



Queenswood School

Health and Safety Policy

2017/2018

The contents of this policy are based on the requirements of Health and Safety law, Health and Safety Executive Advice, DfE advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014 and the Health and Safety requirements of The Education (Independent Schools Standards) Regulations 2016

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See Also Queenswood School Procedures & Policies:

Asbestos Procedure
Child Protection Policy
Compliance Folder
Departmental Local Management Arrangements & Risk Assessments
Educational Visits Policy
Fire Risk Prevention Policy
Fire Risk Assessments
First Aid Policy
Hazard Analysis and Critical Control Point System (in Catering)
Hazardous Material Register (work in progress)
HR Portal
Ladder Register (In Progress)
Pupil Supervision Policy
Queenswood Electrical Equipment and Systems Procedures
Radiation Protection Advisor Report
Risk Assessment for the Transportation of Flammable Liquids
Risk Assessment Policy
School Gas Procedures
School Transport and Vehicle Safety Procedure
Staff Code of Conduct
Swimming Pool Normal Operating Procedures
Visitor Policy

The Requirements

This policy contains the instructions to be followed in 2017/18 to ensure compliance with the law. The Appendices are not part of the policy proper and comprise examples of documents mentioned in the policy and tools to measure the effectiveness of control.

Lettering in **green** shows the changes made to last year's policy. Type 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.
- 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 by different inspecting bodies. Wherever possible the documents should be drawn up such that they satisfy all. School inspection guidance indicates that during the inspection the effective implementation of the policy and risk assessments will be checked through direct observation (with vigilance in relation to portable appliance testing - PAT - access and safety in workshops and labs, storage of chemicals, ponds and swimming pools, electrical safety and hygiene), parent and pupil questionnaires, interviews with pupils and staff, and scrutiny of records and documentation. 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 'file' which is readily available to all employees, visiting Health and Safety Executive (HSE) Inspectors, visiting School Inspectors and auditors working on behalf of the employer. The file must allow printing off of all and individual contents.
- The first document in the compliance file must be the most recent signed copy of the 'General Statement'.
- The second document in the compliance file 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 for the current year.
- The third tranche of documents in the compliance file must be the text of this policy's 'Arrangements' and 'Appendices'.
- The fourth tranche of documents in the compliance file must comprise each appropriate line managers own 'local management arrangements' for health and safety drawn up in accordance with this policy. All aspects of their work and activities must be covered. Tracking sheets for the identified departments, for the current year and appropriately signed can be appended to the 'Organisation for Health and Safety Management'.
- The fifth tranche of documents in the compliance file must be the safe working procedure documents and standalone management plans which do not fit comfortably into 'local management arrangements'. These address whole school issues such as accident recording, asbestos management, fire, first aid, legionella management, medical arrangements, security of site and facilities, supervision of pupils. The risk assessment policy also appears as a standalone policy in addition to being part of this document.
- The sixth tranche of documents in the compliance file must be the group and school pro-formas.
- 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 organisation for health and safety management and 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 available in exactly the same way as the documents in the compliance file.

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
- 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] and without detracting from this primary duty health and safety matters will be administered by the [Bursar] 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/Other] 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

Chair of

Governors

Date

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

Management Duties 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 that the necessary resources for implementation are available and to report to governors at least annually.
- 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 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.

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 duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the 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 [B, C, D, E, F, G and H] are delegated to these persons and written local management arrangements and stand alone management plans can be found with these persons and in the safety file.

Similarly, in the areas 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 responsibilities [L].

The following employees have the responsibility to comply and to ensure safety and health as it applies to their special function:

- Michelle Penn is the educational visits co-ordinator.
- Ian Williams is responsible for asbestos management.
- Ian Williams is responsible for legionella management.
- Donal Grant-Stevenson is responsible for minibus/transport management.
- Emily Grover is the radiation protection supervisor.
- Alison Halsey 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].
- Ian Williams is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

All those with line management responsibility should notify me and the safety co-ordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

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

- Mrs Ann Davy is responsible for first aid and is responsible for checking the first aid facilities, first aid kits and eye wash stations, at least termly. The list of first aiders is contained within the First Aid Policy.
- Ian Williams is 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 to the PA to the Bursar. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of Ian Williams.

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 a safety compliance file is readily available to all employees
 - B Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the principal early in each academic year and that a copy plus the 'Synopsis' is emailed 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, prepare and review risk assessments and carry out thorough examinations, tests and inspections. ("Requirements" identified in the policy and checklists in the Appendices are designed as internal audit tools to assist.)
 - 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 Liaise with HSE/EHO/Fire Service as appropriate

H Act as clerk to the health and safety committee.

The Co-ordinator must advise me and those with delegated duties on the measures needed to comply with the policy, coordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to me.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice and ORPC act as the Radiation Protection Advisor (RPA).

Health and Safety Committee

The Bursar will chair the meetings of the Health and Safety Committee which will meet termly. The members are myself [a representative of the Board of Governors/the Safety Coordinator/the Fire Manager/the Administrator, Business Manager of the Bursar/a small number of others, such as Heads of Departments – those from Science, Sports, PE, Drama, Art and Technology may have significant contributions to make].

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; 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. Recommendations for the agenda are:

- Minutes of last meeting
- Matters arising
- Accidents/incidents/ill health (summary sheet to be completed) plus serious defects – with discussion of any significant events
- Summary of line Manager's Self Evaluation /Effectiveness of Risk Controls - see Appendix Line Manager Evaluation – Demonstrating Effective Risk Control (Summary of Termly Routine Monitoring)
- Report on facilities matters (esp. legionella control, asbestos management and lift safety)
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

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

Consultation with Employees

Employees who wish to consult their representatives 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 are responsible for exercising 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

Other documents 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 Staff Portal.

Signature..... [Date]

Principal

Endorsed by [Date]

[Chair of Governors]

Appendices

Tracking sheets –

Science Y/N

Art Y/N

Drama Y/N

Design and Technology Y/N

Music Y/N

Physical Education Y/N

Facilities Y/N

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

Local Management Arrangements (often in the past known as departmental health and safety policies)

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.

Managers of areas where significant practical work is undertaken such as Art, Technology, Music, Drama, Sports, Science, EYFS, non-syllabus activities, Estates and Catering (if in-house) are required to commit to writing their own specific local management arrangements (LMA) for safety. These arrangements must interpret applicable whole school Policy sections, must be in plain English and must be written as statements of fact reflecting the status quo. The LMA must be as concise as possible. Any supporting information must appear as an appendix to the LMA.

All Managers must include relevant items from the bullet pointed checklist following.

- Document tracking record – this should indicate the means by which updating is accomplished (sometimes ‘tricky’ as HM Gov guidance may change frequently) and the responsible line manager should initial on the tracking record that the annual review has been completed. A copy of the completed tracking sheet must be appended to the ‘Organisation for Safety Management’.

- General objectives, an outline of statutory requirements, and description of duties of employees and others - for example -

These local management arrangements develop school safety policy requirements in a practical way and ensure that every employee in this 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.

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 - we will always aim to base our written work on reliable generic guidance from HSE, 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. As well as being a section of the departmental handbook/documentation, a copy of this document will be kept in the Department Office and will be posted in our folder on the school intranet.”

- The duties of the manager/head of department and all associated delegations (which must be clearly defined) plus a statement that the manager will appraise adherence to the local management arrangements by colleagues;
- Departmental health and safety induction training which is required;
- Job specific health and safety training, refresher training and competencies which are required;
- Legal compliance matters such as for thorough examinations, inspections, accident investigation, risk assessments (the assessments will be carried out as far as possible in accordance with HSE guidance “Five Steps to Risk Assessment” available on the HSE website or through informed use of proprietary risk assessments produced by professional organisations such as CLEAPSS) and safe working procedures. **Risk assessments must cover relevant work activities such as work at height, work on or near water and the potential for slips, trips and falls, work equipment, hazardous and flammable substances, security matters, electrical equipment, DSE, manual handling, and include noise, vibration, lone working, failures and emergencies, personal protective equipment and any special needs of individuals which may be medical, educational or behavioural...** explain precisely how (e.g. by customising information provided by the Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) (see CLEAPSS L192 for Science) or by following HSE’s risk assessment process and by whom written risk work is to be prepared and how the assessments are to be used effectively and, if further action is required, that an action plan must be detailed in writing;
- Any rules for employees and others;
- Any restrictions, which might be imposed by the employer or the manager;
- Methods for colleagues to identify premises defects;

- A requirement to include health and safety as a standing agenda item at department and management meetings;
- Routines for monitoring systems of work, safety of spaces where work takes place, equipment safety and the like – summaries of self-evaluation can be recorded see example in the Appendices “ *Line Manager Evaluation – Demonstrating Effective Risk Control (Summary of Termly Routine Monitoring)* ”
- Arrangements for regular audits of activities and safety documentation.
- Appendices such as:
 - Statutory records together with notes and schedules for the examination and testing of plant and equipment
 - Risk assessments (or where these are found)
 - List of safety texts/guidance for reference and further information
 - List of staff to whom functions have been delegated
 - Checklists for routine monitoring/maintenance of work spaces and equipment
 - Lists of equipment for which training is needed before use
 - Training and competency records
 - 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, the delegations and departmental risk assessments.

Examples of documentation for DT (resistant materials) and a low risk department are given in the Appendices – see *Example Local Management Arrangements DT (Resistant Materials)*
Example Local Management Arrangements Low Risk Departments

Requirement – all the local management arrangements must be available in the safety compliance file.

Queenswood School Procedure

All activities within Queenswood School must be ‘owned’ by a department. Each department must have an LMA in place, these LMA’s contain the departments Risk Assessments. These documents are updated annually and signed off by all members of the department.

The PA to the Bursar will remind all departments of the need to update these LMA’s and RA’s at the start of each academic year. Signed copies are to be received and collated centrally no later than the close of the first half term.

See the Risk Assessment Policy for detail.

Accident Records and Notification – Recording and Reporting Accidents to Staff, Pupils and Visitors, including RIDDOR Recording

Forms which are data protection friendly must be available for recording the details of all injuries etc. which occur 'at work'. An entry must be completed as soon as possible after any accident occurs. The preferred form follows 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

Accident investigation is a separate activity to reporting. An investigation should be carried out as soon as possible after any accident occurs.

Each accident should be investigated to determine the cause and influencing factors and to identify any problem areas or procedures and to recommend review and 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 e-mail 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) not counting the day on which the accident happened must be notified within fifteen days of the accident occurring.

The notifiable specified injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Specified injuries:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which: covers more than 10% of the body; 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;
- any disease attributed to an occupational exposure to a biological agent.

Requirement – a standalone management plan for accident reporting and investigation. Records must be kept for at least three years, indefinitely is best practice.

Queenswood School Procedure

All accidents must have an accident report completed, these are available in the General office. These are then sent to the Bursar's PA. Should a RIDDOR be submitted the H&S Coordinator (Bursar) is to be notified with immediate effect and an investigation launched. All relevant documentation and actions are to be printed off and retained along with the original report.

A summary sheet of the Accident Reports is to be maintained by the Bursar's PA, these are to be analysed prior to each H&S Committee meeting or as necessary. Analysis will help to see trends in supervision, times, activities, locations, types of injury and repeat persons. The analysis included in the appendices to the H&S Policy is not used.

See the First Aid Policy for detail.

Asbestos – Workplace Safety for Staff, Pupils and Visitors

Control of Asbestos Regulations apply and are strictly interpreted by the enforcing authorities.

Asbestos containing materials (ACMs) were used in buildings until 2000. Many premises still contain asbestos so tradesmen, maintenance workers, computer and cable installers etc. are still at risk. **There is a duty to institute a formal plan for asbestos management either** where ACMs are present or when it is necessary to presume that materials contain asbestos unless there is strong evidence to the contrary.

All employees who may come into contact with asbestos during their work must have asbestos awareness training. Maintenance workers and cable layers are good examples of the relevant groups of employees. Asbestos can be found:

- In sprayed form and loose packing form, generally used as fire breaks in ceiling voids
- In moulded or performed 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.

Details of surveys must be noted in an asbestos register and must include:

- Locations from which negative samples have been taken
- 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.)
- Condition of the ACM (is there damaged or deteriorating asbestos with a risk of fibres being released?)
- Surface treatment if any
- A statement detailing the limitations or exclusions of any survey carried out.

The manager must then assess the risks of the ACMs (HSE provide a priority scoring tool on their website). 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 those, including occupants, maintenance, IT and contractors who might work on or might disturb the known ACMs on site are formally informed (often at the tender stage or similar if there is to be a contract) that the materials contain asbestos and that they must not disturb them or carry out work except as described in the next section.
- Where it is acceptable, the asbestos must have an appropriate warning label.
- 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 (which must be kept up to date by identifying amongst other things removed and encapsulated asbestos) and are often signed with warning labels. 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).

- Work on asbestos and ACMs must only be carried out by a contractor licensed by the Health and Safety Executive and 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.

Requirement - the employee identified in the 'Organisation' section is responsible for asbestos management. The appointed person must be provided with the resources, skills, training and authority to ensure that ACMs are managed effectively. The person's responsibility will include managing surveys, and the quality and subsequent use of the data. A standalone management plan must be drawn up.

Queenswood School Procedure

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

The Bursar, manages the Asbestos Plan and Register.

See the Asbestos Procedure

Construction "Projects" – Workplace Safety for Staff, Pupils and Visitors

Construction Regulations amongst other things impose duties concerning the safe design and management of construction projects.

Projects involving a construction phase likely to last longer than thirty days and involving more than twenty workers simultaneously must be notified by the client to the local office of the Health and Safety Executive. Notification should be made on the appropriate HSE form (F10) available on the HSE

Health and Safety File

A health and safety file may need to be prepared. The health and safety file must contain relevant information about the project which should be taken into account when any construction work is carried out on the building after the current project has finished. The file is only required for projects involving more than one contractor. The file is basically the record of health and safety information for the end user and a copy must be kept by the employer for reference purposes.

Requirement - if a health and safety file has been prepared then it must be available for appropriate reference purposes.

Queenswood School Procedure

Any Major School Project likely to last longer than 30 days and involving more than twenty 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 the duties of Client, Designer and Contractor. Further detail can be seen in the Maintenance Department Local Management Arrangements, and are based on the HSE form CIS80.

Safety Arrangements for contractors are covered later in this policy under Contractors.

See Local Management Arrangements.

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 trade unions are recognised)

When the employer recognises a trade union and that trade union has appointed safety representatives in accordance with SRSCR then the employer must consult the safety representatives on matters affecting the group or groups of employees they represent. Members of these groups of employees may include people who are not members of that trade union. Under the HSCER any employees not in groups covered by trade union representatives must also be consulted by their employers. The employer can choose to consult them directly 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.

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.

Requirement - consultation maybe via an established committee forum e.g. the safety committee or separate meetings may be arranged. Agendas must be readily available for input from all categories of employee, both teaching and non-teaching, and minutes must be made available to all. It should be clear that any employee who wishes to have an input will be given ample time and opportunity to do so.

Functions of safety representatives

- To investigate potential hazards and causes of accidents at the workplace
- To investigate employee complaints concerning health etc at work
- To make representations to the employer on matters arising out of hazards and causes of accidents and on general matters affecting the health etc of the employees at the workplace
- To carry out the following inspections:
 - Of the workplace (after giving reasonable written notice to the employer)
 - Of the relevant area after a reportable accident or dangerous occurrence or if a reportable disease is contracted, if it is safe to so and in the interests of the employees represented
 - Of documents relevant to the work place or the employees represented which the employer is required to keep - reasonable notice must be given to the employer
- To represent the employees they were appointed to represent in consultation with HSE inspectors, and to receive information from them
- To attend meetings of safety committees.

Queenswood School Procedure

A single H&S Committee is formed of persons with a wide variety of experience. A governor is involved within the committee and meetings are chaired by the Bursar.

All departmental meetings have H&S on the Agenda.

Contractors - Workplace Safety for Staff, Pupils and Visitors

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 normally 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. Under the regulations, three main roles are identified, 'client' (the School), 'Designer', and 'Contractor', and depending on the size of the project the role of the designer may be a separate appointment (e.g. an architect); or may be fulfilled by the school as client; or may be fulfilled by the contractor (i.e. design and build in its broadest sense).

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 does 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, 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.

Requirement – ~~evaluation forms completed by contractors must be readily available.~~ Evidence of exchange of information and liaison must be retained in retrievable format. A senior manager should be nominated to liaise with contractors.

Queenswood School Procedure

All facilities contractors are appointed by the Bursar. He will send them a copy of the Site Rules and ensure that they complete a Contractor Safety Evaluation Questionnaire (see below) and send in a copy of their Insurance. This Safety Evaluation encompasses scrutiny of Risk Assessments and 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 three 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 an enhanced DBS and reference checks. This 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 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 be left undisturbed and the school contacted immediately Also see section on *Asbestos – Workplace Safety for Staff, Pupils and Visitors*

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

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 which has been provided to company personnel in the last 12 months please use separate sheet if required			
Course (eg asbestos awareness training)	Training Provider		Dates
7 Does your company use sub-contractors?			YES
If YES please outline how you ensure sub-contractors' competence			NO

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 – Workplace Safety for Staff, Pupils and Visitors

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”.

The use of display screen equipment (DSE) by pupils is not covered by the regulations but all workstations at which employees work should comply with the minimum requirements.

Likely “users” are secretaries, word-processing workers, accountants and accounts staff. 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. It is likely that there will only be a small number of users.

An assessment must be carried out on the workstations of each user on initial identification of need and this should be recorded; the assessment should be carried out using the HSE workstation checklist; and once an assessment has been carried out, any remedial action, as indicated by the checklist must be taken. Assessments must be regularly reviewed.

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

Where separate spectacles are recommended for use with DSE, the cost of a basic pair of glasses must also be met by the employer.

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.

Requirement –assessments must be undertaken using the HSE workstation checklist **ISBN 9780717665211** which can also be used for self-assessment. It is freely available on line via the HSE website. Line managers must check the assessments. It is their duty to follow through any actions identified.

Queenswood School Procedure

A number of members of the support staff have been given some familiarisation training in conducting Display Screen Assessments and will conduct these on designated staff. The designated user list is populated by the Bursar and held by the Bursars PA, who also coordinates this activity.

Staff who are on the designated user list qualify for an eye test at the expense of the school, these should be requested in advance and will be paid as an expense. Designated users who then need spectacles will have the choice of having a set provided by the school, or having £50 contributed to the cost of a new pair of glasses.

This activity will be supported once every other year, excepting when there is a significant change in the individual's eyesight. This is paid as an expense, the school is not a member of a voucher scheme.

Educational Visits – Procedures for Off Site Visits, including Residential Visits and any School Led Adventure Activities

Employees in charge of and assisting with visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere

HSE case studies

- Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014 or latest version
- 'Safe Practice in Physical Education and 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 gives more detail on detailed procedures, it includes reference to roles and responsibilities along with specific advice. The school uses a software package called Evolve. The Educational Visits Coordinator is Michelle Penn who works closely with the Deputy Head Staff. The school does not organise work placements.

See Educational Visits Policy

Electrical Equipment and Systems – Workplace Safety for Staff, Pupils and Visitors

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.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- 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.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- 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 supporting Memorandum of Guidance issued by the Health and Safety Executive 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 the guidance given in Health and Safety Executive Guidance Note GS23. Although this is no longer published, the HSE has made it clear that it regards the advice as still valid. If necessary, CLEAPSS could supply a copy.
- 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 in the past to mean that in addition to normal employee vigilance and planned inspections there is a need for a combined inspection and test by a competent person on an annual basis. This is an over simplistic view. For instance, HSE recommend biennial visual inspection only for double insulated items in offices and other low risk areas. Judgement is required to identify risk control measures commensurate with the risk¹.

Visual inspection can detect most defects and can be carried out by any trained and competent employee. It should be undertaken as follows: after disconnection from the mains, the person carrying out the visual inspection should look for signs of damage such as cuts and wear to the cable covering; any non-standard joints in the cable; the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible; damage to the plug itself such as cracked casing or bent pins; any burn marks or staining indicating overheating has taken place and damage to the outer cover of the equipment. The inspection could also include removal of the plug cover to check that a proper fuse is being used, that the wires are attached to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage – however with moulded plugs only the fuse can be checked.

Testing using an appropriate test instrument can also be carried out by any trained employee and examples of portable items which still require annual inspection and testing are:

Science departments	scientific apparatus running off mains voltage and being used in the laboratory (but not refrigerators or office type equipment)
Drama studios and theatres	lanterns, lighting and lighting controls
DT and art workshops	all tools and equipment not permanently wired into the fixed installation where these are not doubly insulated
Kitchens	all equipment and machines not permanently wired into the fixed installation
Living accommodation	items belonging to the school with multi-person use e.g. toasters
All departments	extension leads and earthed equipment such as electric kettles.

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 boarding house 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.

Requirement – regular inspection and testing of the electrical infrastructure and portable electrical appliances. Records must be readily available.

Queenswood School Procedure

Electrical installations and maintenance at Queenswood School is conducted by suitably qualified and experienced tradesmen. Queenswood School conducts Fixed Wiring Checks and PAT as per HSE guidance.

See Queenswood Electrical Equipment and Systems Procedures.

¹ Experience should be used to identify the frequency of inspection and testing. Also see HSE HSG 107 (2013) "Maintaining Portable Electrical Equipment".

Fire Precautions – Workplace Safety for Staff, Pupils and Visitors including Testing of Alarms and Evacuation Procedures

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment². 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 hirer of part 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.

²There is considerable guidance, on how to fulfil the assessment duties, contained in Fire Safety Risk Assessment – “Educational Premises” plus “Sleeping Accommodation” both 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.

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 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.

Requirement – standalone fire risk (prevention) arrangements. The document in the Appendices – see *Example Fire Risk (prevention) Management Arrangements* - should help to identify how to draw this up.

Queenswood School Procedure

Queenswood School takes its Fire Safety extremely seriously. Fire Risk Assessments are undertaken and renewed annually or if there is any change in the building use. The site has regular area safety inspections, the automatic detection system and emergency lighting system is well maintained and pupils are regularly drilled in the process of evacuation drills.

See Fire Risk Prevention Policy.

See Fire Risk Assessments.

First Aid

It is incumbent on the employer to administer timely and competent first aid. The total number of first aiders (including 'paediatric' first aiders) and appointed persons must be identified after all relevant factors have been assessed, including age of pupils, 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.

First aiders must be certificated. (There are two levels of **first aid 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 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 Bursar 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 telephone numbers of nominated first aiders and appointed persons and the location of the nearest first aid container.

First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to the 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

Sufficient quantities of each item should always be available in every container. In most cases the listed items will suffice:

- One guidance leaflet
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Two medium sized individually wrapped sterile un-medicated wound dressings
- Two large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)
- One pair of disposable gloves.

If additional materials and equipment are assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept. 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 listed items will suffice.

- One guidance leaflet
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing approximately 18cm x 18cm
- Two safety pins
- Two triangular bandages
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves.

Spillage kits

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

Records

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

Requirement – a standalone management plan which may be called the first aid policy and include both accident reporting and medical care of pupils.

Queenswood School Procedure

Queenswood School has a number of first aid trained staff as well running a medical centre during the term time. First aid kits are well stocked and located at key points on the site. There are defibrillators located in Centre and at the Pavilion.

See First Aid Policy.

Flammable Liquids – Workplace Safety for Staff, Pupils and Visitors

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 UK Petroleum Industry Association Guidance on the storage and decanting of petrol which is as follows:

Storage of petrol at the workplace (unless notified to the enforcing authority or specifically licensed) 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.

UKPIA's advice is don't hoard large amounts of petrol in your vehicle or workplace - it's dangerous and it could be against the law. People who have a genuine need to store large quantities of petrol need to obtain a license or notify the appropriate authority.

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 of the fire extinguisher.

Requirement – check this instruction against storage of flammables including petrol. Check how petrol is transported.

Queenswood School Procedure

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

See Risk Assessment for the Transportation of Flammable Liquids.

Food Safety

Where any food operation is managed and operated in-house the employee in charge must ensure that a suitable food safety management system based on HACCP principles is in place, with appropriate records to support this.

The employee in charge must be adequately trained in HACCP principles 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 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.

Requirement – current food safety and health and safety audits must be available on request from contractors. Local management arrangements must be produced where catering is managed and operated by the school.

Queenswood School Procedure

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

See Hazard Analysis and Critical Control Point System.

Gas Safety – Workplace Safety for Staff, Pupils and Visitors

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.

Qualification and Supervision

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 the Health and Safety Executive (currently this is Gas Safe). The employer must ensure that in-house staff or contractors working on gas fittings are appropriately registered.

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately registered persons. Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

Existing Gas Fittings

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.

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.

Requirement – the maintenance of all gas fittings must be by Gas Safe technicians. Records must be kept of all repairs and maintenance. The main gas stop cock should be signed and have emergency instructions attached.

Queenswood School Procedure

Gas installations and maintenance at Queenswood School is conducted by suitably qualified and experienced tradesmen. Queenswood School has pressure vessels and boilers inspected on an annual basis. Domestic properties receive a Landlord Certificate.

See School Gas Procedures

Hazardous Materials Register – Workplace Safety for Staff, Pupils and Visitors

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 foreseeable affect the hazardous materials and create risks to the workers themselves or others. Where significant risk is identified written risk assessments should be prepared.

Requirement – ensure register is up-to-date and made available.

Queenswood School Procedure

The Bursar is compiling the Hazardous Material Register for the site. This will be complete by the end of Dec 2016.

See Hazardous Material Register (work in progress)

Information, Instruction, Training and Supervision – Including Training for Staff in Health and Safety Matters including Risk Assessment

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 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. See induction checklist at end of this section. Thereafter employees and in certain cases pupils must be competent in the tasks required of them and/or must be adequately supervised by competent persons. Where the need for further-specific training and instruction is identified in addition to induction training it must be provided. Health and safety will be a discussion point in both teaching and none teaching appraisals.

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 fire fighting).

Some forms of specific training are required by legislation such as training and certification for persons who use pesticides. Some forms of training are very strongly advised such as for those who 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 which training must cover	Name and Department	Required by date
<p>Examples:</p> <p>Line management competency training to cover matters such as safety awareness, ownership of School Policy and local management arrangements risk assessment, and safety event investigation</p> <p>Management training - specific such as management of asbestos and legionella</p> <p>Safety coordinator training, EVC training (RGS etc), work experience coordinator training</p> <p>Competency in use of grounds machinery/work equipment (HOD should list items)</p>		

<p>Competency in use of high risk work equipment such as woodworking machinery and acetylene welders.</p> <p>Competency to change abrasive wheels</p> <p>“Mind your back” (‘general’ manual handling)</p> <p>Manual handling – portering, maintenance, art, DT, drama, admin etc.</p> <p>Resistant materials machinery and equipment (if DATA training, need refresher every five years)</p> <p>Asbestos Awareness – likely for maintenance and IT personnel</p> <p>Fire procedures – all</p> <p>Fire actions - job specific</p> <p>Evacuation chair – relevant persons</p> <p>Application of pesticides</p> <p>Erection, demolition of tower scaffold, use of hoists, ladders, step ladders</p> <p>First aid at Work</p> <p>Paediatric first aid</p> <p>Life guarding and life saving</p> <p>Pool plant operation</p> <p>Use of chainsaws</p> <p>Minibus driver familiarisation</p> <p>High risk sports coaching e.g. trampoline, rugby, water sports coaching – safety aspects</p> <p>Radiation Protection</p> <p>Food hygiene level II for food technologists</p>		
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Name of person completing form:

Signature:

Date:

Requirement – annual safety training needs survey. Training records must be available on request.

Queenswood School Procedure

Detailed Induction training is given on the arrival of each member of staff, this encompasses an overview of H&S and then a more detailed look at individual areas through the use of Line Managers and the Induction Checklist (from H&S Policy).

H&S Training Needs Surveys are sent out on an annual basis in order to ensure that department heads think about requirements and needs.

The H&S Committee has a small specific training brief as part of the committee procedure.

Health and Safety Induction Training – checklist *(can be completed by employee on line - change wording accordingly)*

Name _____
 Department _____]

		Please tick	
		Yes	No
1	Demonstrate how to activate the fire alarm at the place nearest to the employee's normal place of work.	<input type="checkbox"/>	<input type="checkbox"/>
2	Explain the fire procedure.	<input type="checkbox"/>	<input type="checkbox"/>
3	Walk the emergency exit nearest to the normal place of work.	<input type="checkbox"/>	<input type="checkbox"/>
4	Identify the emergency exit routes signs.	<input type="checkbox"/>	<input type="checkbox"/>
5	Explain how to contact a first aider.	<input type="checkbox"/>	<input type="checkbox"/>
6	All first aid trained persons and other staff must know that should any person's ill health condition be a cause for concern an ambulance must be called and the Bursar informed. All accidents and near misses which happen at work should be reported. Identify where the accident book is located	<input type="checkbox"/>	<input type="checkbox"/>
7	Explain how to access the health and safety policy and go through the Organisation for Health and Safety Management. If employee has a specific role, identify any training required below.	<input type="checkbox"/>	<input type="checkbox"/>
8	If a DSE assessment is required, explain and pass a copy of this form to the DSE assessor or run the self-assessment programme.	<input type="checkbox"/>	<input type="checkbox"/>
9	The line manager must familiarise the new employee with the local management arrangements, local emergency procedures, equipment, processes and risk assessments and if practical work is involved there may be a need to demonstrate processes. (Job specific training is in addition to this.)	<input type="checkbox"/>	<input type="checkbox"/>
10	Detail any job specific health and safety training that is required* and note the target date for completion.		
	*If manual handling training is required (all employees would benefit) play DVD programme	<input type="checkbox"/>	<input type="checkbox"/>

Employee signs
 if
 understood/date

Sign/date
 For HR

Inspections, Maintenance (and Where Necessary, Examination and Testing) of Plant, Equipment and Premises plus Regular Safety Activities

In addition to user vigilance (which may be supported by checklists in certain circumstances such as for EYFS situations), 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 must be retained for future reference. NB A detailed property assets register is invaluable.

- Gas fired boilers and appliances – service 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 annually 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 – formally inspect once per term
- Fume cupboards and any other local exhaust ventilation (LEV) equipment – thoroughly examine every fourteen months
- 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's recommendation
- **[Swimming pool rescue equipment – inspect weekly**
- **Swimming pool water quality – test regularly depending on bather load]**
- 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 including asbestos, fixtures & fittings.... include items to reduce risk of slipping/falling which are major causes of accidents in schools...Example Termly Inspection (short version) for personalisation by line managers inc. dept. heads Example Termly Inspection (long version) - for personalisation by line managers inc. dept. heads may be of assistance inspect annually or in accordance with risk assessment. Formal defect reporting procedures are also required

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 and in boarding houses additionally during boarding hours (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.

Requirement – all records must be available on request.

Queenswood School Procedure

An inspection compliance file will be maintained by the Bursar's PA and located in the Bursars Office.

See also Compliance File.

Ionising Radiations — Workplace Safety for Staff, Pupils and Visitors

The employer has appointed a Radiation Protection Advisor (RPA) and the school must appoint a Radiation Protection Supervisor (RPS) who must have attended an appropriate course of training and whose duties appear in writing.

Authorisation to hold the sources, an up-to-date list of sources and a note of the purchase dates of the sources must be kept by the RPS. It is recommended that schools do not hold radioactive sources that require a permit under the Environmental Permitting Regulations. Sources either singly or in total must be either Out of Scope or Exempt from requiring a permit. The total activity must be less than 4MBq.

The RPS must ensure that local rules and risk assessments have been drawn up and are kept up-to-date. Example local rules and assessments appear in the Appendices — see

Line Manager Evaluation – Demonstrating Effective Risk Control (Summary of Termly Routine Monitoring)

Department Name:

Period covered – From date:

To date:

Awareness of/ownership of whole school health and safety policy, any local management arrangements (LMAs) and risk assessments (RAs) <i>(availability, signing off sheets, use)</i>	Accidents/Safety Events Actions required/taken <i>(record what happened and if any action was needed to prevent recurrence – has this been completed?)</i>
Health and Safety training including induction <i>(record training including dept induction training carried out - include familiarization with risk assessments, procedures and practices – if science, have cleapss ‘diaries’ been completed?)</i>	Learning walks, thorough examinations, testing, inspections, observations <i>(record what you have done in this context, what you found out and if any action was needed – if needed, has it been completed?)</i>
New/reviewed space /equipment /procedures /occupants <i>(record what has happened in this context and what you needed to do – have you completed actions required?)</i>	New/reviewed ‘information’ <i>(record what you found out and what you needed to do - have you completed actions required?)</i>

New/reviewed risk assessments <i>(which ones? Are further controls needed? or have you completed actions required?)</i>	Issues raised by HoD, staff or consultant <i>(what were these and what have you done? have you completed actions required?)</i>

Local rules and risk assessments for radioactive sources

All sources including the cloud chamber sources must be stored securely in a lockable metal cabinet. No other items may be stored in the cabinet. The cabinet must be signed with the radiation hazard warning sign.

An administrative system recording the movement of sources using a source movement book/log must be in place.

The RPS shall be notified immediately if any source is lost, stolen or damaged.

The RPS is responsible for ensuring leakage tests are carried out on the closed (sealed) sources in the school and for ensuring appropriate records are being kept. Cloud chamber sources need not be leakage tested.

Advice should be obtained from the RPA before new sources are acquired.

The RPS must notify the local Fire Brigade of the whereabouts of the radiation source store.

Records of all disposals of radioactive sources shall be kept by the RPS. The records should include the date of disposal and, if appropriate, to whom it was sent or by whom it was removed.

Requirement – records of leakage test results, local rules and risk assessments must be available on request.

Queenswood School Procedure

Emily Grover (Head of Physics) is named as the School Radiation Protection Supervisor (RPS). Oxford Radiation Protection Consultants (ORPC) have been appointed as the school RPA, they are available for telephone support and will visit site as required, but at least every 5 years.

The RPA survey is held by the RPS with a copy held by the Bursar's PA.

Lifting Operations and Lifting Equipment – Workplace Safety for Staff, Pupils and Visitors

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
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).

Requirement – thorough examination and service records must be available on request. Procedures for releasing trapped passengers must be posted in lift cars.

Queenswood School Procedure

The school has two lifts which are located in the theatre and ABC (teaching block); these are maintained by Omega lifts. Hoists and chains are subject to inspection as per departmental asset registers.

Manual Handling and Lifting – Workplace Safety for Staff, Pupils and Visitors

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 required 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. (See “ Requirement” below.)

The Manual handling assessment charts (MAC) and Risk assessment of pushing and pulling (RAPP) tools are part of HSE’s toolkit, along with the Assessment of repetitive tasks of the upper limbs (the ART tool) and the Variable MAC tool (V-MAC). The 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.

Use of the 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 should conform to the overriding requirements in legislation.

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

Requirement – the HSE guidance on the regulations ISBN 978 0 7176 6653 9 is available online (contains the filters) and together with the HSE tools, also available on line, should be consulted by those line managers who consider that manual handling in their area of responsibility creates risk. They should commit assessments to writing in accordance with HSE guidance and provide training where necessary.

Queenswood School Procedure

All staff are briefed on induction and are encouraged to think about this through risk assessments, local management arrangements and training needs surveys.

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

Maintenance and grounds staff have internal re-training on an annual basis. Risk assessments must be in place for regular lifting operations, HOD’s are responsible for this.

Minibuses in the UK

A minibus is a motor vehicle with between 9 and 16 passenger seats.

Use of the minibus must be preceded by an assessment of risk involved and written risk assessment work must be prepared.

Drivers must have adequate rest before 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 must take longer breaks more frequently.

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.

There is an example drivers' declaration form which may be useful in the management of all driving at work appears.

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. ~~Therefore the subject is covered in more detail as Appendix Minibuses Management instead of a full section in the Policy proper.~~

Queenswood School Procedure

The school has a number of minibuses, smaller 8 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 detail.

See Transport and Vehicle Safety Procedure.

Noise Control – Workplace Safety for Staff, Pupils and Visitors

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 dB. 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 dB 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

Purchasing Policy

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

Requirement - risk assessments must be carried out if any employee/pupil is likely to be exposed to noise at or above the lower exposure action values. A risk assessment should be carried out for teaching staff and technicians who work in resistant materials workshops. Hearing protection for pupils may be necessary if working at or near powered machinery. (Daily noise exposure depends on both noise level and length of exposure.) Copies of risk assessments must be readily available.

Queenswood School Procedure

All maintenance and grounds staff are issued with hearing protection pertinent to their role and constantly reminded to ensure they are worn.

DT staff and pupils have PPE available and it is used as per risk assessment for 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.

Health and Safety Executive Case Study – School Music Department

Despite the excellent acoustics of purpose-built practice and performance facilities, music teachers at a 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:

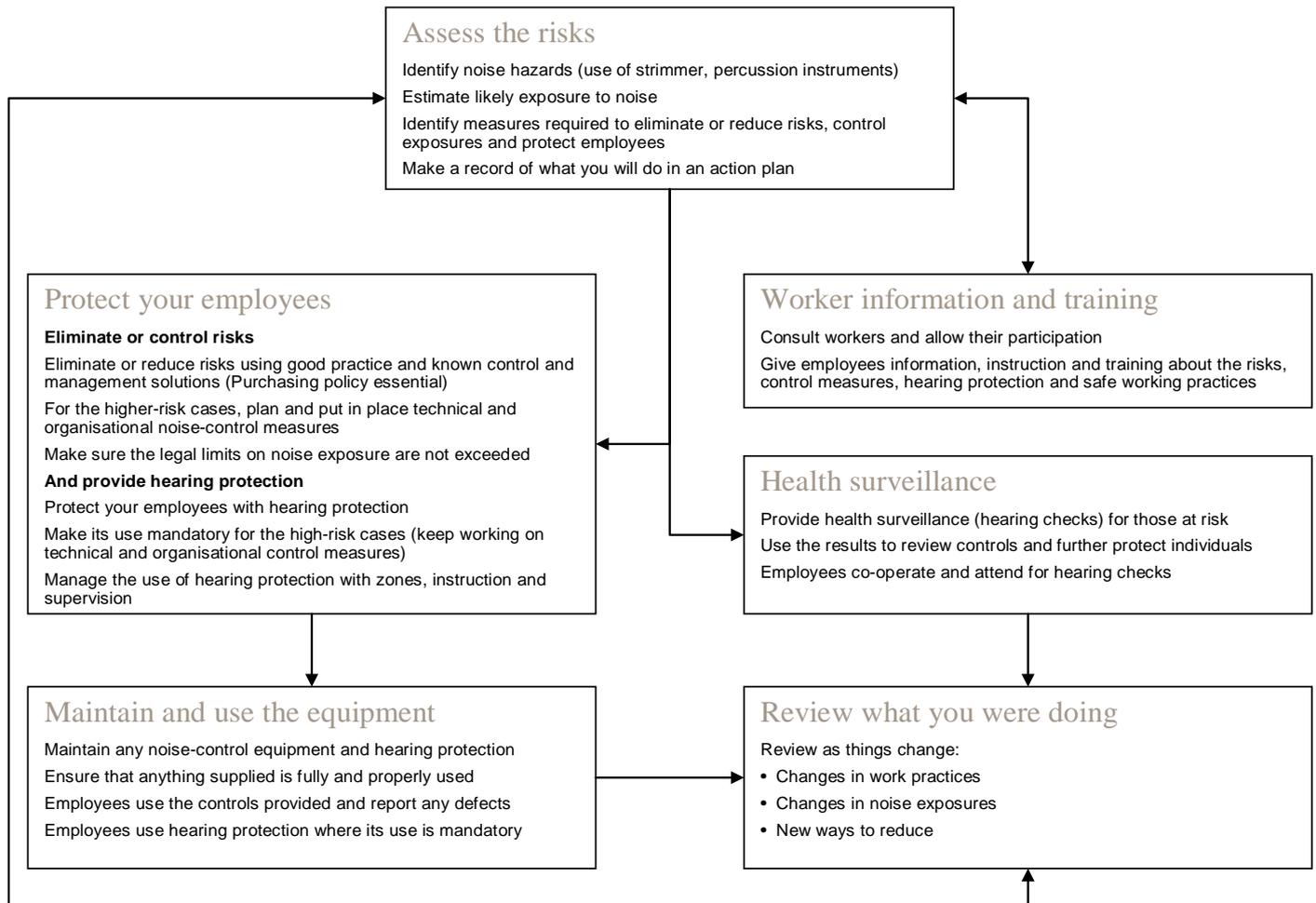
- Lower noise levels are possible in the larger practice rooms. These should be the preferred choice for lessons on louder instruments.
- Avoid playing loudly all the time. Reduce the exposure time at hazardous levels by having a repertoire of loud and quiet pieces.
- Limit the amplification of electronic 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 Large practice room 76	5 hours Not exceeded

Managing noise risks

Obtain “Controlling noise at work” Guidance on Regulations



Personal Protective Equipment (PPE) – Workplace Safety for Staff, Pupils and Visitors

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 (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 and 'CE' 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 molten 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.

Protective 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 must be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

For some operations 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 must be made available.

Requirement - managers must assess where and how PPE is to be used and maintained. Training records must be kept. Assessments must be readily available for inspection.

Queenswood School Procedure

Grounds and Maintenance 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 staff and pupils have PPE available and it is used as per risk assessment for the activity.

Pesticides – Workplace Safety for Staff, Pupils and Visitors

There are legal controls on the use of pesticides to safeguard people and the environment.

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.

Requirement – the grounds man or similar must check that all pesticides in use are approved. Assessments for use of pesticides must be readily available for inspection.

Queenswood School Procedure

One groundsman is qualified in the use and application of pesticides, more are in the process of being trained. The correct PPE is worn when spraying and pesticide registers are retained.

Premises – Workplace Safety - Including the Prevention of Slips, Trips and Falls

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

- Ventilation - workplaces need to be 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 to ensure that dirt or refuse is not allowed to accumulate and spillages and deposits are 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.
- 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.

Requirement - Workspace inspections must be arranged on at least an annual basis (these can be carried in distinct and defined areas by the employees in charge of those areas or by the Bursar) and a written defect notification procedure must be organised.

NB there are additional 'educational' regulations applicable to premises.

Queenswood School Procedure

Annual inspections are undertaken and recorded by either the Bursar, or a designated member of staff. Records of these are held by the Bursars PA.

Pressure Vessels and Associated Equipment – Workplace Safety for Staff, Pupils and Visitors

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 small autoclaves shall be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

Requirement – a list of pressure vessels and records of periodic thorough examinations must be readily available.

Queenswood School Procedure

Pressure vessels are inspected by our insurance inspectors, RSA. Records are held in the Maintenance Department.

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, river or pond) 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.

Requirement – a standalone management plan must be drawn up.

Queenswood School Procedure

See:

Supervision Policy (for Pupils)

Risk Assessment for Pupil Welfare

Risk Assessment

NB 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. Such a policy is called the Pupil Welfare Policy and is covered by this section.

The Management of Health and Safety at Work Regulations and other safety regulations made under the HASWA require risk assessment of the place of work, plant, equipment, substances and practices and risks to persons other than employees who may be affected by the undertaking. All reasonably foreseeable risks covered by that legislation and other legislation relevant to pupil welfare and specific risks which are identified by specific health, safety and fire regulations must be assessed. The assessments will be carried out by competent employees (see the organisation section for who carries out the risk assessment work), or if necessary through competent assistance, in accordance with HSE guidance which can be found on the HSE website. NB the concepts of risk assessment in the guidance apply to the global risk assessment process.

The management regulations also 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 risks could include swimming pools, gas leaks and threats to personal safety.

The requirements of the whole safety policy documentation (see the organisation section for who carries out the risk assessment work) together with documented local management arrangements and regular inspection and assessment regimes, form the basis of our broad risk assessment.

Specific assessments must be suitable and sufficient. This means taking into account real risks and avoiding the trivial. The assessments must also take into account risks faced by all employees, particular employees and other persons who may be affected by work activities - for instance, the employer is required to assess risks to employees who are new or expectant mothers; and pupils and employees with known infections and significant health and temperament problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety and the safety of others.

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

Reputable 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 website, 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 L192 for Science, must be followed.

Assessment of the risks must be undertaken before employees and others (including pupils) are exposed. Risk assessments and procedures must be kept up-to-date and must be effective. Arrangements for evidencing effectiveness can be listed amongst the risk controls. Physical inspections, inspections of documents and learning walks are good examples of evidence. They must be reviewed regularly and at least annually.

Line managers are responsible for assessment and for producing written risk assessments. A high standard of work is expected and a form which can be used for committing risk assessments to writing follows at the end of this section.

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). 'Risks' include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself.

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.

If there is significant risk to the health and safety of an identified new or expectant mother 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 –
- If suitable alternative work is available it 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 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 and repeated. 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 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 that which is already needed by health and safety legislation.

Actions Required

Where the employer employs young people (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 website should be consulted.

Before young people start work a relevant written risk assessment(s) must be reviewed and the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
- The fitting-out and layout of the workplace and the workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of the health and safety training provided, or to be provided, to the young persons

- Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

If the school arranges its own careers experience placements the school must ascertain that relevant risk assessments relevant to the work experience before each placement begins.

Parents and those with parental responsibility for school-age children (i.e. under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves should be similarly informed.

Requirement – the location of all risk assessments must be identified in the compliance file, fourth tranche, and must be readily available for inspection.

Queenswood School Procedure

Training is given on an annual basis by the Bursar, RA's are located on the s:drive.

See also the Risk Assessment Policy.

Risk Assessment

Department	
Reputable base information used	
Name of Assessor (if not completed by line manager should be authorised by line manager – authorisation initials must be added) and Full Date	
Signed	

Activity or Area		
What are the hazards?		
Persons who might be harmed		
How might the harm occur – the “risk”	Current risk controls	Further action necessary to control risk and action plan – add employee responsible, target date and completion date
	<p><i>Arrangements for evidencing effectiveness may be listed here. Physical inspections, inspection of documents and learning walks are good examples of evidence.</i></p>	

Security and Lone Working – Workplace Safety for Staff, Pupils and Visitors

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 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 work safety 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.

Requirement – risk assessments for security and lone working must be readily available.

Queenswood School Procedure

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

Signs – Workplace Safety for Staff, Pupils and Visitors

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.
- Fire fighting equipment signs are rectangular or square with a white pictogram on a red background.

Information on all of these signs can be found in [L64 Guidance on Safety Signs and Signals](#).

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

Requirement - 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 Procedure

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.

Sports, Games and Activities – Non Curriculum

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.

Requirement - 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 file.

Queenswood School Procedure

Risk Assessments for all such activities are held by the Director of Sport. These are briefed to the Sport and PE Department staff (including coaches) on an annual basis. These 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) – Workplace Safety for Staff, Pupils and Visitors

Requirement - "Health and Safety Law" posters and a current certificate 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

These are displayed in Reception Areas, Staff Rooms, Tea Rooms, Kitchens and Staff Work Areas.

Stress – Management of Work Related Stress

Introduction

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

To alleviate perceived pressures as far as is 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 risk assessments for potential stressors should follow the HSE's risk assessment process available on their website. Factors to be considered by assessors are:

Demands	Such as workload and fear of exposure to physical hazards
Control	The degree of control an employee has in the work that they do
Relationships	In particular harassment or bullying
Change	In the way organisational change is managed and communicated
Role	Whether an employee understands their role, in particular if any employee has conflicting roles.
Training	Whether training has been provided to enable employees to undertake the core functions of their job
Support	Provided by peers and line managers
Individual Factors	Whether allowance has been made for individual differences.

Requirement - assessment should also be carried out on request from an individual employee, when an employee has been absent on a stress related illness and where an individual 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 discrete access to a help line (Employee Counselling), details are shown on the HR Portal.

See HR Portal.

Substances Hazardous To Health and Similar

The Control of Substances Hazardous to Health Regulations 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. Model written assessments are available, e.g. BS 4163:2014 for technologists and CLEAPSS Hazcards for chemists (CLEAPSS instructions must be followed). NB CLEAPSS Hazcards are only suitable for use in science - they are not designed for other areas of work. 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.

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 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 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.

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 can be useful) and assessed. The risk assessment form found in the section under that name should be used to record the assessment. Any WEL should be identified and taken into account, as an indicator of risk, as should 'checks' on 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 and the written assessment must detail:

- 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 of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved

NB numerous 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 to supplement any 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 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.

Requirement – assessments must be readily available on request.

Queenswood School Procedure

Departments should try to remove and/or reduce the use of substances that are hazardous to health. Consideration should be given to the use of alternative non-hazardous products, and premixed products.

All items that contain a warning symbol will need to be risk assessed as per the DATA Sheets. COSHH Files will be held by Head of Business Operations (Cleaning and Catering), Head of Maintenance (Maintenance), Head of Estates (Grounds) and teaching departments as necessary (typically DT and Art). Science may utilise CLEAPSS Hazards in lieu of Risk Assessments. This should be referred to in the Local Management Arrangements.

Swimming

Pupil supervision

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

Safety rules (for example where there is a swimming pool - pupils must not eat anything in the pool area, misbehave either in the water or on the pool-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 pool edge) must be spelled out clearly and then enforced. A copy of the rules must be found within the lake safety procedures /pool safety operating 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 lake/ pool-side.

When users are in the lake/pool, 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.

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 swimming pool 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 particularly at risk is required 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 pool 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) must comprise action to be taken in the event of a foreseeable emergency, for example:

- Discovery of a casualty in the water

- Serious injury to a bather
- Emission of any toxic gases
- Any structural failure
- Lighting failure
- Outbreak of fire (or sounding of the alarm to evacuate the area)
- Disorderly behaviour (including violence to staff)
- Overcrowding
- Lack of water clarity
- Bomb threat.

The procedure should make it clear, if it becomes necessary, how to clear the water or evacuate the building. To ensure the effectiveness of emergency procedures the school must ensure:

- 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.

Requirement – the responsible person must have up-to-date normal operating procedures and emergency action plan and these must be located in the compliance file.

Queenswood School Procedure

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 lets 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 letting staff are briefed on the NOP and EAP annually.

See Swimming Pool Normal Operating Procedures

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.

Requirement – a standalone management plan based on risk assessment should be readily available in the compliance file.

Queenswood School Procedure

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

See School Transport and Vehicle Safety Procedure

Vibration Control – Workplace Safety for Staff, Pupils and Visitors

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

- For hand-arm vibration, the daily exposure limit value is $5\text{m/s}^2 \text{ A}(8)$ (ELV) and the daily exposure action value is $2.5\text{m/s}^2 \text{ A}(8)$ (EAV)
- For whole-body vibration, the daily exposure limit value is $1.15\text{m/s}^2 \text{ A}(8)$ and the daily exposure action value is $0.5\text{m/s}^2 \text{ A}(8)$.

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.

Health surveillance

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 the 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.

Requirement – facilities/estates managers must ensure that vibration is properly addressed in appropriate risk assessments.

Queenswood School Procedure

This is relevant to Estates and Maintenance Staff and covered by activity Risk Assessments.

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.

Requirement – The 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 all 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.

In addition, 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'. Photo Identification is checked and recorded upon arrival.

Requirement – a standalone management plan should be located in the compliance file (see Visitor Policy).

Queenswood School Procedure

A signing in book is located at reception.

See Visitor Policy.

Water Hygiene/Safety – Workplace Safety for Staff, Pupils and Visitors

Drinking water outlets must be marked as such. Vulnerable drinking water outlets such as water fountains must be cleaned regularly.

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 43°C if the valves were not fitted. Similar 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 (fourth edition). 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.

Requirement – records of the legionella risk assessment, written scheme, controls and associated records must be available on request.

Queenswood School Procedure

Drinking outlets are signed.

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 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.

Woodworking Machinery – Workplace Safety for Staff, Pupils and Visitors

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.

Requirement – the location of risk assessments for woodworking machinery should be found in the compliance file.

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 Local Management Arrangements for Maintenance and Estates list staff who are allowed to utilise each piece of equipment.

Work at Height – Workplace Safety for Staff, Pupils and Visitors

Regulations apply to work at height where there is a risk of a fall liable to cause personal injury. There are no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control.

Requirements

The Regulations require:

- All work at height is properly planned and organised and the risks assessed. **Queenswood does not have any equipment requiring rescue kits.**
- 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 a number of guidance documents concerning window cleaning: Safety in window cleaning using portable ladders MISC 613; Safety in window cleaning using suspended and powered access equipment MISC 611; and Safety in window cleaning using rope access techniques MISC 612.

- These publications should be used to evaluate the safety of window cleaning operations (which are normally carried out by contractors).
- The employer must ensure 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. Contractors 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 and 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).

- Ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 or EN 131. Ladders intended for domestic use only are not recommended for use at work.
- Ladders must be in good condition. Schools are 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 effected 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.

Requirement – 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 annually by a formal training session for all Estates and Maintenance staff.

Windows are cleaned by a contractor utilising a pole system.

Neither Roof Safety Systems nor Harness Systems are in place; as such staff may not work on roofs without the correct scaffolding being erected.

The school owns a mobile platform, this is only assembled by trained staff – records held by HR.

Ladders are on a separate Ladder Register; they are tagged as fit for use on a quarterly basis and checked by users prior to each use.

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

Ladder Register (in progress)

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.

Requirement - managers in control of work equipment must assess the risks posed by the use of work equipment under their control and commit the assessments to writing.

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

A copy of 'Managing Health and Safety on Work Experience - A Guide for Organisers' HSE should be available. Clear guidance produced by HSE is to reduce wasteful bureaucracy, as much as possible and, for low – medium risk placements, to conduct enquiries of placement providers as assessed necessary and remotely - often telephone calls being sufficient.

The HSE's risk assessment 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

Requirement - once a potential placement provider is located, the school employer is responsible for approving suitability in all cases except where the placement provider is currently approved by the local Education Business Partnership or an independent agency such as Project Trident. 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 H&S Policy.