Procedures	
27. Physical Restraint- Guidelines and Record Form	
28. Procedures for dealing with a pupil who has been sick	
29. PSHCEE	
30. Pupil Access to High Risk Areas Policy	
31. Pupil Retention	
32. QUEST	
33. Recording & Communicating Significant Information	
34. Resources	
35. Risk Assessment Policy	
36. Risk Management Policy	
37. Room Bookings	
38. School Routines (Structure of Day, Duties, Registration)	
39. Self-Harm	
40. Smoke Free	
41. Smoking (Tobacco) Alcohol and Drugs	
42. Snow Policy	
43. Sun Protection Policy	
44. Staff breaks and meals	
45. Swimmers' Policies: NOP and EAP	
46. Teaching and Learning	
47. Transport Policy	
48. Tutor System	
49. Twitter guidelines	

Inspections, Maintenance of Plant, Equipment and Premises plus Regular Safety Activities

In addition to user vigilance (which may be supported by checklists in certain circumstances, competent persons (Contractor Safety Evaluation Questionnaire may be relevant) must service, test, inspect, examine, maintain or assess the following as necessary at appropriate intervals. Clear records of all activities / certificates / remedials must be retained for future reference. NB A detailed property assets register is invaluable.

- Gas fired boilers and appliances – service and test annually NB Landlord certificates must be obtained for domestic premises
- Radioactive sealed sources - wipe test every twenty-four months
- Electrical installations – inspect and test, usually every five years
- Portable electrical appliances – inspect and test, often periodic but risk assess
- Fire alarm systems including automatic fire detectors and electromagnetic door releases etc. – test and service every six months - may include batteries and battery charging equipment
- Emergency light units - test and service annually, indicator lights inspect weekly, functional test monthly – may include batteries and battery charging equipment
- Fire alarm call points – test weekly
- Fire extinguishers and other emergency firefighting equipment – service annually
- Fire exit routes including fire doors – formally inspect once per term
- Fume cupboards and any other local exhaust ventilation (LEV) equipment – thoroughly examine every fourteen months / functional test weekly (all fume cupboards need to be given simple regular checks to see that they are functioning correctly)
- Lifts, lifting gear, lifting equipment, hoists – thoroughly examine every six months (or at other interval set by the competent person) and service regularly NB these are two quite separate activities and for the thorough examination a valid certificate must be kept on site
- Eyebolts, man safety and latch way systems – test/service annually
- Retractable audience seating –maintain annually or in accordance with suppliers' instructions
- Trees – inspect regularly in accordance with professional arborculturalist recommendation
- Water rescue equipment – inspect weekly
- Water quality (swimming) – test regularly
- Safety devices attached to compressed gas containers – inspect termly
- Fixed and portable pressure systems including bulk gas storage facilities and transportable gas containers and all associated equipment and safety devices – examine in accordance with written scheme and service regularly
- Emergency stop buttons – test termly
- Gymnasium equipment– inspect annually
- Play equipment – inspect termly
- Fitness machines – inspect regularly according to use
- Kitchen extract systems – cleaned regularly in accordance with risk assessment
- Access equipment including scaffold towers and ladders/step ladders - inspect six monthly
- Guards, safeguards and safety devices fitted to work equipment (including machines) – inspect at least termly – service at least annually
- Microwave ovens – microwave leakage testing must be part of the regular service
- Water systems (legionella control) – test in accordance with the risk assessment – guidance provided in L8
- Air conditioning and similar equipment - maintain in accordance with suppliers' instructions

- Premises, building fabric fixtures & fittings including asbestos, …. include items to reduce risk of slipping / falling which are major causes of accidents in schools
- Lightning conductors – test annually
- PPE such as harnesses and lines – inspect/test in accordance with risk assessments

Other regular actions required:

- Health & safety policy should be reviewed annually
- Fire evacuation / drills – should be held termly at appropriate times (and detailed records should be maintained)
- Health & safety training needs survey should be carried out annually and the results should be brought to the attention of the health and safety committee
- Risk assessments and standalone management plans should be reviewed annually unless there are compelling reasons to review more frequently. Where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat reassessment.
- (Departmental) local management arrangements should be reviewed annually
- Disaster plan and emergency procedures should be reviewed annually.

Queenswood School Procedure

An inspection compliance file is managed by the Maintenance Department and this documentation is located in the Maintenance Office.

See Compliance Records

Lifting Operations and Lifting Equipment

Introduction

Proof load test certificates must be available for lifting equipment. Lifting equipment and lifts (goods and passenger types) must be thoroughly examined by a competent person and records of these inspections kept.

Item of Equipment	Test & Thorough Examination Prior to Use	Certificate of Test & Examination	Periodic Thorough Examination
Chains, ropes and Lifting tackle	YES Except for fibre Rope and fibre	YES Specifying safe working load	Usually at least every 6 months
Passenger hoists and lifts	NO	NO	Usually at least every 6 months
Cranes and other Lifting machines	YES	YES Specifying safe working load	Usually at least every 14 months

Regular maintenance must be carried out on hoists, lifts, cranes and other lifting machines.

Lift motor rooms must always be kept locked and the keys should be kept in the care of a responsible person.

Definitions

- "Lifting equipment" means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to a crane.
- "Load" includes a person.
- "Accessory for lifting" means equipment for attaching loads for lifting.
- Examples of the types of lifting equipment and lifting operations covered include:
    - A passenger lift
    - A rope and pulley used to raise a bucket of cement
    - A dumb waiter
    - A vehicle hoist
    - Ropes used for climbing or work positioning e.g., during arboriculture a front-end loader on a tractor used for raising and lowering loads such as bales of hay or drain covers.

Key Requirements

The primary requirements imposed by the Regulations are on the employer but apply also to a self-employed person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of working equipment.

Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength. Lifting equipment must be maintained for safety.

Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. Employers must ensure that there are adequate emergency warning devices in passenger lifts and that procedures exist to facilitate rescue by competent persons.

Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.

Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.

The employer must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.

The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.

Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.

Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined by a competent person. In the case of lifting equipment for lifting persons (e.g., a passenger lift) or an accessory for lifting this must be at least every six months; in the case of other lifting equipment (e.g. a dumb waiter) at least every 12 months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred. The competent persons are normally engineers employed by the insurance company.

If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependent on its condition in use and deterioration (examples are effects such as the elements, the environment, and frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.

The employer must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.

The employer should know that reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.

Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).

Procedures for releasing trapped passengers must be posted in lift cars.

Queenswood School Procedure

The school has two passenger lifts which are located in the theatre & ABC (Main Teaching Block): these are maintained by Omega Lifts.

The Lifts are also subject to inspections by Allianz (Engineering Insurers).

Training has been provided to designated staff in respect of releasing trapped lift passengers.

Rigging / hoist inspection in the theatre managed by Stewart Jordan and all other inspections managed by Departmental Managers as part of their asset registers.

Manual Handling and Lifting

A very significant percentage of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations are designed to reduce this total. The legislation affects employees, not pupils, but pupils should never be requested to undertake manual handling operations without training. The academic departments of PE, sport and drama are the most likely to involve pupils in manual handling.

The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. However, a large number of manual handling operations go on each day and these tasks are not banned. The intention is to target operations which cannot be eliminated. Where risk attenuation is possible this is required and if necessary specific assessment should be committed to writing.

A detailed assessment of every manual handling operation could be a major undertaking and might involve wasted effort. Many handling operations, for example the occasional lifting of a small lightweight object, will involve negligible handling risk. To help identify situations where a more detailed risk assessment is necessary, HSE has developed filters to screen out straightforward cases and tools to identify the real risks.

The Manual handling assessment charts (MAC) and associated tools were developed to guide users through logical processes to identify high-risk manual handling operations for which further action is necessary to reduce risk. These are available on the HSE website and should be consulted by those line managers who consider that manual handling in their area of responsibility creates significant risk. They should commit assessments to writing in accordance with HSE guidance and provide training where necessary.

Use of the HSE tools alone may not comprise a full risk assessment. To be ‘suitable and sufficient’, a risk assessment will normally need to take account of additional information such as individual capabilities and individual circumstances and should conform to the overriding requirements in legislation. Whenever a job involves manual handling, including pushing and pulling of articles, which are not the ‘norm’ there must be a tool box talk before the task commences to decide on the correct risk controls. Key matters in tool box talks should be noted in writing.

Training employees will always comprise a significant risk control and should be considered for all employees.

Queenswood School Procedure

All staff briefed on induction and are encouraged to think about this through Risk Assessments, Local Management Arrangements & Training Needs.

All staff complete Judicium Education Training Module in respect of Manual Handling.

Mechanical aids are utilised whenever possible and maintenance staff will be utilised whenever the member of staff feels uncomfortable with the risk.

Maintenance and Estates Staff have internal re-training provided by line managers on an annual basis. Risk assessments must be in place for regular lifting operations and dynamic risk assessments must be under taken in respect of individual circumstances as they arise. HoD’s are responsible for this.

Noise Control

The Control of Noise at Work Regulations identify the following exposure limit values and action values.

The lower exposure action values are -	A daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).
The upper exposure action values are -	A daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).
The exposure limit values are -	A daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted).

- Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.
- In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

If the workplace is intrinsically noisy, i.e., it is significantly noisier than one would expect from the sounds of everyday life, it is possible that the noise levels will exceed 80 dBA. This is comparable to the noise level of a busy street, a typical vacuum cleaner or a crowded restaurant – you will be able to hold a conversation, but the noise will be intrusive. Working in an environment of 80 dBA for eight hours will result in exposure at the lower exposure action value.

To get a rough estimate of whether a risk assessment is required - see table below.

Test	Probable noise level	A risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2m away	85 dB	2 hours
You have to shout to talk to someone 1m away	90 dB	45 minutes

Risk assessments must be carried out if any employee / pupil is likely to be exposed to noise at or above the lower exposure action. Hearing protection for pupils may be necessary if working at or near powered machinery.

Purchasing Policy

The emission of noise must be taken into consideration when purchasing and hiring equipment.

Health and Safety Executive Case Study – School Music Department

Despite the excellent acoustics of purpose-built practice and performance facilities, music teachers at school could be at risk of receiving excessive noise exposures.

The table gives the noise levels teachers were exposed to during lessons for individual pupils and group practice at a school with excellent teaching facilities. The L_{Aeq} is the measured level when pupils were actually playing rather than the average level over the lesson. Daily exposure increases with both the level and duration of the sound. The exposure time to 80 dB $L_{EP,d}$ is the total time in the day that a teacher is hearing pupils play at the measured sound level before that teacher reaches their 80 dB daily exposure. Some teachers could reach a hazardous exposure within a single lesson.

Daily exposure will increase with listening and playing times.

The following recommendations were made:

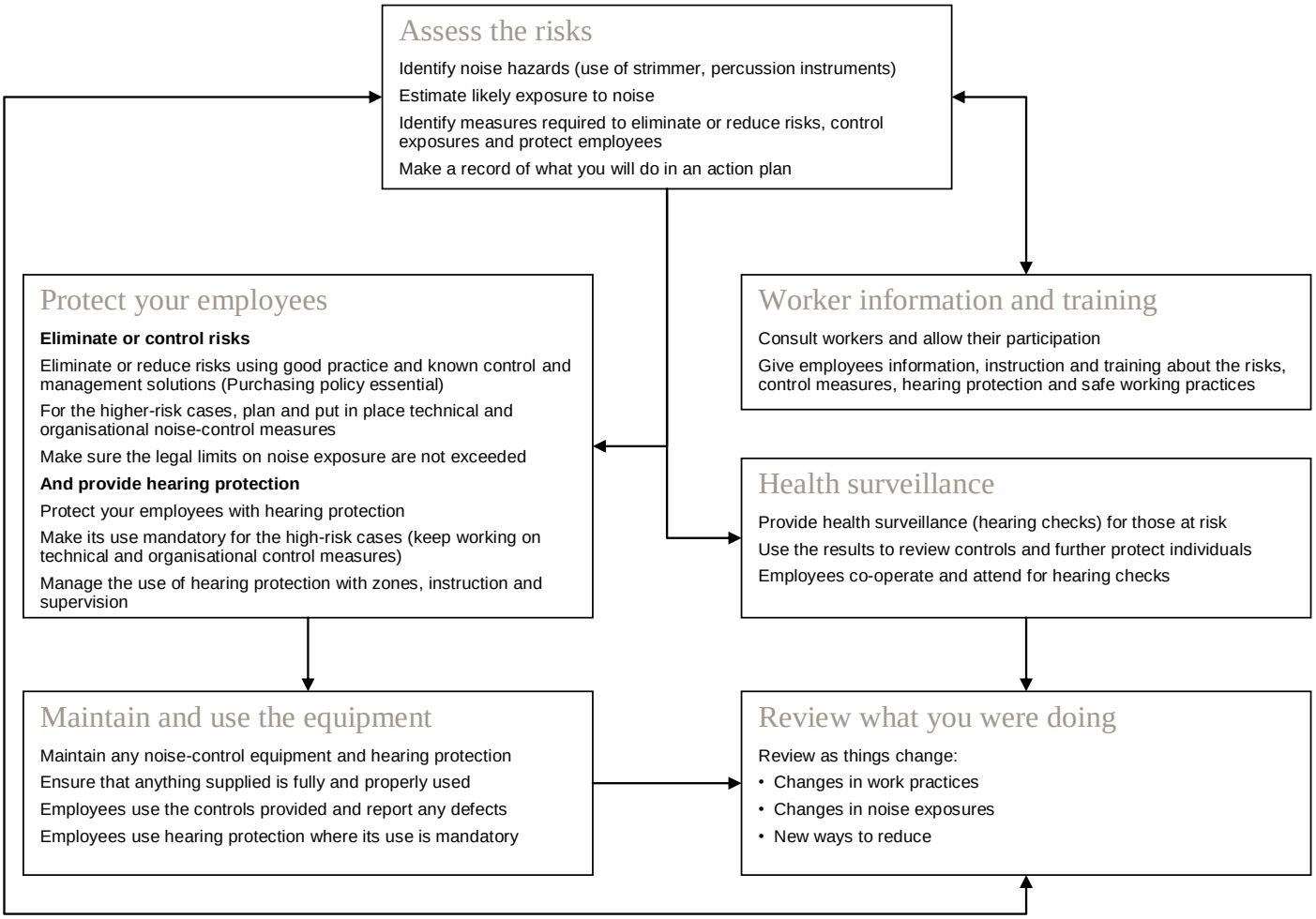
- Lower noise levels are possible in the larger practice rooms. These should be the preferred choice for lessons on louder instruments.
- Avoid playing loudly all the time. Reduce the exposure time at hazardous levels by having a repertoire of loud and quiet pieces.
- Limit the amplification of electronic instruments.
- Use hearing protection designed for musicians in conjunction with noise controls where a risk remains.

Noise levels to which teachers were exposed during lessons

Activity	L_{Aeq} dB	Exposure time to 80 dB $L_{EP,d}$
Leading and playing with eight-member saxophone group	93 to 95	15 to 24 minutes
Conducting brass, woodwind and percussion orchestra	94	19 minutes
Saxophone lesson	95	15 minutes
Trombone lesson	90	48 minutes
Flute lesson	89	60 minutes
Electric guitar lesson	88	75 minutes
Singing lesson	85	2.5 hours
Piano	82	5 hours
Violin lesson tutor providing piano accompaniment	Small practice room 82	5 hours
	Large practice room 76	Not exceeded

Managing noise risks

Obtain “Controlling noise at work” Guidance on Regulations



Queenswood School Procedure

All Maintenance & Estates staff are issued with hearing protection pertinent to their role and constantly reminded to ensure that they are worn.

DT Staff and Pupils have PPE available and it is used as per the risk assessments which are prepared for each machine.

Music staff have noise as part of their Departmental Risk Assessments and have all been instructed to complete the Noise calculator on the HSE website. The School will pay for hearing tests and protection.

Personal Protective Equipment (PPE)

HoDs and managers must assess where and how PPE is to be used and maintained. Toolbox talk and training records must be kept. PPE must be covered in assessment work.

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

This employer will:

- Provide PPE to employees and limb (b) workers* (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means
- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used (by training and instruction as necessary).

PPE for use at work can only be supplied if it is certified as complying with a relevant standard / 'CE' marked / or UKCA marked. A competent PPE supplier must always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

The employer must ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE must be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE If tight fitting respiratory protective equipment is used as a Control of Substances Hazardous to Health Regulations (COSHH) control measure then fit testing is required.
- The way in which the PPE is to be maintained and stored

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

Eye Protection

BSEN 166 provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and motel metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the standard number then the eye protection is for basic use.

Three kinds of eye protection are suitable for chemical hazards found in schools -

- Safety spectacles (BS EN 166) - these do not offer complete protection against splashes from the sides or below.
- Goggles (BS EN 166) - these provide virtually complete protection against splash injury to the eyes.
- Face shields (BS EN 166) - these protect the whole face.

In schools, spectacles to BS EN 166 are suitable for most of the operations in which pupils are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of ‘A’ level experiments.

Art, design and other activities such as pesticide spraying and use of a strimmer can also give rise to risks to the eyes and therefore the need for adequate protection.

The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

Clothing

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen and grounds work.

Safety footwear must be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination and substances.

Grounds men / gardeners should be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

For some work with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing and equipment must be made available. Gloves for protection against chemical splashes and spills must be labelled with the chemical flask and a lower case ‘’i’’ or with the chemical flask and ‘’Type B’’ plus three additional letters or with the chemical flask and ‘’Type A’’ with six additional letters. CLEAPSS say in Bulletin 165 ‘’ When we say ‘Wear gloves’ for protection against hazardous chemicals, use Type A gloves. • When we say ‘Wear disposable gloves’, Type B gloves will be OK’’.

*Note…Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations
- after 1 month of continuous service, receive holiday pay but not other employment rights such as the minimum period of statutory notice
- only carry out work if they choose to
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn’t have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)
- As every employment relationship will be specific to the individual and employer, the precise status of any worker can ultimately only be determined by a court or tribunal.

Queenswood School Procedure

Estates, Maintenance & Housekeeping Staff are issued PPE pertinent to their role and level of risk. These are issued to individuals, added to the asset register and checked termly.

Science, DT, Art staff and pupils have PPE available and it is used as per Risk Assessment documented for the activity.

Pesticides

There are legal controls on the use of pesticides to safeguard people and the environment. All pesticides in use must be approved. Assessments for use of pesticides must be readily available for inspection.

Pesticides are:

- Products used to control or destroy unwanted creatures, plants and other organisms
- Timber treatment products
- Chemicals used for the control of growths on masonry.

Purchase of Pesticides and Limitations on Use

Only pesticides which are currently approved (and have approval numbers) may be advertised, sold or supplied in United Kingdom. Each product is assigned conditions of use and is assigned to a field of use. The latter limits how and where the particular pesticide may be used, e.g., in agriculture, in forestry or as a wood preservative.

The product approval number, fields of use and conditions of use are given on the label. Conditions of use include requirements as to operator protection and must always be observed. Only approved pesticides should be used.

Storage of Pesticides

Pesticides are to be stored and transported safely.

The pesticide store must be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store should meet the following criteria and should be:

- Suitably sited
- Of adequate capacity and construction
- Designed to hold spillage
- Adequately lit if necessary and ventilated
- Resistant against fire and if possible, frost
- Designed so that containers can be safely stacked and moved in and out
- Kept locked except when in use.

Storage of Personal Protection and Protective Clothing

This should be stored separately from other clothing.

Use of Pesticides

Everyone who uses a pesticide must be competent to do so and employees must be provided with sufficient instruction and guidance to ensure that products are used safely, efficiently and humanely via approved courses.

Safe and competent use of pesticides involves a risk assessment of possible problems. Amongst other things which should be considered are:

- Correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- How to avoid spray drift
- The need to warn neighbours and others who may possibly be affected

Application records should be maintained.

Certificates of Competence

Employees who apply pesticides approved for professional use must hold a certificate of competence unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council.

Disposal of Pesticides

Users shall avoid building up stocks of leftover pesticides and surplus dilute spray being left. However, some disposal of unwanted pesticides, perhaps in the form of container washing, will often be necessary. These can be disposed of by using a spray in accordance with its approved field of use.

Concentrated unused pesticides should only be disposed of via a competent contractor (the dumping of unwanted pesticides or containers is an offence) and the requirements of the current Environmental Protection Act including the "duty of care" must be complied with.

Queenswood School Procedure

All Estates staff who use pesticides / herbicides are qualified in the use and application. The correct PPE is worn when spraying and registers are retained.

Premises

Workplace Health, Safety and Welfare Regulations concern basic workplace conditions for employees and include the following requirements:

- Ventilation - workplaces need to be properly ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.

  There should also be protection from excessive solar radiation.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Power-operated doors and gates - should have safety features to prevent people being injured as a result of being struck or trapped.
- Cleanliness – workplaces should be regularly cleaned in accordance with use, refuse must not be allowed to accumulate and spillages and deposits removed or cleaned up as soon as possible
- Windows - it should be possible to access these for opening and closing with safety. Windows must not open into an area where persons may collide with them.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed. The employer must ensure safe access and egress to the windows so that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating – will be safe and comfortable (requirements for users of display screens are covered separately).
- Floors and traffic routes - these will be designed to be used safely by pedestrians, kept in a safe condition and have anti-slip qualities in high-risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Floors must not be overloaded. There are significant numbers of slips, trips and falls each year in schools and the prevention of these accidents is one of our high-profile objectives.
- Where there are ponds into which it is possible to fall and drown these should be fenced and gated and the gate should be kept locked to prevent access by unsupervised pupils; risks with open water such as lakes and rivers are usually controlled by effective behaviour measures and making these ‘’out of bounds’’.
- Low level glazing - all areas of low-level glazing (including Georgian wired) where there is risk of injury on impact must be physically robust enough to withstand impact and manifestations will be required if there is risk of persons being unable to identify where glazing is located.
- Provision of guarding or other protection - this is required at any place where any person might fall and be injured.
- Signed gas shut-off valves and electric isolation switches should be provided in the high-risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences etc to be provided for employees, e.g., from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing, facilities for rest and eating meals and medical accommodation for pupils shall be provided.
- Drinking water must be provided and all drinking water outlets must have appropriate signage.

The workplace in its entirety should be maintained in efficient working order and in good repair.

NB there are additional ‘educational’ regulations applicable to premises.

Queenswood School Procedure

Inspections are undertaken on a regular basis and recorded by either the Bursar or other designated members of staff. Records of these are maintained with actions recorded in e mail communications to initiate remedial actions where required

Pressure Vessels and Associated Equipment

This section applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in maintenance and bulk LPG installations.

- Safe operating limits of pressure equipment and plant must be established.
- Suitable written schemes must be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.
- Where the pressure x volume of the pressure system is greater than 250 bar litres or the vessels contain steam, these written schemes will be certified by a competent person and thorough examinations will be carried out by a competent person at the intervals set down within the scheme. (Usually, the competent persons will be the engineers employed by the employer's insurer.)
- Records shall be kept of examinations and tests.
- Adequate operating and emergency instructions shall be provided.
- Proper maintenance must be carried out and recorded.
- All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers and the compressed gas cylinders themselves if these are our property shall be regularly inspected and maintained. Outside contractors will normally be engaged for this work.

Any pressure cookers and certain small autoclaves used in science shall be inspected and tested in accordance with the CLEAPSS recommendations and appropriate records kept by the department.
Exempt from certain regulations - Any pressure system containing a relevant fluid (other than steam) is exempt from regulations 5(4), 8 – 10 and 14 if the product of the pressure in bar and the internal volume in litres of its pressure vessels is less than 250 bar litres.

Queenswood School Procedure

Pressure vessels are inspected by our insurance inspectors Allianz along with BTL & Prestige Medical

Pupil Supervision

The requirements of supervision must be defined in writing through the process of assessment. The hazards should be identified and the risks evaluated.

Take for example, assessment of outside areas provided for pupils' use during their free time. Ask questions such as:

- Is the area adequately secure?
- Is it adequately maintained?
- Do the activities which are anticipated or the shape, topography or nature (maybe there are trees, a lake, or river) of the area make it necessary to have more than one supervisor and / or other specific control measures?
- Is there recreational equipment, is there shade from sunlight, are there toilets and is there drinking water nearby? Is first aid available? How do pupils take safe advantage of these?
- Are there any adjacent activities or areas which comprise hazards?

The levels of risk associated with identified hazards may depend upon 'who is at risk'. The ages, temperaments, medical and special needs of pupils can be relevant. Often the younger the pupils, or the more vulnerable the pupils, the greater the likely need for close supervision. In some circumstances, employees are at risk.

There must be clarity on the legal rights of both employees and pupils. These include the rights of the school to search pupils and use reasonable force to prevent harm to pupils and others in certain circumstances and the rights of pupils to be free from physical punishment and harm.

Adequacy or not, of all risk controls needs to be evaluated. In addition to adequate supervision, extra physical works may be needed to increase security, to inspect trees, to fence off areas of water, to make specific areas or equipment out of bounds or not allowed; furniture and recreational equipment should be inspected regularly and maintained for safety; on occasions it may be necessary to provide additional supervision; and a residual risk control measure which will always be needed is first aid - a kit and first aider or other trained person should be available.

General guidance on the standards of behaviour expected, levels of supervision and security arrangements (particularly for high risk areas and for common areas in the mornings before lessons start, during recreation times, and at finishing time) and the arrangements for release of pupils from school care should be detailed in employee handbooks and similar and in risk assessments.

Where senior pupils have supervisory responsibility for younger pupils there must always be a number of staff readily available and in overall charge. It is recommended that preschool age and sixth form pupils are registered.

Queenswood School Procedure

See Supervision Policy (for Pupils)

See Risk Assessment for Pupil Welfare

See Educational Visits Policy

Risk Assessment

Under the Education (Independent School Standards) Regulations the school must ensure that the welfare of pupils (this is a greater issue than that covered by health and safety and fire legislation) is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified. The concept of risk assessment of pupil welfare issues are covered by this policy section.

The Management of Health and Safety at Work Regulations, and other safety regulations made under the HASWA, require *risk assessment* of reasonably foreseeable risks relevant to the employer's places of work, plant, equipment, substances, and practices; and risks to persons other than employees who may be affected by the employer's undertakings. Non health and safety legislation and strong guidance from governmental and professional bodies identify additional risks to pupil welfare and, the welfare of others affected by pupils. Wherever such risks are reasonably foreseeable these risks must be similarly assessed. The assessments will be carried out by competent employees (see the organisation section for who carries out the risk assessment work), if necessary, with competent assistance, and be in accordance with HSE guidance which can be found on the HSE website. NB the concepts of risk assessment in the HSE guidance apply to the global risk assessment process.

In addition, the management regulations require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other like risks could include, swimming pools, gas leaks and threats to personal safety.

The requirements of the whole health and safety policy documentation together with written local management arrangements and regular inspection and assessment regimes, form the basis of our broad risk assessment.

Specific assessment of the risks must be undertaken before employees and others (including pupils) are exposed. Risk assessments (and procedures for serious and imminent danger) must be kept up-to-date and must be effective.

Written risk assessments must be integrated as far as is reasonable (i.e., address the risks from all the appropriate pieces of legislation in one assessment – e.g., separate COSHH assessments are not normally necessary) and must be suitable and sufficient. This means taking into account real risks and avoiding the trivial.

Where the assessments identify significant findings, the assessments must be recorded in writing – see HSE form at the end of this section. The format used should not involve subjective evaluation by use of numbers or letters. Where "further action is necessary to control risk" there must be a detailed action plan and audit trail (who is responsible, by when and when completed) noted clearly on the risk assessment. In order to comply with HSE guidance and to avoid wasteful bureaucracy, written risk assessments must be based on reliable models wherever possible. The assessments must evaluate risks faced by all employees, included will be risks to employees who are new or expectant mothers and who are young persons and those who have identified needs, plus any persons who may be affected by the work activities

The law does not lay down that any particular form must be used for recording risk assessments and in some cases a form will not be used but for the majority of assessments the HSE's form which follows at the end of this section can be used.

Reputable /reliable generic assessments and information often provide material on which to base specific assessments and in many teaching and support departments this is the preferred method of producing written assessments. HSE provide a generous number of generic assessments and information on their web site as do some professional organisations. It must be noted however that when generic wording is used it must be customised to make it specific to the 'department(s)' concerned. If customisation is not carried out the law says that there is no risk assessment in place. Any instructions on customisation provided by the author of the generic work, e.g., CLEAPSS L196 for science, must be followed.

Arrangements for evidencing effectiveness can, and sometimes should, be listed amongst the risk controls. Physical inspections, inspections of documents and learning walks are good examples of evidence. Assessments must be reviewed regularly and at least annually.

Where there is no specific written risk assessment for a task and the task is a one off and is either difficult or awkward or both then a tool box talk should take place before the task commences. A record of the tool box talk should be retained.

Line managers are responsible for assessment and for producing written risk assessments. A high standard of work is expected. Where the line manager is not the author the line manager must authorise the assessment and initial the record to that effect.

New and Expectant Mothers at Work

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee must have notified management in writing that she is pregnant (but there is no statutory obligation for her to do so).

Any new or expectant mother, in order that her own safety or health, or that of her child may be protected, is asked to inform a suitable manager if or when she becomes a new or expectant mother.

While it is a legal obligation for employers to regularly review general workplace risks, there is no legal requirement to conduct a specific, separate risk assessment for an employee, once notified in writing that she is a new or expectant mother. However, the employer may choose to use the full risk assessment process, to help decide if any additional action needs to be taken.

If there is significant risk to the health and safety of an identified new or expectant mother or to that of her baby, the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure. In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then –
- Suitable alternative work if any is available will be offered, or if that is not feasible then –
- The employee will be suspended from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice should be sought.

The risks will be kept under review as they may change, for example, as pregnancy progresses.

Examples of Risks to Workers including Pregnant Females and New Mothers and Methods of Control

Risk	Control
Work at heights, tiredness from standing for long periods or carrying out physical work, stress caused by work or conditions at work.	Demands must be reasonable and wherever possible, employees should have a reasonable input into how work is to be organised. Seating should be made available. Rest breaks may need adjustment. Employees should be allowed to get help from other employees. Proper information and training should be provided. Systems for communication must be effective.
Exposure to hazardous substances - pesticides are included.	The assessments required by the Control of Substances Hazardous to Health Regulations and the Control of Pesticides Regulations must be reviewed periodically and amongst other things the practicality of substitution of none or less hazardous substances should be considered again.
Manual handling of loads where there is risk of injury. The risk can continue even after birth e.g. if birth has been by caesarean section.	An assessment under the Manual Handling Operations Regulations should identify the steps to reduce the risks to the lowest reasonably practicable level.

Young Persons at Work

The Regulations require that the relevant written risk assessments for workers are fully applicable to the needs of the young people (i.e., those under 18 years of age) but do not otherwise demand more than is already needed by health and safety legislation.

The employer must ensure that young persons employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

Before young people start work (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed the guidance on the HSE web site should be consulted.

Queenswood School Procedures

Training is provided by the Bursar and / or Health & Safety Officer. One to one training is provided by the Health & Safety Officer to HoD's.

Risk Assessments located on the S Drive.

Security and Lone Working

Personal security and lone working must be the subject of written and ongoing risk assessment. It is important to evaluate risk after taking into account all relevant factors such as the work activities, location of the premises or work area, the physical layout of the work area, the movements needed, the arrangements for receiving visitors, staff/pupil training etc. The employer should liaise with the police as and when necessary.

Control measures must address the need for a safe system of work before safety devices and additional manning are introduced.

As far as is reasonably practical, premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this end the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

Anything untoward seen or suspected on or near the premises should be reported and a written record must be kept of all incidents of trespass or violence.

Written risk assessments for security and lone working must be readily available and any emergency procedures must be practised.

Queenswood School Procedures

This is covered by Risk Assessment and also by the Child Protection Staff Code of Conduct

Signs

Following risk assessment, if there is any significant risk remaining after the introduction of control measures then appropriate safety signs may be needed to warn or instruct on the residual risks and/or the measures that are required for protection.

The Signs

The signs must contain a pictogram appropriate to the message they are conveying (they should not be text alone) and must be in the following colours -

- Prohibition signs are round with a black pictogram on a white background, red edging and a diagonal line.
- Warning signs are triangular with a black pictogram on a yellow background.
- Mandatory signs are round with a white pictogram on a blue background.
- Emergency escape and first aid signs are rectangular or square with a green pictogram and white letters on a green background.
- Firefighting equipment signs are rectangular or square with a white pictogram on a red background.

Information on all of these signs can be found in HSE L64 Guidance on Safety Signs and Signals.

Road traffic signs including speed restriction signs are required on internal roadways.

Signs should be used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs must be positioned where they are clearly visible.

Visible pipes and containers, containing or transporting hazardous materials, must be labelled near valves and joints and at reasonable intervals.

Fire-fighting equipment must be identified with an appropriate sign and a location sign should be posted where such equipment is kept.

Queenswood School Procedures

Signage for traffic, fire exits, fire-fighting equipment, hazardous materials, asbestos and gas cut-offs are correctly marked within the school. These are audited separately by way of annual compliance checks

Review of signage under taken during 2023 - 2024 Academic Year.

Sports, Games and Activities – Non-Curriculum

This section applies to sport and games which are organised by the school. It is not unusual for non-curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these (for instance D of E, community service, rugby, fencing, rowing, archery, riding, swimming, trampolines, shooting and martial arts), should be competent and if necessary, holders of recognised qualifications.

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing and the location of documents identified in the compliance folder.

Queenswood School Procedures

Risk Assessments for all such activities are held by the Director of Sport. These are briefed to the Sport, Tennis & PE Department staff (including coaches) on an annual basis. Thee organised activities must be manned by a member of staff who is competent, and where appropriate, qualified. (trampolining, swimming, fencing etc.)

Statutory Notices (Health and Safety)

"Health and Safety Law" posters and current certificates of employers' liability insurance are to be displayed in an appropriate area(s) such that all employees will have regular access to them.

No Smoking notices must be displayed at all entrances.

Queenswood School Procedure

Statutory notices displayed in Reception and Hartley staff Room.

No Smoking / No Vaping notices displayed at site entrances.

Stress

Introduction

Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

Stress may give rise to ill health conditions when there is an unresolved mismatch between perceived pressures etc. and the ability to cope. Management recognises that pressures at work can trigger illness.

To alleviate perceived pressures as far as is reasonably practicable employees should be involved in problem-solving processes.

In addition, strategies have been developed on the following topics:

- Induction training, career development and training, workload, resources, and relations with disruptive pupils
- Management style, and methods of communications
- External factors (such as political and community expectations).

Risk Assessment

Regular whole-school risk assessments for potential stressors should follow the normal HSE's risk assessment process, should be carried out by a competent person and should be dated for the current academic year.

Potential causes of stress can be addressed – for example, by looking at sickness absence records or attitude surveys, or conducting specific stress-related surveys or focus groups; by managers talking to their teams to identify stress 'hot spots'; then decisions need to be made on improvement targets and action plans, in consultation with staff.

The completed assessments should show how the organisation is performing in relation to the six risk factors (see below).

Factors (Management Standards) to be considered by assessors are:

Demands	This includes issues such as workload, work patterns and the work environment e.g., fear of exposure to hazards
Control	How much say the person has in the way they do their work
Relationships	This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour, In particular, harassment or bullying
Change	How organisational change (large or small) is managed and communicated in the school
Role	Whether people understand their role and whether the school ensures that they do not have conflicting roles
Support	This includes the encouragement, sponsorship and resources provided by the school, line management and colleagues

Assessment should also be carried out on request from an individual employee, when an employee has been absent due to a stress-related illness and where an individual with a job with a high level of stress has been identified.

Queenswood School Procedure

All employees are aware of the need to be aware of stress on themselves, their peers and their staff. Stress is managed directly as part of routine management. Staff also have access to Apps provided by the school to provide support and medical support along with confidential access to an employee counselling helpline. Lifeworks & Smart Health Apps.

See Stress Policy
See Stress Risk Assessment

Substances Hazardous to Health and Similar

The Control of Substances Hazardous to Health Regulations (COSHH) apply to activities where hazardous substances are used and to activities which produce hazardous substances.
Hazardous substances are often used in science, art, ceramics, technology, cleaning work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed. Specific assessments must be integrated as far as is reasonable (i.e., address the risks from all the appropriate pieces of legislation in one assessment – separate COSHH assessments are not normally necessary). BS 4163:2021 is available for technologists and provides advice. Model written assessments are available for some taught subject areas, e.g., CLEAPSS publications. Models must be customised for the particular circumstances found in the school. Unfortunately, they are not available for a number of areas of work and where this is the case full risk assessments will have to be prepared.

The Dangerous Substances and Explosive Atmospheres Regulations ('DSEAR') – require a risk assessment when acetylene is or is liable to be present in the workplace and suitable controls must be put in place where an explosive atmosphere may occur in the workplace. The Acetylene Safety Regulations ('ASR') identify that acetylene gas poses an additional hazard to other flammable gases as it also reacts with alkali metals under certain conditions, even in the absence of any air or oxygen, it can decompose explosively into its constituent elements, carbon and hydrogen. This hazard is not fully addressed by DSEAR and so additional legal requirements for the safe use of acetylene gas at equal to or greater than 0.62 bar ("compressed acetylene gas") and the equipment used with this are provided by the ASR. The ASR includes, in certain circumstances, the requirement for a flame arrestor to stop the progression of a flame resulting from the decomposition or uncontrolled combustion of acetylene gas, which could lead to an explosion.

After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

Hazardous Substances will often comprise:

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic or toxic to reproduction - these are commonly labelled under the CPL regulations with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents including exposure to body fluids
- Dust of any kind when in significant quantities in air
- Substances similar to those above and which because of their chemical or toxicological properties and the way they are used or are present at the workplace create a risk to health.

Assessment of Risk to Health

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. Managers and heads of departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories are recommended) and assessed. Any WEL should be identified and taken into account, as an indicator of risk, as should recommended controls and methods of disposal. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment.

Assessment should consider:

- Whether it is practicable to use a non-hazardous or a less hazardous substance – this is the preferred option
- The risks of exposure to the substances e.g., in each particular activity, taking into account the age / experience of user, temperament and understanding of user, the method of use, the quantities, the dilutions, the locations involved and the recommended first aid measures

  (Accidents including fires have occurred when the quantity or concentration of substances has been too great)
- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

NB model assessments if not ‘customized’, or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

Control of Exposure

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV), for woodworking machines and for brazing processes, and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided as a control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be ‘CE’ marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

Control Measures

Control measures including PPE must be properly provided / installed and well maintained.

Engineered controls must be thoroughly examined and tested after installation and in the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

Information, Instruction and Training

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

Conclusions

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case.

Queenswood School Procedure

Departments are encouraged to remove and/or reduce the use of substances that are hazardous to health.

Consideration to be given to the use of alternative non-hazardous products, and pre-mixed products.

All items containing a warning symbol are assessed using the MSDS and a separate COSHH Risk Assessment produced.

COSHH Files are held by the Housekeeping Manager, Catering Manager, Maintenance Department, Estates Manager and Teaching Departments as necessary, typically DT, Art & Science. Science / DT / art are utilising CLEAPPS hazards in lieu of Risk Assessments. This is noted in the respective Local Management Arrangements.

Swimming

Pupil supervision

Whenever pupils, employees and others are water side, learning to swim or swimming, there must be competent life savers present.

Safety rules (e.g., where there is a swimming pool / lake - pupils must not eat anything in the pool area, misbehave either in the water or on the water-side, dive off boards or the side or ends of the pool except in races or when supervised and they must not run round the water edge) must be spelled out clearly and then enforced. A copy of the rules must be found within safety procedures and where possible should be posted in a place which is immediately prior to water entry.

There needs to be a clear and simple communication system between teachers and pupils in the water, usually by way of a whistle. The pupils must also know who to report to if something is wrong.

Pupils should always be counted before they enter the water and on leaving the water to ensure the water is clear at the end of the session and at other times when appropriate.

There should be adequate lifesaving and first aid equipment and ideally a telephone at the water side.

When users are in the water, the lifesaver must be able to see the whole group at all times, the lifesaver should not get into the water if that would leave no lifesaver on the side.

Users must be advised of changes in depth and their attention drawn to the markings on the pool-side of a swimming pool.

No animals should be allowed in the lake/pool area.

Hygiene

The safe operating limits of the pool pH and free chlorine in particular must be established and regular testing must be carried out and records kept.

When in use, the water and adjacent areas must be clean.

Operating Procedures

The Normal Operating Plan (NOP) should comprise:

- Details of the lake/pool(s) - dimensions and depths, features and equipment and a plan of the area/building. The plan may include positions of any alarms, fire alarms, emergency exit routes and any other relevant information.
- Potential risk - an appreciation of the main hazards and of users at risk is required via risk assessment before safe operating procedures can be identified.
- Dealing with users - arrangements for communicating safety messages, rules for users and for lifesavers, controlling access.
- Lifesaver's duties and responsibilities and special supervision requirements for equipment, etc.; lifesaver training; and numbers of lifesavers for particular activities.
- Systems of work including lines of supervision, call-out procedures, work rotation and maximum working hours.
- Operational systems - controlling access to a lake/pool and areas intended to be out of use including the safe use of any pool covers.
- Detailed work instructions including cleaning procedures, safe setting up and checking of equipment, diving procedures and setting up the water and surrounding area for galas.
- First-aid supplies and training, including equipment required, its location, arrangements for checking it, first aiders, first-aid training and disposal of sharps.
- Details of alarm systems and any emergency equipment, maintenance arrangements - all alarm systems and emergency equipment provided, including operation, location, action to be taken on hearing the alarm, testing arrangements and maintenance.
- Conditions of hire to outside organisations.

The Emergency Action Plan (EAP)

The EAP should provide details on how to respond effectively to accidents and other emergencies. Plans should be in proportion to the level of risk and the potential extent and severity of the incident.

The plan should detail what to do if there is a more serious emergency requiring evacuation of the premises and a response from the emergency services, for example a release of chlorine gas from a swimming pool plant room. Most pool EAPs should address the same basic requirements, to:

- get people away from immediate danger;
- handle casualties;
- deal with the non-injured;
- summon, direct and help the emergency services;
- protect property.

A procedure for dealing with emergencies should take into account the following:

- the nature and quantities of the dangerous substances stored;
- the location of the storage facility and its design;
- the people, both on-site and off-site, who may be affected;
- possible environmental impacts.

Detailed plans must be in place for:

- toxic chemical spillage;
- release of toxic gas;
- fire and explosion.

The level of detail committed to writing should be proportionate to the risk but should include amongst other things arrangements for training staff in the duties they will be expected to perform. More detail can be found in HSE's Managing Health and safety in swimming pools.

The school must ensure that:

- Emergency procedures are displayed;
- All staff are adequately trained in the procedures;
- Exits, safety signs, fire-fighting equipment and break-glass call points are kept free from obstruction;
- Fire exit doors are operable without the aid of a key at all times when relevant areas of the premises are occupied.

Queenswood School Procedures

The school swimming pool is supervised by the Swimming Pool Manager. The normal Operating Procedure (NOP) and Emergency Action Plan (EAP) is reviewed annually, and the procedures are briefed to all relevant staff on an annual basis.

External let's can only use the swimming pool once the school has satisfied themselves that the company is responsible and the individuals employed are competent and qualified. External staff are briefed on the NOP & EAP annually.

See Swimming Pool - Normal Operating Procedures

See Swimming Pool - Emergency Action Plan

Transport and Section 19 permits in the UK

Use of vehicles with Section 19 permits must be preceded by an assessment of risk. Controls including maintenance issues and driver fatigue must be included.

Drivers must have adequate rest before and during transporting passengers. The results of risk assessment concerning driver fatigue must be available to all drivers. NB Professional drivers must take a break of at least 45 minutes after 4.5 hours driving; 'Non driver' school employees often need to take breaks more frequently than 'professional' drivers.

A check on driving licences of all approved drivers should be made regularly. All drivers must report to the person responsible for the use of transport any endorsements to their licence as soon as they become aware of being guilty of a relevant offence.

All drivers should complete a register of passengers and if possible, provide a copy for school before the start of any journey.

An example drivers' declaration form which may be useful in the management of all driving at work appears at appendix Example Driver Declaration Form

NB there are other very real safety issues in this subject matter but the majority of issues are covered by road transport legislation, which is enforced in the main by the police, not health and safety legislation, which is enforced in the main by HSE.

Queenswood School Procedure

The school has a number of minibuses, smaller 8 seat passenger vehicles and a fleet of MPV's. It is a complicated and varied set up and reference should be made to the School Transport Policy for full details.

See Transport & Vehicle Safety Procedure

Vehicles – On Site Vehicle Movements

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Wherever practicable pedestrians must be provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Speed restriction signs must be posted, be clearly visible and every effort should be made to ensure that they are observed.

Traffic calming measures must be provided wherever it is anticipated that speed may be excessive.

Designated parking areas should be clearly signed. There must be no parking on double yellow lines or yellow hatched areas.

If manoeuvring and reversing is essential drivers must keep in mind the fact that pupils are the main users of these premises. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required and in appropriate circumstances reversing without a banksman must be prohibited.

Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever practicable and should obtain adult lookouts if these manoeuvres are necessary.

Minibuses and Coaches should be fitted with audible reversing alarms.

A standalone management plan based on risk assessment should be readily available in the compliance folder.

Queenswood School Procedure

Traffic is discouraged from entering the main site as the main access road is also a pedestrian thoroughfare. That said there remains a need for vehicular movement on site, as such the school has traffic calming measures in place including speed bumps, traffic signage, electronic speed warning sign and pedestrian crossings.

Risk assessments in place for all site traffic routes with a photographic inventory showing the controls in place.

See Traffic Management Risk Assessments

See School Transport and Vehicle Safety Procedure

Vibration Control

The Control of Vibration at Work Regulations set exposure limit values and action values:

- For hand-arm vibration, the daily exposure limit value is 5m/s² A (8) (ELV) and the daily exposure action value is 2.5m/s² A (8) (EAV)
- For whole-body vibration, the daily exposure limit value is 1.15m/s² A (8) and the daily exposure action value is 0.5m/s² A (8).

Employers:

- Must ensure that employees are not exposed to vibration above an exposure limit value
- If an exposure limit value is exceeded, employers must (i) reduce exposure to vibration to below the limit value, (ii) identify the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.

Risk Assessment including Health surveillance

Risk assessment must be based on reliable data or, in certain circumstances, measurement. Exposure times are often unpredictable particularly when exposures are mixed between use of different machines. It is strongly recommended the employees keep records of trigger times and base their records on use of the HSE exposure points system and ready-reckoner for calculating daily vibration exposures. All that is needed are the vibration magnitude (levels) and exposure times.
Where risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to vibration or employees are likely to be exposed to vibration at or above an exposure action value, the employer must ensure that these employees are placed under suitable health surveillance.
The health surveillance should be appropriate and intended to prevent or diagnose any health effect linked with exposure to vibration where the exposure of the employee to vibration is such that (a) a link can be established between that exposure and an identifiable disease or adverse health effect (b) it is probable that the disease or effect may occur under the particular conditions of work and (c) there are valid techniques for detecting the disease or effect.
The employer must also ensure that a health record is made and maintained and that the record or a copy is kept available in a suitable form.

Information and training

Where (a) risk assessment indicates that there is a risk to the health of employees who are, or who are liable to be, exposed to vibration or (b) employees are likely to be exposed to vibration at or above an exposure action value, the employer must provide employees with suitable and sufficient information, instruction and training on:
The organisational and technical measures taken,
The exposure limit value and action values,
The significant findings of the risk assessment, including any measurements taken, with an explanation of those findings,
Why and how to detect and report signs of injury,
Entitlement to appropriate health surveillance and its purposes.

Purchasing Policy

The vibration factor must be taken into consideration when purchasing and hiring equipment.

Queenswood School Procedure

This is relevant to Estates & Maintenance staff and covered by Risk Assessment & Individual Equipment usage calculations using the HSE Tool

Violence to Staff

Employees have the right to work in a safe and non–hostile environment and the organisation should not be compromised by negative behaviour. Examples of negative behaviour include: verbal aggression / harassment; persistent use of foul and abusive language and / or gestures; physical violence or the threat of physical violence; behaviour resulting in feelings of intimidation, threats and / or concern about personal safety. Employees will treat all pupils and visitors with dignity and respect. Employees have the right to be treated with dignity and respect in return.

- The employer will not tolerate violence in any form, including the use of foul or threatening language, towards employees.
- The employer will inform the police when violence is experienced by employees and will support employees who wish to pursue legal action where it is appropriate.

There are no circumstances where employees are expected to take risks during their working day due to verbal aggression/harassment, threats or actual physical violence. The employer must ensure employee safety, and employees should leave any situation that is believed may have the potential to become violent or dangerous. The employer is responsible for the safety of pupils however, this is compromised when employees feel unsafe or unsure of the situation, they might find themselves in. Neither the employee nor the pupil will benefit if any employee feels obliged to remain in what the employee believes to be a dangerous situation. The employer may ultimately withdraw its services from an individual or a family where persistent, unresolved conflict continues.

Risk assessments must cover:

- Warning signs to look out for
- Appropriate ways of dealing with a variety of situations
- The need to record incidents

Queenswood School Procedure

The school has a strong security presence. The risk of violence is covered by activity risk assessments when appropriate.

Visitors

A thorough attempt is made in this policy to identify relevant and specific areas of risk and the measures needed to control the risks to employees and other persons affected. In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on our property, must be carried out in accordance with the requirements of both this policy and the law.

All visitors will need to be given safety information, for example, directions signs need to be maintained in the car park and at the entrance gates to indicate the whereabouts of reception, visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions (often this is on the reverse of visitors badges).

Visitor's books should be maintained and visitors should be required to sign 'in' and 'out'.

Queenswood School Procedure

When visits are arranged, these are input into the General Office Calendar on the Portal in order that reception staff are aware of visitors due on site on any one day.

A signing in book is located at reception and different coloured lanyards are issued to visitors, contractors and Governors. Photo ID is requested when visitors of a certain access level arrive on site.

Fire, Evacuation & Lockdown information is provided to visitors when they sign in at reception.

Water Hygiene/Safety

Drinking water outlets must be marked as such. Vulnerable drinking water outlets such as water fountains must be cleaned regularly in accordance with manufacturers' instructions.

Where mixer valves, strainers or filters are fitted in water systems these must be maintained in accordance with manufacturers' instructions.

Mixer valves must be fitted to control hot water outlets used by pupils where water would be delivered to baths and showers at a temperature greater than 43ºC if the valves were not fitted. Similar action is required for all water outlets which vulnerable pupils may use.

A competent person must assess the risks associated with potential legionella proliferation in the hot and cold-water services and at risk water systems in accordance with the HSE's Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems' L8. The responsibility to ensure proper written risk assessment(s), written scheme(s), control measures and records is delegated to the employee named in the 'Organisation for Health and Safety Management'. That person should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner.

Once the risk has been identified and assessed, the written scheme should be prepared for preventing or controlling the risk. In particular, the written scheme should include, where appropriate, and with reference to the risk assessment: an up-to-date plan showing the layout of the plant or water system, including parts temporarily out of use (a schematic diagram is sufficient); a description of the correct and safe operation of the system; the precautions to take; checks to carry out to ensure the written scheme is effective and the frequency of such checks; the remedial action to take if the written scheme is shown to be not effective. However, if it is decided that the risks are insignificant and are being properly managed to comply with the law, there may be no need to take any further action.

A record of the assessment, the precautionary measures, and the treatments must be kept.There should be details about the person or people responsible for conducting the risk assessment; managing, and implementing the written scheme; any significant findings of the risk assessment; the written control scheme and its implementation; and the results of any inspection, test or check carried out, and the dates (this should include details about the state of operation of the system, i.e. in use/not in use).

These records should be retained throughout the period for which they remain current and for at least two years after that period. Records of inspection, test or check should be retained for at least five years. All records should be signed, verified or authenticated by those people performing the various tasks assigned to them.

The record of the assessment is a living document that must be reviewed to ensure it remains up-to-date. Arrange to review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded, for example this may result from:

- changes to the water system or its use;
- changes to the use of the building in which the water system is installed;
- the availability of new information about risks or control measures;
- the results of checks indicating that control measures are no longer effective;
- changes to key personnel;
- a case of legionnaires' disease/legionellosis associated with the system.

Queenswood School Procedures

Drinking water outlets identified.

A water Safety Risk Assessment is in place and an external company has been appointed to ensure that we are compliant in our responsibilities. School maintenance staff are used to regularly record and monitor water temperature and time to reach temperature. These measurements are then used in conjunction with water testing in order to assess risk and make adjustments as necessary.

They also carry out tasks that are required as part of the Risk Assessments.

A Chlorine Dioxide treatment system has been installed to further manage the water quality on site.

See records managed and recorded by the Maintenance Department

Woodworking Machinery

As with many machines, it is not possible to fully enclose the working parts of woodworking machinery. Safety is achieved by a high standard of guarding, provision of safety devices and stop buttons and ensuring that operators are properly trained and competent.

The only persons permitted to use woodworking machines are those who are competent and authorised to do so or who are under adequate supervision. In the case of the DT department the person who will authorise is the head of department.

Locked doors, key switches for the mains power and key switches for the machines themselves must be used to ensure that unauthorised persons do not have access to the machinery.

Pupils are not to be allowed to use either circular saws or any type of planing machines.

Adequate space shall be provided around woodworking machines. Space of one metre more than the maximum length of material to be machined on three sides of the machines must be provided.

Workshops must have a sound, level floor with anti-slip qualities. Adequate lighting must be provided.

Except for hand-held machines and portable machines, all woodworking machines must be securely fixed to a floor or bench when in use. Each machine should be provided with a recessed start button and a larger, mushroom-headed stop button.

A written risk assessment must be produced to indicate all risk control measures (including the appropriate dust control measures) such as:

- No power sanding using fixed equipment shall be carried out indoors unless the machine is fitted with dust extraction facilities
- Circular sawing machines of any type and planer/thicknessers shall be fitted with extract facilities unless use is very intermittent
- All extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained.
- Guards and safety devices (including emergency stop buttons) are the day-to-day responsibility of the user.
- Formal recorded safety inspections are to take place at least each term.
- Maintenance must be regular and recorded.

Queenswood School Procedure

All woodworking machinery has separate Risk Assessments. DT staff are trained by staff from The Design and Technology Association (DATA), they are then deemed competent to supervise pupils. DATA staff also assess the safety of the DT machines on an annual basis.

The LMA's for Maintenance & Estates list the staff who are permitted to use each item of equipment.

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Work at Height

Regulations apply to work at height where there is a risk of a fall liable to cause personal injury. There are no height limits.

Requirements

The Regulations require:

- All work at height is properly planned and organised and the risks assessed, planning should include a plan for emergencies and rescue (these arrangements should not rely on the fire brigade as this may result in a delay which may be critical): rescue kits are available and suppliers can provide training in their use so that in house equipment and expertise can be provided
- Work at height is avoided wherever possible
- Appropriate work equipment or other measures are selected and used to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, appropriate work equipment or other measures are used to minimise the distance and consequences of a fall should one occur
- Those involved in work at height are competent
- Equipment for work at height is properly inspected and maintained and records of these are available
- The risks from fragile surfaces are properly controlled - all fragile roofs must have appropriate hazard warning signs.

The Regulations include a number of schedules giving detailed requirements for existing places of work and means of access for work at height; for collective fall prevention (e.g., guardrails and working platforms); for collective fall arrest (e.g., nets, airbags etc.); for personal fall protection (e.g., work restraints, fall arrest and rope access) and for ladders.

Operational information is summarised in the following sections

- Window cleaning
- Roof safety systems
- Ladders and mobile elevating work platforms (MEWP)
- General access scaffolding
- Tower scaffolding

Window cleaning

The Health and Safety Executive (HSE) have produced web pages ‘’Working at height whilst window cleaning’’ which replace previous guidance notes. The employer should check that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

Roof safety systems

Latchway cable systems can be installed either for work restraint or for fall arrest as an alternative to provision of edge protection. Eyebolts can be installed either for work positioning in conjunction with latchway cables, or for window cleaning and similar. Cradle systems either on runways or from beam locations can be installed to provide safe access for window cleaning.

- All systems must be examined at intervals not exceeding 12 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be below standard.
- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more than 5 years.
- Training must be provided for all employees who need access to the roof etc. Individuals must not be allowed to use these safety systems unless they have received appropriate training. Contactors should provide a method statement with risk assessment and proof of training before commencing work.
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.

- NB Only the transfasteners should be issued to contractors. Contractors are responsible for provision of their own full body harness and lanyards.

Ladders and mobile elevating work platforms (MEWP)

Ladders and stepladders are regarded primarily as a means of access only. They should only be used as workplaces for short periods of time and then only if the use of more suitable equipment is not justified because of low risk and when the residual risk is adequately controlled. It is generally safer to use a tower scaffold or a MEWP.

Ladders (including step ladders)

The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and the work can be reached without stretching, the ladder can be secured to prevent slipping, a good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable) and the work is of short duration.

- Ladders must conform to the appropriate British Standard or other standard i.e., BS 2037 (no longer available new) or BS EN 131. Ladders intended for non-professional use are not recommended for use at work.
- Ladders must be in good condition. The employer is responsible for implementing a programme of regularly examining ladders under their control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:
    - The stiles are not damaged, buckled or warped
    - No rungs are cracked or missing
    - Safety feet or other safety devices are not missing.
- Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).
- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e., approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.
- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling: if a ladder cannot be secured by a physical fixture, then a second person must foot the ladder during use.
- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

MEWPs

The use of MEWPs must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.

MEWPs must be maintained in accordance with the manufacturer's instructions and thoroughly examined at six monthly intervals by a competent person. Where MEWPs are the property of the employer, the thorough examination should be carried out by the employer's insurers and the insurance company must be informed in writing that this is required. Records of regular maintenance and thorough examination must be retained.

General access scaffolding

This can be under the control of 'main' contractors but some may be provided via direct contracts. In the case of direct contracts, the scaffold company must provide written evidence of their competence.

Scaffolding must be inspected by a competent person:

- Before it is put into use
- At seven day intervals until it is dismantled
- After bad or excessively dry weather or high winds or another event likely to have affected its strength or stability
- After any substantial additions or other alterations.

A written report of inspection in 'statutory' format must be prepared by the competent person. The report should normally be written out at the time of the inspection but must be provided within twenty-four hours.

A copy of the report must be kept on site with a named person. A further copy must be retained for a period of three months from the completion of the work in the office of the person on whose behalf the inspection was carried out.

Any employee placing a contract for scaffolding work must ensure that inspections will be carried out and that appropriate inspection reports are available for viewing by external inspectors.

A holder of the CITB Advanced Scaffold Inspection Certificate or equivalent will be accepted as being competent to carry out general access scaffolding inspections.

Any scaffolding which fails an inspection must be verbally reported to the person responsible for placing the original contracts as soon possible by the person carrying out the inspection. The necessary remedial action must be carried out by the scaffolding company and a re-inspection carried out by the competent person before the scaffolding can be put into use, or further use.

Where scaffolding is erected in an area generally accessible to any persons the following should apply:

- The minimum amount of equipment and materials should be stored on the scaffold
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape)
- All ladders at ground level should be removed when scaffolding is left unattended.

Tower Scaffolding (whether prefabricated or not) including those on hire

Formal instruction and training must be provided by competent persons for all those who erect and strike tower scaffolds. Training may be provided by the company supplying the tower scaffolding or some other reputable organisation. Towers should rest on firm level ground with the wheels or feet properly supported. Safe access to and from the work platform must be provided.

Tower scaffolds must be inspected by a competent person and a record of the inspection must be made and kept for three months after dismantling the scaffold.

Inspections are required:

- Before first use
- After substantial alterations
- After any event likely to have affected it stability
- If the tower remains erected in the same place for more than seven days.

Any faults should be put right before further use.

Consideration should be given to whether the area around the base of the tower needs to be a designated hardhat area.

Only the minimum amount of equipment and materials may be stored or used on the working platform.

Barriers must be erected at ground level to prevent people walking into the tower.

If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

All work at height must be planned, organised and carried out by competent persons and that the hierarchy for managing risk for work at height is being followed. Duty holders must ensure that the most appropriate work equipment is used and that collective measures to prevent falls (such as guardrails and working platforms) are in place before any measures which may only mitigate the distance and consequences of a fall (such as nets), or which may only provide personal protection from a fall. Risk assessments must be committed to writing.

Queenswood School Procedure

This is covered by activity Risk Assessment for all staff, as part of the staff induction process and ongoing training using online module training courses to refresh knowledge for all Estates and Maintenance staff.

Windows on site are cleaned by contractors working at ground floor level using a pole system.

Staff may not work on roofs without the correct scaffolding complete with edge protection being erected.

Queenswood Hall roof has a fall arrest system installed with approved Safety Harness and shock absorbing lanyard. Access to roof via an external CAT Ladder from rear fire escape. Fire escape roof access ladder, restraint system, harness and lanyard are all subject to engineering inspection by Allianz.

Contractors engaged to work on roofs are responsible for their own safe systems of operation as detailed in their Risk Assessments.

The school owns a mobile tower scaffold. This is only assembled and used by trained staff - records held by HR

Ladders are on a separate ladder register; they are tagged as fit for use on a termly basis and checked by users prior to each use.

Basic ladder training completed by all staff.

Sub-contractors are used to install scaffolding where necessary and they are responsible for weekly and routine inspections.

See Ladder Inspection documentation managed by Maitenance Department with records recorded and stored in the Maintenance Office.

Work Equipment – Workplace Safety for Staff, Pupils and Visitors

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory should be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

Provision and Use of Work Equipment Regulations

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users

The equipment must have:

- Protection on dangerous parts
- Protection against specified hazards occurring such as operator falls, falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation

Plus, there must be good lighting, maintenance operations and warning markings. New equipment must comply with appropriate British or CEN Standards and be CE or UKCA marked.

Queenswood School Procedure

This is covered by Risk Assessment, Departmental Meetings, routine checks and user checks - dependant on the item in question.

Work/Careers Experience

Clear guidance produced by HSE and available on their website is to reduce wasteful bureaucracy, as much as possible. For low – medium risk placements, telephone enquiries of placement providers is sufficient.

Neither the school or the parent is responsible for health and safety at the potential or chosen workplace. The checklist below can be utilised to evaluate placement providers but it is not essential to address each matter listed - choose what is assessed as relevant. Remember that suitable supervision must be provided to pupils and you must be satisfied that this is the case.

Pupils should be prepared for their careers experience and debriefed after careers experience

Once a potential placement provider is located, the school employer is responsible for approving suitability in all cases except where the placement provider is approved by an Education Business Partnership or an independent agency such as Trident Services. An audit trail is required.

Queenswood School Procedure

At present the school does not formally offer work experience opportunities. Should it decide to do so then the Head of Careers will need to develop a procedure based on the Health & Safety Policy.

Appendices

Example Driver Declaration Form

(Can be used for all employees who drive at work)

Driver's personal details			
Surname		Forename(s)	
Date of birth		Job title	
Department		Home address	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		YES/NO	If yes, please provide details
Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 – Driving Licences before answering this section – www.direct.gov.uk/driving)			
Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses/glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO
Driver's licence details			
Driver licence type and number		Groups/Categories	
Valid	From: To:	Country of issue	
Date driving test passed		Number of years you have held full licence	
Driver's insurance details			
Insurers Name		Type of insurance	Comprehensive/Third Party
Details of any convictions (include any that are pending) in the last 3 years			
Date	Offence	Offence code	Fine/penalty points/disqualification/pending offence
I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform my manager immediately if these details change.			
Signed:		Date:	

Example Local Management Arrangements DT (Resistant Materials)

I have received and read the local management arrangements for health & safety following and I accept and will adhere to the contents, any delegations and risk assessments.

Name	Signed	Date

Tracking Sheet

Item	Autumn Term 23 Manager / HoD to initial below		Spring Term 24 Manager / HoD to initial below		Summer Term 24 Manager / HoD to initial below	
Action plans resolved Notes……..	Y	N	Y	N	Y	N
Update information obtained from……. e.g., BS/CLEAPSS/ DATA/manufacturers/suppliers/HSE/ NGB	Y	N	Y	N	Y	N
Local Management Arrangements for Safety reviewed/updated	Y	N	Y	N	Y	N

Any Risk Assessments reviewed/updated						
1.	Y	N	Y	N	Y	N
2.	Y	N	Y	N	Y	N
3.	Y	N	Y	N	Y	N
4.	Y	N	Y	N	Y	N
5.	Y	N	Y	N	Y	N
6.	Y	N	Y	N	Y	N
7.	Y	N	Y	N	Y	N
8.	Y	N	Y	N	Y	N

9.	**Y**	**N**	**Y**	**N**	**Y**	**N**
10.	**Y**	**N**	**Y**	**N**	**Y**	**N**

Local Management Arrangements for Safety

These local management arrangements develop health and safety policy requirements and ensure that every employee in the department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all pupils and all other persons who are affected by our work activities. **There is a further appendix which streamlines the evidence of our compliance.**

Our health and safety objectives are to adhere to the law, the employer's health and safety policy and to achieve excellent standards of health and safety practice in accordance with our training and any additional information which is supplied by the employer. In particular we will comply with the legal requirements for risk assessment – wherever possible basing our written work on reliable generic guidance from the HSE, British Standards, DfE, professional bodies and the employer - for the maintenance of safe systems of work and for adequate regular review of our working practices and safety documentation.
Each employee who works in this department, each pupil who studies with us and others who may be affected must adhere to the parts of these arrangements which are relevant to them. A formal review of the contents will take place annually at the beginning of each academic year and employees will annually sign off their understanding and adherence to the LMA including the supporting information such as the risk assessments. A copy of this LMA will be kept in the Department Office and will be posted in our folder on the school intranet.

Responsibilities

The Head of Design & Technology is prima facie responsible for health and safety in the department and will take the necessary and appropriate action to ensure that the requirements of health and safety legislation, codes of practice and guidelines are met.

In particular the Head of Department will:

- Induct all new members of the department (in addition to school induction). They will be familiarised with the layout of the department, the equipment, the risk assessments and procedures in use.
- Ensure appropriate suitable and sufficient written risk assessment work is in place to control significant risks.
- Ensure safe working practices and procedures including those relating to fire safety, inspection, examination and maintenance and of machinery, equipment and other apparatus, so that each task is carried out to the required standards and risks are controlled.
- Identify the training needs of members of department and organise and record health & safety training appropriate to their duties and responsibilities.
- Ensure that any defects in premises, plant, equipment or facilities are reported to the Estates Manager.
- Monitor the standard of health & safety throughout the department and report promptly to the Head Teacher any health & safety matters, which cannot be resolved
- Review the contents of this document annually and inform colleagues of any changes.

The Head of Design & Technology is line manager to members of staff who are responsible for the following areas:

Job Title	Area of Responsibility
Technician	LEV/ Machine/apparatus checks and maintenance and records of same Checks of emergency stop provision and records of same

As part of their day-to-day responsibilities all members of staff will ensure that they carry out work safely; machinery and equipment is in a good and safe working order; and they report promptly to the Estates Manager any relevant health & safety issues and defects.

First Aid, Accident Reporting and Investigation

The contact details of first aiders are posted throughout the school.

All accidents and incidents must be reported without delay. Appropriate forms must be completed and forwarded to the Bursar within 24 hours. Where an accident appears to be serious or if the result is the injured party being taken to hospital, the Bursar must be telephoned immediately.

Where accidents, dangerous occurrences and occupational ill health occur, their causes will be investigated by the Head of Department in conjunction with other appropriate employees and, if necessary, action will be taken to try to prevent these happening again. Results of the investigation will be recorded.

Risk Management

The effective management of risk for the Design and Technology department is seen as having four major components:

- Assessment and planning before an employee work activity, lesson, or similar
- Organisation of routines including security of power and storage, the use of personal protective equipment and protective clothing, use of safety devices and guards, equipment safety etc.
- Control – regular safety checks and adherence to written safety information e.g. risk assessments, COSHH data etc
- Monitoring and review - including appraisals, inspection and reassessment.

Assessment and planning

All Departmental staff are required to familiarise themselves with the health and safety policy of the school and these local arrangements. Every activity is assessed for risk and the significant results of assessment are committed to writing. We attempt to balance the desire to eliminate and reduce risk with the need to maintain practical work (we may demonstrate an activity in order to reduce the level of risk to pupils) however we would normally do as much practical work as is possible safely.

Before practical work starts staff should:

- Obtain for themselves a copy of the written risk assessment, found in the H & S folder, and if necessary, carry out their own risk assessment to supplement what is already available
- Have available any necessary safety items and equipment
- Know and understand the particular work process and how to use particular facilities and equipment
- Not forget that risk assessment is an ongoing process.

In case of emergency staff should:

- Be familiar with emergency procedures in case of fire and other emergencies.
- Know the location of, and how to use, firefighting equipment
- Know the location of posted first aid remedial measures and how to contact a trained first aider
- Know the location of, and how to control, the mains services, i.e., gases, electricity and water.

Organisation of routines

- Staff should make frequent references to the assessments, rules and procedures applicable to a particular area or activity. A list of the department's general rules (and any specific to the area) must be prominently displayed in each workshop. Each pupil is given a copy of the pupil safety rules when they first come into the department and at the start of each academic year.
- Staff must insist that pupils use the correct names of equipment when talking to staff and peers. Most items of equipment and tools will be named.
- Pupils should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures. Pupils must heed advice on how to avoid any potential risks when using particular tools, equipment, materials or substances. They are required to behave sensibly at all times, and should be reminded regularly of the dangers of running in the department.
- Staff and pupils are required to wear items of protective clothing such as overalls, aprons and gloves, and on occasions, ear and / or eye and / or foot and leg protection, or RPE – in accordance with the risk assessment.
- Doors must be locked and power isolated if staff leave the workshop. Pupils are not allowed to enter or work in the Design and Technology workshop unless supervised.

- Pupils are not to eat or drink in the workshop - this includes break and lunch times.
- The Head of Department and the Technician will give instructions on the disposal of waste.
- At the end of a work activity staff must ensure that all machines/equipment have been rendered safe. If applicable, such items must remain 'guarded'. 'Guards' on machinery must never be removed except by those qualified to do so e.g. for calibration and maintenance of the machinery.
- Particular care should be given to the distribution and collection of hand-tools and of small items of equipment - the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.
- Staff should ensure that the pupils leave the department in an orderly manner.
- Gas and electricity must be switched off at the mains at the end of the day.

Control

- The H&S information kept in the department includes: BS 4163:2021 Health and safety for design and technology in educational and similar establishments - Code of practice, equipment handbooks and CLEAPSS L235 Managing Risk Assessments for Design and Technology, the basic requirements of which are adhered to. This department has adopted the risk assessments in the British Standard for its own use and the model risk assessments have been customized by the Head of Department where necessary. BS based and other assessments are signed and dated and will be reviewed if there are significant changes to our curriculum and annually. CLEAPSS Model Risk Assessments for Design and Technology are kept for reference. (Checklists for routine monitoring and logs of completed checklists are part of our day-to-day control system.)
- Employees must visually check that the workplace and equipment etc is properly set up and safe before work begins. Staff must be familiar with, and adhere to procedures for safe working and be aware of any physical controls for safe working that need to be in place.
- All employees have legal duties and each employee must ensure that we have a safe and tidy department.
- Regular and detailed safety checks are carried out by the technician and annually by an independent contractor and records are kept by the technician. In addition, an Estates H & S checklist will be issued by the Estates Dept reularly and must be completed in accordance with instructions given. It is the responsibility of the HoD to ensure the form is returned to the Estates Department. Any significant H & S issues must be reported immediately to the Estates Manager by use of the helpdesk or by telephone.
- Thorough examination of LEV and pressure vessels is carried out by contractors every 14 months. The extraction system is also inspected and tested every week. Records are kept in the department of these activities.
- The safety of electrical equipment is regularly monitored by staff. In addition, all portable electrical equipment is tested and inspected (PAT) by an outside contractor on a regular basis. Completed inspection and test records are kept with the Estates Manager. All teachers and technicians must carry out their own visual inspection before using mains-powered equipment.
- Flammable and hazardous substances are listed and inspected annually for signs of deterioration and container corrosion – records are kept.
- Maintenance of firefighting equipment is arranged via the Estates Manager.
- Personal protective equipment is inspected and cleaned regularly by the technicians / staff.
- Emergency stop buttons, circuit breakers and emergency lighting are tested every fortnight and records kept.
- The technician/staff regularly clean/maintain all items of machinery and hand-tools and appropriate records are kept.
- The Department is provided with a first-aid box, which must be readily accessible and suitably maintained in accordance with the school's guidelines.
- Cleaning is carried out daily by a school cleaner (and a risk assessment for this has been committed to writing).
- A COSHH register of safety data is maintained.
- Student teachers and new staff are given induction that includes training in safety procedures in accordance with the relevant risk assessments. All staff are trained to use new equipment. All training must be recorded.
- All staff including the technician are competent in the tasks they carry out (acetylene gas is only used by those trained to use it) and staff have appropriate certification e.g., D&T Association (DATA) certification for woodworking, fixed machinery and specified items of portable machinery – see next bullet point.

  Pupils may only use the following machines when they have been assessed and the assessment has shown that they are competent, and they are under appropriate supervision of specifically trained employees: portable grinding

machine (e.g. angle grinding machines); rotating (circular) portable saws; portable biscuit jointer/tenon jointers; reciprocating portable saws (e.g. jig saws); multi-tool (saws, carvers, scrapers etc.); portable planing machines; portable routers; band sawing machines; chop and radial arm sawing machines; sawing machines with cutting discs or abrasive discs, power hacksaws and metal cutting bandsaws. All training must be recorded. Pupil / employee competency / authorisation must be recorded.

- Our system of storage comprises - flammable substances are stored in a purpose designed special storage cupboard (flammables in use outside the cupboard are kept to a minimum); non-flammable chemicals are stored in a purpose designed chemical store; materials, hand-tools and small items of equipment are, wherever possible, securely stored (the suitable storage of tools that are potentially hazardous, such as, craft knives and chisels, is considered to be a key feature in our safety regime); wherever feasible and appropriate, hazardous substances should be stored in plastic containers to minimize the risk of breakage; chemical containers are clearly labelled with the name of the chemical and any necessary hazard symbols.
- Machinery or large items of equipment that cannot be stored away should be located in the safest possible position in the room/workshop, taking account of the amount of space needed to operate them.
- Special waste bins are provided in each area for swarf, glass and others for paper. The cleaners are aware of this system.
- Storage and maintenance of gas cylinders - we have the following gas cylinders which are checked in house termly and by BOC every five years. The equipment attached to gas cylinders is inspected by contractors annually. Records and kept.

Type of Gas Cylinder	Location
Oxygen - Size	Workshop
Acetylene – Size	Workshop

NB The Dangerous Substances and Explosive Atmospheres Regulations (‘DSEAR’) – require a risk assessment when acetylene is or is liable to be present in the workplace and suitable controls must be put in place where an explosive atmosphere may occur in the workplace. The Acetylene Safety Regulations (‘ASR’) identify that acetylene gas poses an additional hazard to other flammable gases as it is also reactive. Under certain conditions, even in the absence of any air or oxygen, it can decompose explosively into its constituent elements, carbon and hydrogen. This hazard is not fully addressed by DSEAR and so additional legal requirements for the safe use of acetylene gas at equal to or greater than 0.62 bar (“compressed acetylene gas”) and the equipment used with this are provided by the ASR. The ASR includes, in certain circumstances, the requirement for a flame arrestor to stop the progression of a flame resulting from the decomposition or uncontrolled combustion of acetylene gas, which could lead to an explosion.

- We routinely handle relatively lightweight tools and objects. We have been trained to take care of our backs, but when we move anything unusually large or awkward, we assess the work ourselves or ask advice from the Health and Safety Co-ordinator.

Monitoring and review

- Safety issues will be monitored closely and regularly by the Head of Department and lesson observations and learning walks will include safety issues.
- Safety matters are regular items on the agendas of the department meetings. The monitoring activities will be discussed at departmental meetings and will be recorded in the minutes.

Further Information and Appendices

- Remedial measures for staff to carry out whilst waiting for first aid are posted in the department.
- **Link to the risk assessments is …….**
- **Links to proformas used are …..**
- **Links to records are ….**
- Safety rules for non-specialists using workshops
- Safety rules for pupils

Rules - Use of Workshops by Non-Specialists

- The workshops are to be kept locked at all times when they are not occupied. Pupils are not to enter a workshop until a member of staff has arrived.

- Staff should ensure that there will be adequate levels of supervision in such areas at all times.
- It is not acceptable for a member of staff to leave pupils in a workshop whilst the member of staff goes to collect resources, etc.
- Staff must ensure that pupils do not interfere with equipment, apparatus or substances of any kind.
- The mains electricity and gas supplies to each workshop are switched off by D & T staff at the end of the day. However, staff using a workshop should make themselves familiar with the location and mode of operation of the mains electricity switch and mains gas isolating valve.
- No eating, drinking or chewing is to take place in a workshop.
- Staff must lock the door to the workshop at the end of the lesson.

Safety Rules for Pupils

The room/workshop is a much safer place to work if you follow this code:

Before the lesson starts you must:

- **Never** go into the workshop without **permission.**
- **Always walk** into/out of the workshop and **never run** or push anyone.

During the lesson you must:

- **Always** know exactly what you are doing. If you do not, ask a member of staff.
- **Always** wear eye protection and other protection when told to do so.
- **Always** wear an apron/overall when told to do so.
- **Always** tie back long hair.
- **Always** put your bag where your teacher tells you to put it.
- **Always** stand when you are doing practical work and put your stool away.
- **Always** keep your work area tidy. Put things away as soon as you have finished with them.
- **Always** be responsible for switching the machine you are using on or off.
- **Always** report an accident or breakage immediately.
- **Always** carry sharp tools with their point facing downwards.
- **Never** use equipment unless you have been instructed in its use.
- **Never** put anything in your mouth. Do not eat, drink or chew.
- **Never** interfere with equipment.
- **Never** sit on the tables or benches.
- **Never** remove a safety guard.
- **Never** distract anyone.

At the end of the lesson:

- **Always** put tools, equipment away.
- **Always** clear or vacuum the benches and work areas.
- **Always** leave the workshop clean and tidy.
- **Always** wash your hands.

Example Local Management Arrangements Low Risk Departments

Please read the following pages and then sign this sheet to accept the contents, any delegations and risk assessments in the document and return to the Head of Department.

Name	Signed	Date

Tracking Sheet

Item	Autumn Term 23 Manager / HoD to initial below		Spring Term 24 Manager / HoD to initial below		Summer Term 24 Manager / HoD to initial below	
Action plans resolved Notes……..	Y	N	Y	N	Y	N
Update information obtained from ….	Y	N	Y	N	Y	N
Local Management Arrangements for Safety reviewed/updated	Y	N	Y	N	Y	N

Any Risk Assessments reviewed/updated						
1.	Y	N	Y	N	Y	N
2.	Y	N	Y	N	Y	N
3.	Y	N	Y	N	Y	N
4.	Y	N	Y	N	Y	N
5.	Y	N	Y	N	Y	N
6.	Y	N	Y	N	Y	N
7.	Y	N	Y	N	Y	N
8.	Y	N	Y	N	Y	N
9.	Y	N	Y	N	Y	N
10.	Y	N	Y	N	Y	N

11.	**Y**	**N**	**Y**	**N**	**Y**	**N**
12.	**Y**	**N**	**Y**	**N**	**Y**	**N**

Responsibilities

[Head of Department / ……] is responsible for legal compliance related to safety management matters within this **[Department / Section].** This responsibility includes a monitoring function to check the effectiveness of this LMA. In the main monitoring will be achieved by observation (formal and informal), learning walks and formal, regular audits / inspections.

In particular the **[Head of Department / ……],** with the cooperation of all employees in the department / section, will:

- Induct all new members of the department (in addition to school induction). They will be familiarised with the layout of the department, the equipment, procedures in use and any written risk assessments (e.g., for use of DSE); ensure that employees are actively aware of the requirements for elearning including fire safety and manual handling
- Ensure ongoing risk assessment is undertaken to control risks such as those associated with furniture, equipment (including electrical equipment) and the fabric of the building including those that cause trips and falls and slips; and, if or when, work is undertaken outside, then risks for exposure to the sun will also be considered.
- Ensure safe working practices and procedures including those relating to particular employee / pupil needs, to fire safety and manual handling.
- Ensure compliance with rules and restrictions for employees and others, including firefighting and fire evacuation arrangements, accident reporting procedures and lone working
- Investigate accidents and cases of work-related ill health;
- Consult colleagues on health and safety training requirements, Identify the training needs of the department and keep a record of training undertaken by colleagues;
- Ensure that safety appears as a regular agenda item on agendas for meetings;
- Ensure that any defects in the premises, equipment or facilities are reported to Estates;
- Review the contents of these arrangements annually and inform colleagues of any changes.

All members of the Department have legal health and safety duties and must ensure that we have a safe and tidy workplace. Employees must check that the workplace and work equipment is safe before work starts. In particular they must:

- work in a safe manner;
- report to the [Head of Department / ……] (and as appropriate via the defect reporting procedure) any health & safety hazards and concerns raised by themselves and others;
- not use equipment for which they are not trained;
- report accidents using the approved format.

Regular Safety Monitoring

Audits and checks will also be undertaken by the Bursar's Department.

Example Termly Inspection & Line Manager Evaluation - Effective Risk Control in Accordance with Whole School Policy.

Building:

Room(s)/Space - internal or external:

Completed by:

Date:

Review date:

Associated Risk	Control measures in place	Measures in place? Yes /No N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
Electrical Hazards			
Portable equipment	Equipment tested annually and labeled with test date		
Broken sockets	Broken items signed 'do not use' and reported via defect reporting		
Extension leads	Must be fused, use to be minimized, leads to be tested, labeled and not overloaded		
Electric Heaters	Not be plugged into extension leads, should be a safe distance from combustibles such as curtains, must not be covered		
Trailing flexes	Where trip risk – should be safely covered		
Furniture/Flooring/stairways/paths etc.			
Tall / heavy furniture and fittings	Secure		
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		
Stored furniture	Stored furniture should be safe when not in use – stacks must not be too high		
Stairways/floors/paths and floor coverings	All trip and fall risks removed, hand railed where necessary,		

Associated Risk	Control measures in place	Measures in place? Yes □ /No □ N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
creating trip and fall risks	covered, otherwise made safe or clearly signed, where liquid spillages can occur flooring is anti-slip		
Equipment etc.			
Sharps, hazardous equipment etc.	Hazardous, flammable and sharp substances/equipment/tools stored in locked cupboards		
Not properly stored	Items to be correctly stored at end of lesson		
Falls from height			
High level storage in use, storage and retrieval of items from high cupboards and shelves	Should only be accessed using suitable step ladders		
Display of work or materials at height	Never stand on chairs, or other furniture – only use proper access equipment		
Fire hazards			
Bins overfull	Bins emptied regularly by cleaners		
Escape routes obstructed	Pupils/others do not leave bags/other in corridors/escape routes		
No fire extinguisher in room or at fire exit door nearby – extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months use defect reporting procedure		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		

Associated Risk	Control measures in place	Measures in place? Yes □ /No □ N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
No fire instructions displayed	Fire instructions on wall if not displayed use defect reporting procedure		
Door closer faulty	Door closer must work effectively		
Stored items, cupboards/shelves overfull			
Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe.	Storage shelves, cupboards, lockers should be well maintained and secure		
Glass/Windows			
"Ground" floor windows may open creating risk to passers-by	Opened windows safe by position		
Windows difficult to access to open/close	Access equipment available		
On upper floors windows open wide	Window restrictors to be in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken/chipped, glazing in critical locations to be safety glazing or filmed		
ICT			
Risk of injury from poor posture at ill-designed work stations	Where appropriate, height adjustable chairs in use – for employees who are frequent users, assessments have been carried out and completed assessment check sheets available at workstation		
Prolonged exposure to bright lights	If projectors in use, staff should not stare directly into light –		

Associated Risk	Control measures in place	Measures in place? Yes □ /No □ N/A/don't know	Further action necessary to control risk and action plan – name employee responsible, target date and completion date
	background to texts should not be too bright		
Water			
Slip hazards	Flooring to be anti-slip Mops/cloths to be available Signs used advising take care if floor wet		
Hot	Water from hot water taps not too hot to skin		
Other			
Lighting insufficient for space	Adequate lighting maintained in working order		
Temperature – the environment is not conducive to learning/other	At time of review temperature in room was comfortable – not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily		

Line Manager Evaluation - Effective Risk Control in Accordance with Whole School Policy.

Department Name:
Period covered – From Date: **To Date:**

Awareness of / ownership of whole school health and safety policy, if separate, risk assessment policy, any local management arrangements (LMAs) and risk assessments (RAs), safe working procedure and other protocols (Records? availability, signing off sheets, use / are actions complete?)	**Accidents / Safety / Health Events** **Actions required/taken** (what happened and if any action was needed to prevent recurrence has this been completed? Records?)
Health and Safety training including induction (training policy / records of training including department induction training carried out (includes familiarization with risk assessments, procedures and practices?) **Is there an authorization list?**	**Monitoring including learning walks, thorough examinations, testing, inspections, observations** (NB this includes 'work' carried out by contractors and relevant others. What has been done in this context, what was found out – was any action needed – if needed, has it been completed? Records?)
Existing / new / reviewed / space / equipment / procedures / occupants (What responsibilities are there? What is / was needed – are actions complete? Records?)	**New / reviewed 'information'** (What has been found out and what was needed - are actions complete? Records?)
New / reviewed risk assessments, safe working procedure and other protocols (Which ones? Are further controls needed? **Are actions complete? Records?)**	**Issues raised by HoD, staff or consultant** (what were these and what has been done? Are actions complete? Records?)

Queenswood are working with the higher risk departments to transition their LMA's across to this new format throughout the 2024 to 2025 Academic Year. Science adopted the new format in 2024.

Introduction to template

This template enables heads of higher risk departments (HoD) and similar managers to evidence legal compliance. A completed template will often comprise all that is needed within the local management arrangements (LMA) concept. However, if a traditional LMA or perhaps a CLEAPSS model, is currently used, and the HoD wishes to keep much of that information, then the template may comprise a second part of that LMA.

The template is designed with effective communication in mind. There are legal and organisational responsibilities to communicate with departmental colleagues, employees and others with monitoring responsibilities, external auditors and school and HSE inspectors; and to communicate accurately and obtain understanding within a reasonable time frame; When completed in accordance with the LMA's desired purpose, essential safety information, risk assessments, protocols and records, which support local safety management systems, can be communicated quickly and accurately.

Wherever possible the template will be completed to provide electronic access to relevant texts or records with accurate links inserted in each section as appropriate; there is however nothing to prevent a physical location and file number or title to be inserted in place of the link for an interim period.

T**imeline**

It is expected that templates will be dated, completed and available at the beginning of academic years. Thereafter they must be kept up to date and, unless there are significant reasons for earlier review, will be reviewed for each subsequent academic year.

How to Complete the Process (work shop or work book)

1. All participants must have a device connected to, or able to be connected to the intranet and associated programmes, and have an empty folder available to be named ''LMA template workshop / workbook'.

2. If workshop, the workshop manager will introduce what needs to be achieved by the template approach.

3. A worked template is provided following and this must be used.

4. Participants must:
4.1 Copy the worked template onto their devices, save (1) and then read the text;
4.2 Make **second** copy and on this copy electronically identify exemplar department specific text in boxes - this will leave instructions in sections and subsections, some general text and empty boxes.
Go back and check that you have only identified specific DT / exemplar department text and delete this and save (2) for reference when you are completing the template;
4.3 Make a copy of version 2 with deletions and insert own department specific information – brief and concise - and own links. If any section or subsection is not applicable, N/A must be indicated but the section or subsection must remain. Save (3);
4.4 Must make a copy and if necessary, insert any necessary general narrative - brief and concise - and save (4);
4.5. Participants send 4 to Workshop manager / other for comments.

NB All information inserted on the template must be brief and concise. Please start to be worried if you are filling more than the area of any one box and obtain advice.

Local Management Arrangements for Safety
Evidence of Legal Compliance

Department	Technology (resistant materials}
Author	Head of Department
Date of completion / Last full review date	XXXXXXXX

1. Staffing Information

The names of all the members of the department should appear here and those who have safety specific roles should have those roles identified.

Staff Name	Specific Role
Xxxxxx	**Head of Technology**
Xxxxxx	**Teacher of Technology** Day to day responsibility for DT1
Xxxxxx	**Teacher of Technology** Day to day responsibility for DT4
Xxxxxx	**Technology and CICT Teacher** Day to day responsibility for DT3
Xxxxxx	**Technology Teacher** Day to day responsibility for DT2
Xxxxxx	**Technology Technician**

Duties of Head of Department

Interpret what is in H and S Policy.

- In accordance with the law and the health and safety policy, setting and maintaining the highest standards of health and safety, at all times, within the department and reporting and investigating any accidents that occur in or by way of the work of the Department
- Setting Department health and safety arrangements including risk assessments and rules etc. and monitoring to ensure that these are adhered to.
- Ensuring that new staff are properly inducted into the health and safety arrangements of the department.
- Organising an annual review with each member of the department and identifying training needs with teachers.
- Encouraging and making provision for the professional development of teachers' and the technician's understanding of health and safety relevant to our work.
- Ensuring that Health and Safety requirements for inspections, tests and examinations in the teaching and other departmental areas are adhered to.
- Ensuring that the technician is following procedures for the monitoring and maintenance of facilities in department and keeping records.
- Keeping abreast of health and safety developments in the subject, maintaining contacts with other like organisations, exam boards and professional associations.

Specific Duties Other Staff[3]

Describe

Technology Technician

- To work with colleagues and others to maintain health and safety standards within the working environment.
- To keep up to date with health and safety requirements and with developments for similar age groups learning technology elsewhere.
- Under the overall guidance of the HoD, to ensure that both routine and non-routine checking, cleaning, maintenance, servicing, calibration, thorough examination, testing and repairing of equipment etc. is carried out to the required standard and records are kept.
- To ensure the safe and orderly storage and accessibility of equipment and materials.
- To keep up to date inventories of hazardous substances.
- To ensure the safe treatment and disposal of used materials, including hazardous substances,
- To respond to actual and potential risks.

Other Staff Duties

Describe.

There is a link here to ''rooms'' protocol.

[3] Repeat for any other staff with specific duties

All staff Duties

Refer to organisation section of H and S Policy and interpret.

All employees in this Department must exercise care in relation to themselves and others who may be affected by their actions.

Each individual must:

- Make sure that work is carried out in accordance with the health and safety policy, procedures, risk assessments and associated documents
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting guard's / safety devices
- Adhere to training and instructions
- Inform their HoD or of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report on the appropriate form all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

If any individual is in doubt about any safety matter, they must consult through their line manager / line management.

Staff Rules

Are there any specific **rules** that all department staff must follow (e.g. rooms / cupboards locked when not in use)? Link / hyperlink may be possible.

1. Teachers and technicians have a duty to be familiar with all departmental health and safety arrangements.
2. Technology rooms must be left safe. Gas and electrical supplies in workshops should be completely turned off at the end of each working day.
3. When alone in the D&T department, staff should do nothing which could lead to an accident requiring remedial measures. The teacher or technician must assess risks carefully before doing practical work or using high risk machines.
4. Learners must not be left unsupervised in any 'practical' room at any time.
5. All teaching rooms, preparation rooms and stores must be locked by staff when not in use. Learners must not be allowed into preparation areas.
6. At the beginning of the academic year, teachers must make sure that their groups have copies of the learners' rules for working in practical rooms (see next text box). The rules should be explained to the learners and they should have a copy for their own use.
7. Teachers must enforce the learner's rules for working in practical rooms, reminding learners of the rules often enough for the rules to be familiar.
8. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required.

9. Activities outside the schemes of work should not be undertaken without time being allowed for consulting HoD and, where there is any doubt as to risk, to try out tasks, particularly those involving significant risk. Teachers must only deviate from the scheme of work (RAs in these have been checked against model risk assessments), after checking the proposed changes with HoD. Teachers must explain risk control measures to learners as part of the relevant work.
10. Examination course work, especially at post 16 level, must be organised to allow the teacher to assess any risks and identify precautions before practical work begins. Learners should be taught and encouraged to consult relevant risk assessments, where appropriate, but it is the teacher's responsibility to ensure that subsequent practice is always safe.
11. If, because of indiscipline, health and safety cannot be maintained during practical work, the work should be modified or abandoned. Reported to HoD.
12. Teachers must ensure that learners have been adequately trained to use D&T equipment and the Health and Safety Passport documentation is filled in to support this training – link to details of passport documentation.

Learners Rules

Are there any specific **rules** that all pupils must follow Add link / hyperlink if possible

Staff Memberships

Relevant professional memberships should be identified and when any subscription expires.

Name	Professional Membership	Expiry Date
Departmental Membership	DATA (Design and Technology Association)	Xxxxx
CLEAPPS	Membership administered by Science	N/A

2. Training

The type of departmental training (with renewal dates if any) that staff must undertake and is recommended they undertake must be committed to writing. Organisation wide training such as Child Protection is not relevant.

Training - provided at Induction and all mandatory elements

What does this training comprise and who has completed the training this year?
Checklist for induction link / hyperlink.
It may be necessary in some circumstances e.g. to….Link: Staff Acknowledgement of training

All incoming staff must have a current, DATA accredited certificate showing their competence to use and instruct on essential machine tools. If this is not in place, then staff induction must include arranging this training (by HoD).

Incoming staff will undertake an induction session with HoD whereby each room's specific risk assessment and customised CLEAPSS risk assessments are outlined and hazards and risk controls are identified. Initial induction may include practical demonstrations. Checklist for induction link / hyperlink.

DATA Accreditation (date) for Xxxx, Xxxx, Xxxx, Xxxx.
DATA Accreditation (date) for Xxxx – lapsed – update training on date

Training and outlining of risk on new band facers performed Sept ….Link: Staff Acknowledgement of training

Location of Current Training Records

Records must be made available for checking. Link / hyperlink

Training documentation relevant to Health and Safety (induction, DATA certification, First Aid Training, COSHH training etc.) are held electronically in the Health and Safety area of DT Staff documents. Link / hyperlink

List of authorisations

This should identify higher risk machines and processes with the names of the members of staff who are authorised to use or engage with these.

Job or Equipment Specific Training Planned for this Academic Year

What plans do you have for training in specific skills?

First Aid Course refresher for Xxxx DATA accredited training on the use of heat processes – Casting, brazing and welding (Initial arrangement for January 20… but …… saw this postponed) **In discussion with ……. Training to arrange a date* DATA accredited training for Xxxx as essential machine tools certification expires in 20??. **DATA failed to deliver planned re-certification, he will be joining another course.. date*

Non-Mandatory Training

Indicate here any training that is not mandatory but may form part of continuous professional development for this year.

Welding skills courses for Xxxx

3. Safety Tests, Inspections, Thorough Examinations and Maintenance

Records including details and frequency of safety tests, inspections, thorough examinations etc. and maintenance (regular and ad hoc) are needed. Ideally, all the details of inspections, thorough examinations etc. and maintenance will be in one place and must be made available for checking.
Links/ hyperlinks

Records of regular (daily, weekly, termly and annual) tests, inspections, and maintenance organised in house: Link / hyperlink This inspection record includes link / hyperlinks to relevant external agency reports for planned annual inspection, maintenance and thorough examinations.

4. Register of Hazardous Materials within the Department

How is inspection carried out / a register of all hazardous materials substances maintained? Links/ hyperlinks

Register is kept of stock levels of hazardous materials and their locations in department. These levels are checked every half term. Register and audit document can be found here: Link / hyperlink Safety Data is found here: Link / hyperlink

5. Assessment of Risk (including risk assessment documents / safe working procedures docs and similar

Generic risk assessments (e.g., CLEAPSS) can be used but ensure these are sufficiently customised to be specific to your work. Explanation how and by whom written risk work is to be prepared and how the assessments are to be used effectively.

Links / hyperlinks to the written risk assessments, protocols, procedures and stand-alone plans must be given.

All risk assessments etc. are authorised and signed off by HoD and the key issues are contained in schemes of work. They are reviewed at least once every year at which time each member of staff is expected to read the risk assessments etc. relevant to the work undertaken.

Risk Assessment in department has two strands:

1. Room specific Management Arrangements – these documents highlight additions to the CLEAPSS risk assessments in light of the particular room and department context. These context specific risk assessments include a link to the relevant CLEAPSS Model Risk Assessments.

2. CLEAPSS Model Risk Assessments – these documents outline the general risks involved in using equipment and have been made department specific.

6. Arrangements and Procedures for Emergencies, Accidents and Defects

Does the Dept. need any specific operating procedures that should be followed in the event of emergencies, accidents and defects?
Explain how relevant staff are made aware of these arrangements and procedures.
Describe.

Emergency remedial measures: staff are instructed in emergency remedial measures. Stop buttons, emergency stops, first aid box and eye wash (all signed) are provided.
Recourse to medical centre, accident reporting and investigation, defect reporting and emergency arrangements in department are limited to policy whole school arrangements and department follows fire procedures. All included in induction training.

7. Monitoring

Show that your staff are kept up to date and are in agreement with the departmental safety arrangements LMA by getting them to sign to say they have read and will adhere to the latest versions. Show also the routines that are followed to ensure safety practices, such as lesson observations, safety walks etc. Evidence your monitoring practices as you go.

Staff Signature Log

Link / hyperlink

See latest signup sheet here:

Link / hyperlink

Routines and records for Monitoring Safe Systems of Work

Describe - very likely that links / hyperlinks will be needed.

HoD carries out inspection of documents and informal learning walks which amongst other things have a specific health and safety aspect so that colleagues can learn from the practice of others.

Informal learning walks and inspection of documents have been implemented and are undertaken on a regular basis.

Discussions of the results of informal learning walks and inspection of documents take place at department meetings. These meetings are minuted to highlight and record these. Link / hyperlink

8. Tracking Compliance with Current Guidance

You need to record how you keep up to date with new guidance. How do you communicate changes in any procedures?
Describe - very likely that links / hyperlinks will be needed.

Relevant information is received from CLEAPSS, HoD is on the CLEAPSS mailing list, CLEAPSS publications are also checked on a half termly basis as are DATA publications and Subject Forums.

CLEAPSS Technology Site: http://dt.cleapss.org.uk
DATA (Design and Technology Association): https://www.data.org.uk/for-education/health-and-safety/

Changes in procedure are communicated to teachers and technicians in one of two ways:

For general developments / changes to policy, department meetings are the most common avenue of communication for any alteration/development of health and safety practice. These meetings are minuted to highlight and record these instructions. Link / hyperlink.
If an immediate change is required (very rare) staff will be e-mailed with a compliance notice and then receive a follow up discussion to ensure that the change is understood (Last example was when learners under 16 were no longer allowed to operate the band saw).

Evidence of key information gained with remarks

Date	Monitoring Practice	Remarks
NOV ….	CLEAPSS Update: DL265 - Model H&S Codes of Practice in D&T for Local Authorities & other Employers	No changes needed to current H&S
NOV …….	CLEAPSS - L260 - Model Health and Safety Policy for D&T	Minor updates to some of the documentation linked – no real change to content or dept. policy necessary at this stage.
29/10/….	Updates to MRATs: Plastics Oven Abrading Polymers Casting Metal Cutting Power Saws Polishing and Linishing metals Table Mounted Circular Saws Vertical Panel saws Mitre chop saws	Links updated in H&S Documentation and SoWs.

	Hot Melt Glue guns	
OCT ….	CLEAPSS: GL325 using a welding facility	Xxxx to read and take note of contents.
JAN ….	DATA Publication: New challenges to conquer	No immediate H&S needs – needs of remote learning

9. Consultation with staff

If any employee wants to question or raise issues relevant to our safety management systems or physical working environment or equipment, they are encouraged to approach their HoD in the first instance. In addition, the HoD will want to discuss and raise issues on behalf of management.
Safety will be a standing item on all agendas for all meetings and in the first instance if any a question or issue arises formally the discussion will be recorded usually in the minutes of Department Meetings Link / hyperlink.

10. Action Plan

Note down any actions you have planned for this academic year to improve Health & Safety. Include here any actions that have come from a Health & Safety Audit or from recommendations from inspections and examinations etc. (audit trails).

Note: Faults are graded:
Red – Immediate action
Amber – Investigation and rectification as required
Green – Investigated and fault deemed OK for continued safe operation

No.	Fault Identified	Action	Staff	Review Date
1.	**300mm Wood sanders (Disc)** All three were highlighted as having excessive rundown time and open guarding on the 'up' side of the disc	The disc sanders were all deemed too high a risk and have all been/ are in the process of being removed and replaced by new RJH belt sanders		
2.	**PVC Wiring:** Wiring has highlighted as an issue across many of the machines,	Supply wiring in particular will need to be resolved as a matter of urgency – Armoured cable and conduit is the ideal solution here and this will be rectified over the course of the term		

1.	**200mm Metal disc sander** has rundown of over 1 minute – this should be part of the next budget bid for replacement	Metal disc sander should now be a machine that has direct observation from staff to mitigate excessive rundown time.		
2	**Bayleigh Drill:** Wiring considered an issue with no mechanical protection. Drill not mechanically fixed to floor.	Wiring is braided and covered with no signs of rubbing or excess wear. GC to review as part of ongoing checks and address if any wear is discovered. Mass of drill is huge and shows no signs of movement on base. Mechanical fixing to be added by end of year		