



St. Michael's Catholic Grammar School

Health and Safety Policy

Contents:

- 1. Health and Safety Policy Statement.**
- 2. Health and Safety Organization and Responsibilities.**
- 3. Health and Safety Arrangements.**

1 Health and Safety Policy Statement

HEALTH AND SAFETY POLICY STATEMENT

The Governing Body is committed to.

- the provision of safe and healthy conditions for pupils, employees and visitors.
- compliance with all relevant health and safety legislation.

The co-operation of employees, pupils, parents and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed**Chair of Governors**

Signed**Headteacher**

Date

2.0 Health and Safety Organisation and Responsibilities

2.1 Governing Body

Are responsible for ensuring that.

- A health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and safety standards are monitored.
- Actions are prioritised where resources are required.
- Health and safety is the subject of specific health and safety reviews, or that health and safety is reviewed as an agenda item at Governors' meetings.
- A Governor is given specific responsibility for health and safety.
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out.
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply.
- Producing an annual health and safety report for the school.

2.2 Headteacher

The Headteacher is responsible to the Governing Body for ensuring that.

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary.
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The significant findings regarding the above are recorded.
- The arrangements are monitored to ensure they are working.
- Health and safety information is communicated to the appropriate people.
- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Any problems in implementing appropriate health and safety standards are reported to the Governing Body.
- Accident/incident investigations are carried out.
- Specialist help and assistance is obtained where necessary.

- The reports of health and safety monitoring, usually in the form of an annual audit, are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.
- Co-operation is afforded in providing the necessary facilities for Trades Union Safety Representatives.
- Acting as the School's Education Visits Co-ordinator

2.3a) The Deputy Headteacher (The School Health and Safety Co-ordinator)

The school Health and Safety Co-ordinator assisted by the Site Manager is responsible to the Headteacher for:

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
- Carrying out risk assessments for shared areas and activities.
- Initiating and progressing the reviews of risk assessments.
- Monitoring the health and safety standards of the school on a day-to-day basis, and reporting any problems that cannot be rectified to the Headteacher.
- Assisting the Headteacher with their responsibilities, as required.

2.3b) Assistant Head B (The School Work Experience Co-ordinator)

Responsible for:

- Acting as Work Experience Co-ordinator for the school.

2.3c) Welfare Officers

Responsible for:

- Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.

2.4 Heads of Department

Where Heads of Departments are not identified, the Senior staff member present in each specific work area or specialism is to be allocated these responsibilities (i.e. Site Manager, Catering Manager, Senior Teachers etc).

Heads of Department are responsible to the Headteacher for ensuring that in their areas:

- Documented risk assessments are carried out to identify the arrangements required to control the significant risks and comply with the relevant health and safety legislation.
- Documented health and safety procedures are drawn up and regularly reviewed.

- The health and safety arrangements are monitored to ensure they are adequate, and remedial actions taken as necessary.
- Subordinate employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Received Health and Safety information is acted upon and passed on to the appropriate people.
- Any problems in implementing appropriate health and safety arrangements are reported to the Headteacher or Deputy Headteacher.
- Specialist help and assistance is obtained where necessary.

2.5 All Employees

All employees are responsible to the Headteacher, through the Heads of Departments, for.

- Taking reasonable care for their own health and safety and that of other employees, pupils and visitors who may be affected by their activities.
- Checking classrooms and work areas are safe prior to use.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this policy.
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

2.6 Pupils

Pupils are expected.

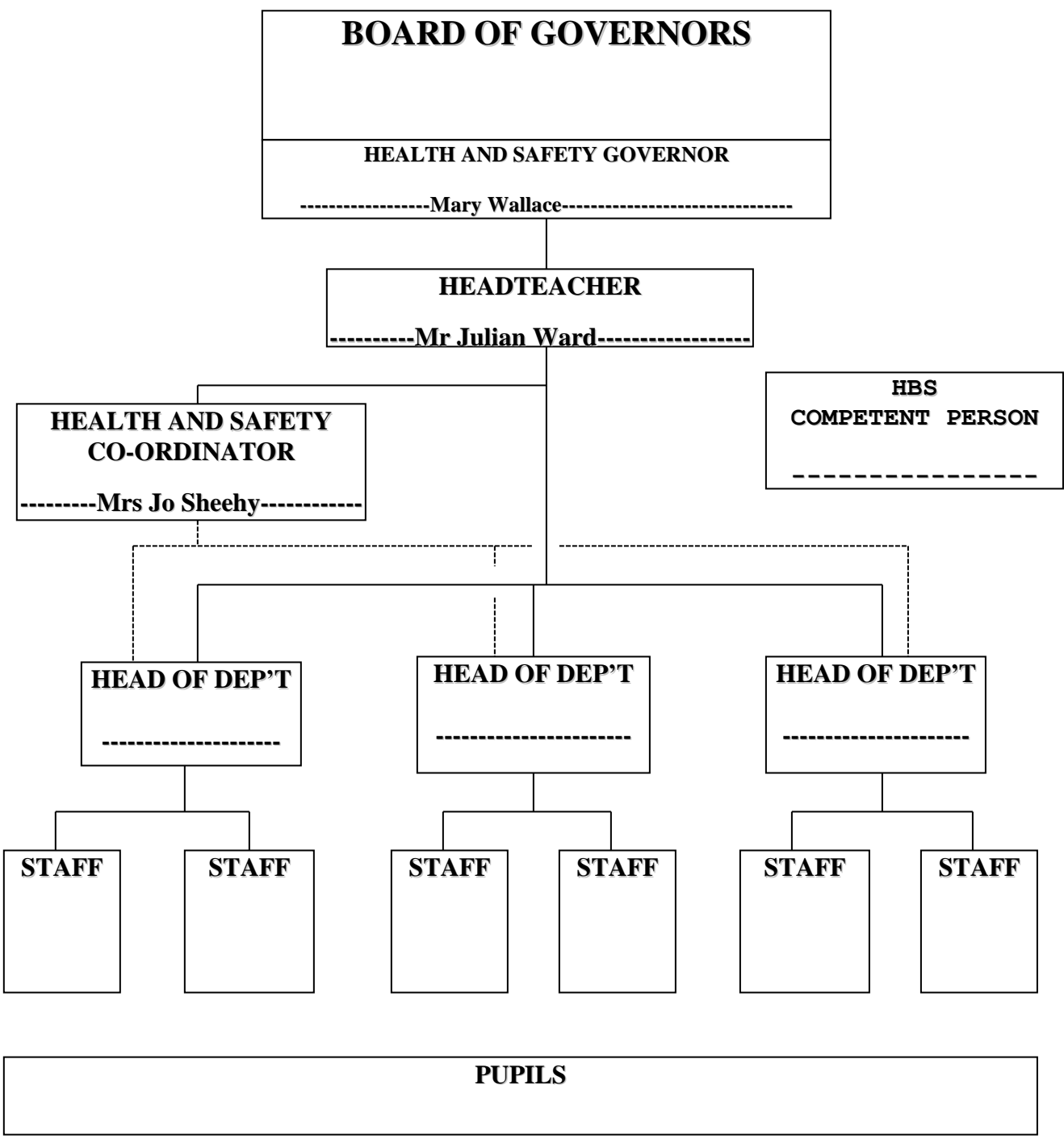
- To exercise personal responsibility for their own health and safety and that of their classmates.
- To observe standards of dress and behaviour consistent with the health and safety of themselves and others.
- To observe the rules of the school and in particular the instructions of members of staff.
- To report any health and safety issues immediately to a member of staff.

2.7 Health and Safety Assistance

The Mouchel Business Services Health and Safety Team is appointed to be the competent person as

required by the Management of Health and Safety at Work Regulations 1999, and is responsible for providing health and safety advice and assistance as and when requested. The Team can be contacted on 01522 836716 or E-Mail keith.rhodes@mouchel-lincoln.com

HEALTH AND SAFETY ORGANIZATION



Last Updated: ...April 2013.....

3.0 Health and Safety Arrangements

Contents

- 3.1 Risk Assessment
- 3.2 General Hazards
- 3.3 Guardrails on Stairs and Landings
- 3.4 Vulnerable Glazing
- 3.5 Electrical Safety
- 3.6 Working at Heights
- 3.7 Substances Hazardous to Health
- 3.8 Fire Safety
- 3.9 Manual Handling of Items and Equipment
- 3.10 Moving and Handling Assistance for Pupils with Special Needs
- 3.11 Display Screen Equipment (DSE)
- 3.12 Smoking
- 3.13 Contractors Activities
- 3.14 First Aid Arrangements
- 3.15 Pregnancy and Work
- 3.16 Young persons working or on work experience in the school.
- 3.17 Pupils on Work Experience
- 3.18 School Security
- 3.19 Violence at Work
- 3.20 Educational Visits
- 3.21 Medicines and Infection Control
- 3.22 Injury Reporting
- 3.23 Statutory Notices
- 3.24 Health and Safety Representatives and Consultation
- 3.25 Employee Induction Procedures
- 3.26 Physical education, sport and play activities
- 3.27 Vehicles on the Premises
- 3.28 Science
- 3.29 Technology
- 3.30 Home Economics
- 3.31 Art
- 3.32 Drama and Music
- 3.33 School Productions
- 3.34 Catering
- 3.35 Statutory Engineering Inspections
- 3.36 Working Alone
- 3.37 Working Time
- 3.38 Occupational Health Service
- 3.39 Work Related Stress
- 3.40 Legionella Bacteria
- 3.41 Asbestos
- 3.42 Personal Protective Equipment
- 3.43 Grounds Maintenance
- 3.44 Monitoring and Review
- 3.45 Critical Incidents
- 3.46 Lettings
- 3.47 Disabilities
- 3.49 Boiler Room
- 3.50 Ponds
- 3.51 Managing sickness absence and return to work

- 3.52 Vibration
- 3.53 Noise
- 3.54 Terms of Reference for Extra Curricular Clubs

3.1 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that.

- All risks have been comprehensively assessed.
- Those persons affected have been identified.
- All the significant hazards have been identified.
- The controls are adequate and the remaining risk is acceptable.

Hazard - Something with the potential to cause harm. (e.g. fire, electricity, vehicles, substances). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk - The combination of the severity of harm and the likelihood of it happening (This may be used as the basis for prioritising actions).

Carrying Out Risk Assessments

The following steps are to be followed when undertaking Risk Assessments.

- Briefly identify the process being assessed.
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards).
- Identify who might be harmed.
- Identify the controls currently in place to protect those at risk.
- Evaluate the risks and decide if existing controls are adequate.
- Identify additional controls that are required. (in many cases this can be done by finding out what is up-to-date good practice).
- Record the significant findings (see form overleaf, other policies/procedures can be used).
- Communicate the results of the risk assessment to the relevant personnel.
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (e.g. using a less hazardous substance or equipment).

When controlling risks apply the principles below in the following order.

- Combat risks at source by using engineering means (e.g. local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the attached form. Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove/control the risks will be approved by the Head teacher and implemented through the appropriate channels.

3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Pupils' bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards such as trailing cables, damaged walkways and floor coverings, slippery floors surfaces etc. Employees are expected to rectify these situations where possible or report them to the Site Manager.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Site Manager. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges or protusions which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a handwheel, cap or other protection to prevent penetration injuries.

Hot water temperatures in pupil's areas are set to so as not to cause scalding.

Running is not permitted within the school buildings (excepting authorised sporting activities) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Access gates are designed and constructed to minimise finger trapping points etc.

3.3 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings.

3.4 Vulnerable Glazing

The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors/sidepanels and that less than 800mm above the floor (Note, wired glass will not necessarily meet the protection requirements of safety glass). [Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to pupils.

3.5 Electrical Safety

Employees shall not attempt repairs or make modifications to electric equipment other than those

normally associated with daily operations. Any defects or malfunctions must be reported.

Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.

The following control measures are adopted as the minimum required for electrical safety within the school.

- The fixed electrical installation is subject to a 5 yearly inspection by a competent engineer, and any maintenance required to prevent danger is carried out.
- Only electrical equipment provided or authorised by the School shall be used.
- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger (Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).
- Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.
- It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.
- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.
- Electrical maintenance work is only carried out by competent persons.
- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the Site Manager. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors is only carried out by qualified engineers.
- Appropriate maintenance records are maintained.

3.6 Working at Heights

Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they

are working alone, if an accident occurs there is no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following protocol adhered to.

1. The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed.
 - a. Avoid work at height where possible.
 - b. Where work at height cannot be avoided, use work equipment or other measures to prevent falls.
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
2. The managing of work at height requires that.
 - a. All work at height is properly planned and organized.
 - b. Account is taken of weather conditions that could affect safety.
 - c. Those involved are trained and competent.
 - d. The place where the work is carried out is safe.
 - e. Work / access equipment is appropriately inspected.
 - f. Risks from fragile surfaces are controlled.
 - g. Risks from falling objects are controlled.
3. The planning of work at height requires that.
 - a. No work is done at height if it is safe and reasonable to do it other than at height.
 - b. The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable.
 - c. Emergencies and rescue are planned for.
 - d. Account is taken of the appropriate risk assessments.
4. All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more

suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.

5. Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers instructions, by a person who is competent, having received sufficient instruction and training.
6. Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety.

3.7 Substances Hazardous to Health

Were possible all substances used in the School should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturers instructions. Employees should be aware of the requirement to adequately Risk Assess the processes for which any hazardous substances are used, to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable, the minimum safety precautions for cleaning substances are given below. The control measures for the hazardous substances used in Science, Technology, Home Economics, Art and Catering are covered in the relevant sections.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.

These substances are necessary, as less hazardous substitutes are considered to be ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances.

- The substances are kept secure at all times when not in use to prevent unauthorised access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers instructions and Risk Assessment.
- Substances shall not be mixed together. This is particularly important with bleach. Toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to

be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head teacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

3.8 Fire Safety

All staff are to be familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements of the school.

Fire extinguishers are not to be tampered with or removed without authorization, and are not to be obstructed.

Emergency exits, fire safety notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Site Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

3.9 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to completely avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Safe lifting techniques must be employed at all times. Never bend from the waist or lift with the legs straight, as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.

Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities, they are to seek assistance.

Special care is to be exercised where pupils are involved with the moving of objects, eg moving trampolines or pianos . Employees are required to assess these operations and only allow pupils to be involved where the task is within their capabilities, with regard to age, build, strength and maturity etc; and ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

Below are listed some of the controls that should be employed for lifting different objects, which along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Carrying no more than 3 chairs at a time.
- Using special trolley for moving stacks of chairs.
- Carrying no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Using the trolleys and barrows provided.

- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight/size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

3.10 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and handling plans appropriate for each pupil. The hierarchy of measures in these plans shall be as follows.

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves, or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable, e.g. training for employees in using safe techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.

3.11 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the school by various members of staff, and current health and safety legislation designates employees who use this equipment as a significant part of their normal work as 'users'. Self employed persons working similarly, with school equipment, are designated as 'operators'.

Workstations used by 'users' or 'operators' have been assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to lowest level reasonably practicable. All workstations meet the minimum requirements for health and safety, appropriate to the workstation equipment and type of useage.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Frequent changes of activity occur, therefore no special breaks need be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles specifically required for display screen work, at no cost to themselves. Initially 'users' are to request these through the Head teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

3.12 Smoking at Work

Smoking is not permitted on the school site, in any school vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

Appropriate signage, prohibiting smoking, is displayed at all entrances to the School site/buildings.

Appropriate signage is displayed in all school vehicles.

3.13 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Headteacher or delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The Headteacher or delegated employee shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all

construction projects. Additionally construction work which involves more than 500 person/days, or takes longer than 30 days is notifiable to the HSE. The Headteacher or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.14 First Aid Arrangements

12 employees are certificated first aiders, this is considered to be appropriate for the risks and numbers of persons present. In addition to this, it is the policy of the school to train as many Teachers and Mid-day Meal Supervisors as possible in emergency first aid, so as there is always cover for the most likely times that injuries occur, and for absences/school trips etc. All first aid training is repeated every 3 years to maintain competence.

First aid boxes stocked with the recommended contents are located at appropriate points and *the 2 school welfare officers* are responsible for checking the contents on monthly basis and replenishing any deficiencies. All employees should familiarise themselves with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

If required, an ambulance can be summoned from the telephone in the Reception Office.

First aiders and emergency first aiders are identified in the Staff Handbook, and the Health and Safety Co-ordinator is responsible for ensuring that this information remains current. Certificates are displayed in their work areas.

Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring pupils for further medical attention as set out below, or when in doubt.

EpiPen training is carried out for new staff annually.

Head Injuries

Head injuries can easily be underated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Health Protection Agency leaflet 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection. This leaflet is displayed in the Staffroom.

3.15 Pregnancy and Work

Employees who become pregnant shall inform the Head teacher so that an assessment can be carried out to ensure that any risks created during their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the Health Protection Agency Leaflet 'Guidance on infection control in schools and other childcare settings'. This leaflet is displayed in the Staffroom.

3.16 Young persons working or on work experience in the school.

If young persons come to the School to work, or on work experience, additional Legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory school age. 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience and lack of awareness.

The Headteacher is responsible for authorising the work experience etc, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

3.17 Pupils on Work Experience

When pupils go on work experience the same Legislation as above applies. This requires that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of pupil's immaturity, inexperience and lack of awareness. Where pupils are under 16 years of age the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for ensuring that employers providing work experience placements are suitable, and have arrangements which ensure that.

- Pupils are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work.
- Pupils are effectively supervised to ensure the appropriate risk control measures are taken.

- The findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the pupil.

The Health and Safety Co-ordinator is responsible for organising the work experience, liaising with the Work Experience Provider and the person with parental responsibility, to ensure that risk assessments are communicated to the person with parental responsibility. There is no substitute for direct knowledge, and the Work Experience Co-ordinator should visit the Work Experience Providers' site to confirm that arrangements are adequate. They are also to obtain from the person with parental responsibility information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the Work Experience Provider, in order that their suitability can be assessed and safety measures adapted accordingly.

The assessment of suitable work experience providers will be through a centrally co-ordinated scheme or done individually by the Work Experience Co-ordinator in accordance with the DfEE guidance publication 'Work Experience: A guide for secondary schools'.

DCSF publication 'Work Experience: A guide for employers' will be forwarded to employers who are assessed individually by the Work Experience Co-ordinator.

3.18 School Security

Many exit doors are locked to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the Reception Office on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.

Unknown persons on the school site not wearing a visitor's badge, are to be asked to identify themselves, their reason for being on school premises and if they require assistance. Appropriate measures are then to be taken to escort them to the Reception Office to book in, or escort them off the premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach, in these cases assistance is to be sought, and the police called for additional assistance if necessary.

When pupils are outside during play time or for sports, adequate supervision is provided to ensure that they do not leave the premises.

The premises are secure, reducing the potential for pupils to stray unsupervised.

3.19 Violence at Work

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from pupils or parents etc and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed.

- Employees who have any qualms about parental interviews should arrange for a colleague to be present, and ensure that any loose objects which could be used as weapons are out of the immediate reach of the visitor.

- Employees should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms, have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- Employees who suffer violence at work will be sympathetically treated and support systems are available.

3.20 Educational Visits

Pupils generally face higher risks on school visits than they do in the school.

The advice and guidance in the DfEE document 'Health and Safety of Pupils on Educational Visits' and supplements (*Standards for Adventure and A Handbook for Group Leaders*) shall be used to help assess and control the risks. This can be found on the staff shared area of the school computer network in a folder named **Trips Guidelines for Assessment**

The Deputy Headteacher is appointed as the Educational Visits Coordinator (EVC) for the school to help teachers/group leaders assess the risks and implement control measures.

Generic risk assessments have been carried out/recorded and control measures identified for repeated elements of educational visits e.g. travel by minibus or coach and swimming at regular venues etc.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments (e.g. Ski trips) and teachers/group leaders carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks.

Risk assessments are monitored by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision are assessed and provided for all visits.

Minibus

The minibus is fitted with forward facing seats, lap and diagonal seat belts, and the driver is responsible for ensuring these are used by all occupants whilst on the move.

The Site Manager is responsible for ensuring the minibus is serviced in accordance with the manufacturers instructions, and the periodic safety checks (lights, tyres, windscreen washers, oil & coolant levels etc.) are carried out and records kept in the form of a driver log..

The Headteacher is responsible for restricting the driving of the minibus to those with the appropriate licence, and who are assessed as competent.

Drivers of minibuses shall familiarise themselves with the rules that have been set to avoid driver fatigue and the actions to be taken in the case of a breakdown or accident.

Appropriate levels of supervision are assessed and provided for all minibus trips.

3.21 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they recover, or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Health Protection Agency leaflet 'Guidance on infection control in schools and other childcare settings'. This leaflet is displayed in the Staffroom.

The storage and provision arrangements for pupils's medicines are in accordance with manufacturers and medical recommendations.

The School Medicines Policy Document in the Staff Handbook to be complied with.

3.22 Injury Reporting

Minor injuries to employees, visitors and pupils shall be recorded in the accident book by the person administering first aid.

The Welfare Officers are responsible telephoning HSE Incident Contact Centre (ICC) 0845 300 9923) in the event of "major" or "over 3 day" absence injuries, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Accidents arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

Some incidents which do not result in injury must be reported by telephone to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

The Health and Safety Team (01522 836716) shall be contacted if in doubt about reporting procedures.

3.23 Statutory Notices

The Health and Safety Co-ordinator is responsible for ensuring that the following are displayed where employees can see them.

1. A 'Health and Safety Law' poster, the local information of which is to be complete and current.
2. A current copy of the employer's liability insurance certificate.

3.24 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. (*This role is vacant*) has been appointed as health and safety representative and will be consulted during the preparation and review of the health and safety policy of the school, to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

Health and safety is a standing item on the agenda of the Science, Technology, Art and PE departmental meetings.

3.25 Employee Induction Procedures

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given by the Health and Safety Co-ordinator to ensure that they are aware of the school's health and safety arrangements.

The Staff Handbook is given to teachers and includes a thorough understanding of.

1. The Health and Safety Policy.
2. Risk Assessment procedures.
3. Relevant safe working procedures.
4. Relevant health and safety training.
5. Evacuation procedures.
6. First aid and injury reporting arrangements.
7. Any other relevant emergency procedures.

Other employees receive, where necessary, relevant H & S training.

The Health and Safety Co-ordinator is to guide new employees through the induction process, and

organise and document health and safety training as appropriate, including refresher training.

Should the Health and Safety Co-ordinator post be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee led through the procedures by the Headteacher.

The following training matrix is used to identify the minimum training requirements for each post, and enable effective tracking of training progress.

3.26 Physical Education, Sport and Play Activities

A significant number of injuries to pupils occur during these activities.

Areas where children carry out PE, Sporting and play activities are to be kept as far as possible free from obstacles and hazards which could cause injury to pupils.

The surface of all areas where children carry out PE, Sporting and play activities are as far as possible to be level, and free from slip and trip hazards (i.e. pot-holes, ice, mud accumulations etc). PE, Sporting and play areas are to be inspected before use, to ensure their safety.

General rules for break times

A sufficient number of employees will be available to supervise break times and will patrol so as to be able to monitor all pupils at regular intervals.

Employees shall watch for and control over-enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas.

Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from off the school premises by climbing fences, or entering private property, without specific permission is prohibited.

Employees shall not carry hot drinks or glass drinking vessels whilst on break-time supervision duties.

General rules for play, sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe Practice in Physical Education and School Sport' published by The Association of Physical Education', and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education, and particular attention should be paid to the following.

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Employees shall position themselves where they can see all pupils.
- Appropriate clothing should be worn at all times.
- Long hair should be tied back.
- Watches, necklaces, large rings and ring type earrings must be removed.
- Sports areas and pitches should be checked before activities start, to ensure there are no dangerous objects around the side of the Sports Hall/Gymnasium or on any of the outside areas

being used.

- Ensure all equipment is safely set up before using, including the requirement for adequate head-room where appropriate.
- Check equipment for signs of wear/defects regularly.
- Limit the number of pupils using any one piece of apparatus.
- Set up apparatus in accordance with the manufacturers' instructions, and with adequate spacing between each item.
- If pupils are involved in moving equipment, make sure this is done using safe techniques, with enough pupils to ensure that they do not have to struggle.
- Apparatus being used should be at least two metres from any wall.
- Pupils shall be supervised at all times.
- All equipment shall be put away safely at the end of the lesson.

Physical Education equipment is maintained under external contract and inspected before use.

3.27 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the School premises.

Adequate vehicle and pedestrian segregation must be maintained at all times. This can be achieved with physical barriers, time segregation or distance segregation, and may include arrangements such as pavements, warning notices, traffic control persons and signage etc.

Segregation arrangements include.

- Pupils are not allowed on the grass areas whilst grass mowing or grounds maintenance vehicles are in use.
- Delivery and contractor's vehicles must be prevented from entering the premises at school starting, leaving, lunch and break times.
- Parents and older students are not allowed to bring motor vehicles etc onto the premises.
- Reversing of large vehicles, or those where the rear view is restricted, must be guided back by a competent person.
- Bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are present.

3.28 Science

Each Science Laboratory and Preparation Room is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control.
2. Gas isolation control.
3. Residual Current Device (RCD) protected electrical sockets.
4. Appropriate fire extinguishers. Sand is available as an extinguishing agent for some specialist fires.
5. A fire blanket.
6. Emergency eyewash facilities.

Access is available to a telephone nearby to call for assistance if required.

Preparation Rooms and Chemical Stores are kept secure when members of no staff are present, to prevent unauthorised access.

Good practices outlined in the publications listed below should be used for chemical storage, and to develop risk assessments and safe working procedures for work in the science department, science experiments etc.

CLEAPSS, Hazcards.

CLEAPSS, Laboratory Handbook.

ASE, Safeguards in the School Laboratory.

ASE, Topics in Safety.

Project work involving hazardous substances, not covered by these publications will be individually risk assessed by the Head of Department, and safe work procedures produced to ensure the risks are adequately controlled.

Radioactive Sources

Only low level radioactive sources within the standard school holdings are held and used in the Science Department.

Local radiation safety rules have been drawn up in accordance with the CLEAPSS model.

The Head of Physics is designated as the Radiation Protection Supervisor (RPS), and is responsible for ensuring the local rules are followed to control the risks.

A competent Radiation Protection Advisor (RPA) has been formally appointed, to oversee and monitor the radiation protection arrangements of the school, and provide specialist advice as necessary.

Records are kept regarding the history of each source, any tests made to confirm that they are not leaking, and a usage log.

Radioactive sources are securely stored in a properly labelled fireproof metal container. Highly flammable substances are not to be stored in the same room as the radioactive sources, and the radioactive sources are not to be stored close to a place where anyone person works habitually.

Radiation Safety Rules to be complied with.

3.29 Technology

In Secondary Schools, the following requirements apply.

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work etc in Secondary Schools.

- BS 4163 Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments.
- Model Risk Assessments for Technology in Secondary Schools (CLEAPSS Publication).

The following minimum control measures have been implemented.

Guarding of dangerous parts of machinery in accordance with BS4163.

Storage of hazardous substances in accordance with BS4163.

Restricting the use of machinery to appropriately trained and competent employees and pupils.

The provision and use of suitable Personal Protective Equipment (PPE) where the risks cannot be adequately controlled at source ie. eye protection, face shields, gloves and aprons etc.

Machinery producing hazardous noise levels has been identified and information and suitable hearing protection has been provided.

Emergency stops are fitted to all fixed machine tools (foot operated on pedestal drills as specified by BS4163).

Central isolation points have been provided for the electricity supplies to all fixed machine tools in accordance with BS4163.

Local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes from hot processes.

For all soldering operations lead-free solder and rosin-free flux are used, and adequate ventilation maintained.

Health and safety information and instructions are incorporated into the lesson plans and into the teaching process.

Close supervision is exercised over pupils' behaviour.

Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular

intervals.

Routine maintenance and inspection of all hand and power tools is carried out.

RCD protection is provided for all electrical wall sockets.

The staff workshop area is kept secure when no members of staff are present, to prevent access to dangerous machinery.

The issue and use of sharp hand tools is strictly controlled, and all are positively accounted for after each use.

Sharp hand tools are secured when not in use, and no member of staff is present.

The Head of Technology is responsible for reviewing the risk assessments annually or when circumstances change, and ensuring the following.

Checking of the presence and condition of machinery guards before use.

Isolation of all fixed machine tools when not in use.

Functionally checking of the operation of all equipment emergency stop controls, on a half termly basis.

Functionally checking of the operation of the emergency electrical isolation controls, on a half termly basis.

Functionally checking of the operation of RCD sockets on a quarterly basis.

Keeping of appropriate records.

3.30 Home Economics

Each Home Economics Classroom is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control.
2. Gas isolation control.
3. Residual Current Device (RCD) protected electrical sockets.
4. Appropriate fire extinguishers.
5. Fire blankets

In addition, the following minimum control measures are taken to control the risks.

- Unsupervised access to the Home Economic areas is prevented.
- Secure storage and supervised use of kitchen knives. The issue and use of these items is

strictly controlled and all are positively accounted for after each use. The rules for safe handling of kitchen knives are as follows.

- a. Use a knife suitable for the task.
 - b. Keep knives sharp.
 - c. Hold the knife firmly.
 - d. Do not cut towards your body.
 - e. Do not leave knives on tables or in washing up water.
 - f. Put the knife away after use.
 - g. Carry a knife point down.
 - h. Never try to catch a falling knife.
- Health and Safety briefing sessions for pupils and close supervision to ensure the rules are followed.
 - Siting of cookers to minimise risk of pans being knocked.
 - Ladles or spoons are not to be left in saucepans, on hot-plates or cooker rings.
 - Electrical leads are kept clear of cookers and sinks.
 - Pans positioned on cookers so that handles do not protrude.
 - Routine maintenance contracts on all cookers.
 - Routine inspection and testing of all electrical equipment.
 - Secure storage and following the manufacturers instructions for the use of bleach and cleaning substances.
 - All HE employees have attended the Basic Food Hygiene Course.

3.31 Art

Good practices outlined on the NSEAD website pages 'A Guide to Safe Practice in Art and Design' should be used to develop risk assessments and safe working procedures for art work etc.

Some inks and paints are oil based, but are otherwise non-hazardous.

Suitable step ladders are provided for putting up displays and working at heights, employees and pupils shall not stand on desks and chairs. Stepladders are secured when not in use.

Clay is purchased in small bags to minimise the manual handling risks.

The dust levels from dry clay residues are minimised by wet cleaning methods and good general

ventilation.

The kiln is in a separate room to prevent unauthorised access whilst firing. The kiln doors are interlocked to prevent contact with the live heating elements. Ventilation arrangements have been provided to remove the hot gases and a red light is positioned on the approach to indicate when the kiln is firing. Combustible materials are not kept in the kiln room, and a fire extinguisher is available on the approach to the kiln room.

Only ready mixed liquid glazes are used, these are stored securely, and good hygiene precautions are used to control exposures.

Hazardous substances are stored securely, and only used in accordance with Risk Assessments, by employees.

Sharp knives etc are secured when not in use, and no member of staff is present. The issue and use of these items is strictly controlled and all are positively accounted for after each use.

3.32 Drama and Music

The following minimum control measures are taken to control the risks.

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights. i.e. step ladders and mobile scaffold tower.
- Training is given in the safe erection, use and dismantling of all access equipment used.
- The mobile tower scaffold complies with the requirements of the Work at Height Regulations 2005.
- The Drama Technician supervises the erection of the mobile tower scaffold and has attended a recognised training course.
- All stage lights are fitted with secondary security devices.
- Hoist ropes and fittings for stage lighting beams and back drops are inspected annually by specialist engineers.
- Stage materials and equipment are stored securely to prevent falls.
- A rope is used to lower lights to the ground from the mobile tower scaffold.
- Pupils are closely supervised.
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out.
- RCD protection is provided for all electrical sockets used for equipment on the stage, and for all sockets which are used to supply pupils own equipment, amplifiers etc.
- Low voltage or battery operated electric organs are used to minimise the risks of electric shock.
- Routes to viewing balconies, lighting gantries and roof spaces are secured to prevent unauthorised access.
- The guarding to viewing balconies and their access is sufficient to protect persons (including small children) from falling over or through.

- Guard-rails are fitted to lighting gantries to prevent falls.
- Adequate precautions are taken to prevent falls from scenery constructions and the edge of the stage.
- Stage access stairs are kept in good condition and securely fixed.
- Scenery and materials are stored securely to prevent falls.
- All non essential combustible materials are removed from backstage.
- Combustibles beneath the stage are kept well clear of lights and electrical equipment.
- Curtains and scenery on the stage are kept well clear of lights.
- All exits from the Hall are kept clear and unlocked whilst it is occupied.
- Emergency lights are tested to ensure they work properly.
- Emergency exits are clearly signed.
- Fire extinguishers are provided back stage for combustible materials and electrical fires.
- The Hall floor surface is maintained so as not to be unduly slippery.

3.33 School Productions

In addition to the above, the following minimum control measures are taken to control the risks.

- A public entertainment licence has been obtained for productions open to members of the public, and the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes are complied with.
- Well lit routes are provided for pedestrians from car parks.
- Stewards wearing high visibility vests are appointed to direct and control vehicles on the premises.
- Arrangements are made for the provision of first aid in case of injury or acute ill health.
- A telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.
- Food hygiene arrangements are supervised by an employee who has attended the Basic Food Hygiene Certificate course. These certificates are publicly displayed.

3.34 Catering

Catering employees are exposed to significant hazards. Health and safety training for employees

and clear procedural arrangements are the key to good health and safety in catering operations. The following minimum control measures have been implemented.

1. Any spills are cleaned up immediately to minimise the risk of accidents.
2. Proper access equipment is provided for reaching items located at heights. Employees are not to use chairs, boxes etc, or to climb up the front of storage racks.
3. All electrical outlet sockets are provided with RCD protection, to minimise the risk of serious electric shock and all exposed metalwork is electrically bonded to earth. The Site Manager is responsible for ensuring the RCD for the Kitchen circuits is functioning correctly by operating the test button on a quarterly basis. Employees must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.
4. Electrical wiring is not to be routed close to heat sources (such as cookers etc) or across sinks.
5. All gas fired equipment is serviced and maintained on a regular basis by a CORGI specialist.
6. The main gas isolation valve is clearly marked and free from obstructions. This must be closed if a leak is suspected or if there is an unexplained smell of gas.
7. The main hazard from ovens and ranges is being burned, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.
8. The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates or rings.
9. Gas operated ovens/ranges are fitted with flame failure devices, to eliminate the hazard of a gas flashback if the equipment does not light immediately. Where older equipment is in use that does not have this safeguard fitted, the safe lighting procedures must be carefully followed.
 - A lighted taper should be inserted before the gas supply is turned on.
 - All the gas burners must ignite.
 - When lighting pilot lights it is vital to make sure the main burner is turned off.
 - If the pilot fails to light, turn off the gas and report it.
 - All operators should be trained in the safe lighting procedure, and receive adequate supervision.
10. Clearly marked, emergency electrical isolation controls are located within the kitchen.
11. The cooker extraction system is cleaned and maintained on a regular basis.
12. The walk-in fridge is fitted with a means of opening from the inside, and employees are instructed in its' operation.

13. Only trained employees are allowed to use kitchen knives, the safe handling rules for which are as follows.
- Use a knife suitable for the task.
 - Keep knives sharp.
 - Hold the knife firmly.
 - Do not cut towards your body.
 - Do not leave knives on tables or in washing up water.
 - Put the knife away after use.
 - Carry a knife point down.
 - Never try to catch a falling knife.
14. Employees are prohibited from using or cleaning the hazardous machinery (e.g. mixer and slicer) until they have been trained in the safe procedures. The Catering Supervisor is responsible for providing this training and for authorising employees who are competent to use this equipment. A written record of those appointed and the machinery involved must be kept.
15. The food mixer is fitted with a fully interlocked guard to prevent access to the blades whilst in motion.
16. Foodstuffs and materials are purchased in manageable sizes, 25kg maximum. Employees are trained in safe manual handling techniques to minimise the risks, and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.
17. Liquid cleaners, disinfectants and bleach are used for general purpose cleaning. These carry 'irritant' or 'harmful' hazard warning labels, and require Risk Assessments to be carried out before use. These substances are necessary, as substitutes without these hazards are considered to be ineffective. The following measures are the minimum necessary to control the risks from the use of these substances.
- a. The substances are kept secure at all times when not in use to prevent access by unauthorised persons.
 - b. The substances are all purchased from the same manufacturer and are only to be used as directed by them.
 - c. Employees are trained in the correct application methods and safety precautions.
 - d. Substances shall not be mixed together (this is particularly important with bleach, as toxic fumes can be generated if this is mixed with other substances).
 - e. Contact with the skin is to be avoided by the wearing of PVC gloves.

- f. Gloves are to be inspected before use and replaced if damaged (at least one spare pair of gloves is kept in stock at all times).
 - g. Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist.
 - h. Any skin problems associated with the use of these substances shall be reported to the Catering Supervisor and where appropriate to a medical practitioner.
 - i. Where substances are transferred into smaller containers for use, these containers must be marked with their contents and appropriate hazard sign.
18. Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept secure, and changed when required. Although Risk Assessments must be carried out prior to use, the risk of exposure is only likely when changing the tube from an empty to a full container and washing out the residue from the empty container before disposal. PVC gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur.
19. The Catering Supervisor has implemented and recorded a system of Hazard Analysis and Critical Control Points (HACCP) to ensure the food hygiene risks are properly controlled. This ensures compliance with the Food Safety (General Food Hygiene) Regulations 1995 (As amended in 2004 & 2005).

3.35 Statutory Engineering Inspections

Thorough examinations are carried out by engineers from an Insurance Company every twelve months for hoists and lifts, and every six months for the loose lifting equipment such as chains, slings eyebolts etc. Likewise these examinations take place every 6 months for the passenger carrying lifts, and equipment for lifting pupils with special needs.

The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in Technology Areas are thoroughly examined at least every fourteen months by competent engineers. Labels are affixed to each item of fume/dust extraction equipment to provide an indication of the serviceability status and test dates to the users of each item of equipment.

The autoclaves/pressure cookers/boilers on model steam engines are thoroughly examined every 12 months by a technician in accordance with the Schemes of Examination given in the CLEAPPS Laboratory Handbook.

Schemes of examination have been drawn up for the air receivers associated with compressors in the Technology Areas. (Those where the working pressure in bars multiplied the volume in litres is less than 250 bar-litres are exempt). Engineers from an Insurance Company thoroughly examine these every 12 months in accordance with these schemes.

In all the above cases the reports from examinations are reviewed by the relevant Department Head who will initiate any necessary action to prevent danger. The reports are then kept available by the Departmental Heads for inspection for at least 2 years.

3.36 Working Alone

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as inspection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety.

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

Lone worker emergency call-out procedure to be complied with.

3.37 Working Time

The School recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended in 1999, 2002 & 2003) is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Headteacher.

3.38 Occupational Health Service

Specialist Occupational Health Advisors have been contracted to provide the following.

- Pre-employment screening via the use of a health declaration form, and follow up medical examinations where necessary.
- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues for employees and pupils.

3.39 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practised.
- Staff have the skills, training and resources they need.
- Fair and consistent treatment is provided for staff.
- Two way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate and are explained in the Staff Handbook.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

3.40 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning and flushing implemented.

Appropriate records of legionella control maintenance are maintained by the Site Manager.

Legionella control maintenance requirements to be complied with.

3.41 Asbestos

A specialist asbestos survey has been carried out throughout the school, all asbestos containing materials identified and a report produced.

The control measures to prevent asbestos fibres being released have been taken as appropriate.

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan has been developed, which includes the following control measures.

- No building or maintenance work is carried out without prior reference to the asbestos survey report.
- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they may take the appropriate precautions. Confirmation of this notification should be recorded.
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed.
- The Site Manager monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed.
- The condition of all exposed asbestos containing material is monitored by the Site Manager on a regular basis, and records maintained.
- If asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by the Site Manager.
- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.

Asbestos Survey Report to be available.

Asbestos Management Plan to be complied with.

3.42 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where other methods, such as engineering controls, have been considered and disregarded.

Only PPE bearing a 'CE' mark will be made available, and will be provided free of charge to employees.

Heads of Departments are to monitor and enforce the use of PPE, and are responsible for ensuring.

PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time.

Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.

PPE is kept in a clean condition, and manufacturers guidance is followed for the maintenance requirements.

Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its' use and how to identify and report defects.

Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use

3.43 Grounds Maintenance

The following controls are considered to be the minimum required for safe maintenance of the school grounds. Risk assessments and safe working procedures have been produced for all hazardous activities. Appropriate records of all inspections and maintenance are maintained by the Site Manager.

- All grounds maintenance equipment is secured when not in use, and only operated by trained personnel. Powered equipment is isolated when not in use, and the keys secured.
- Fuels for powered grounds equipment is stored in appropriate containers, which are designed to be fire resisting and contain spillages. The containers are secured when not in use and appropriate ventilation provided.
- Grounds maintenance equipment is maintained in accordance with manufacturers recommendations, and faults rectified promptly.
- Inspections of the grounds are carried out by the Site Team before the school opens each day, and all hazardous items removed prior to allowing pupils access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Site Team on a regular basis, and all hazardous parts rectified or isolated prior to allowing pupils access to that area.
- All trees on the site are annually inspected and maintained by a competent specialist. Further to this, the Site Manager ensures that all trees are inspected on a weekly basis,

and after high winds or other adverse conditions that could affect their integrity.

- Hazardous substances are securely stored with appropriate leak prevention and ventilation, and are only used in line with appropriate risk assessments.

3.44 Monitoring and Review

In order to ensure that the health and safety arrangements of the school remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

Reviews.

- The Board of Governors Health and Safety Committee are to meet regularly, with the Headteacher to identify health and safety issues and areas for improvement. This meeting is to include a review of items from the lower level meetings, a review of the school health and safety policy, and recent inspection reports. These meetings are to be minuted.
- The Headteacher expects all staff to report any Health and safety issues not resolved by the School's health and Safety Co-ordinator to be reported to her directly and if remaining unresolved to then be reported to the Health and Safety representative on the Governors Health and safety Committee.
- The Heads of Departments are to meet regularly with their staff to identify health and safety issues and areas for improvement within their sphere of influence, and a review of the school health and safety arrangements. Notes should be taken at these meetings.
- The Health and Safety Co-ordinator is to meet regularly with the Site Manager to identify health and safety issues and areas for improvement. They will review the schools compliance with the health and safety arrangements of the school health and safety policy. Notes should be taken at these meetings.

Monitoring.

- The Health and Safety advisor for the school will carry out regular health and safety inspections of the school, on behalf of the Headteacher and Board of Governors. These inspections may be targeted at specific areas at the request of the school. A report will be produced from these inspections.
- The Health and Safety Co-ordinator and the Site Manager will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Heads of Departments will carry out regular health and safety inspections of their areas of authority on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- Heads of Departments will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the school health and safety policy, risk

assessments and safe systems of work.

- The Health and Safety Co-ordinator will carry out ongoing and regular monitoring of the school health and safety policy, and submit amendments to the Headteacher as necessary.
- Staff will monitor pupils at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

3.45 Critical Incidents

Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

A Critical Incidents Policy has been developed under a separate cover to assist staff with dealing effectively with such emergencies.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available. Staff should therefore familiarise themselves with it during the induction process, and act accordingly when the need arises.

Critical incident practice drills are undertaken on a regular basis. Although these are mainly carried out as 'desk top' exercises, wherever practicable full drills are practiced.

Comply with Critical Incidents Policy.

3.46 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely.

The Board of Governors recognises its' duties as the controller of the premises, and require that the lettings policy and contractual agreements be complied with.

These will ensure that.

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire fighting equipment is in place and operational.
- Relevant insurance requirements have been met.
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety.

Comply with appropriate lettings Policy and Contract.

3.47 Disabilities

The school recognises its' duties with regard to providing reasonable access to the school and its' facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its' facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Ramps have been provided where necessary for disabled persons to gain access to facilities.
- Lifts have been provided and maintained, for disabled persons to gain access to different floor levels in the Sports Hall.
- Disabled toilet facilities have been provided.
- Supervision levels are individually assessed for each disabled person.
- Emergency arrangements have been reviewed in light of the disabled persons likely to be present.

3.49 Boiler Room

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- Emergency isolation controls are provided in the Boiler Room.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Emergency exit routes from the Boiler Room are kept free from obstructions.

3.50 Ponds

Schools have a duty of care towards their staff, pupils and others who may be on their premises, and this extends to ensuring safety in and around ponds.

Drowning is a significant hazard with regard to activities carried out at the pond. Risk Assessments are to be carried out for all activities carried out at the pond. The following standing controls are

considered to be the minimum required, which in conjunction with the relevant Risk Assessments are to be used to ensure safety in this area.

- Pupils are adequately supervised when in the pond area.
- Open edges of the pond are gently sloping, or flat and well defined. Where access is not required, or where there are steep edges, a protective barrier is provided.
- Clear signage is posted at the access points to the pond, indicating that unsupervised children are not permitted in the area, and warning where necessary of thin ice in winter conditions.
- Children and adults are to wear appropriate footwear

3.51 Managing sickness absence and return to work.

Where management of this issue is not covered elsewhere, the following, developed from HSE guidance, may be used.

It is the School policy to help employees return to work following sickness absence.

Managing sickness absence and return to work will help retain valuable staff, reduce unnecessary overheads and potentially avoid expensive employee replacement costs. A significant enhancement can also be expected in employee relationships.

All sickness absence will be monitored and recorded by the Head of Department of the sick employee, who will become the Liaison Officer between the sick employee and the School, and will act on behalf of, and with the advice of, the Head Teacher and School Governors.

Employees are required to tell the Liaison Officer why they are absent from work, and of any significant developments in their condition that affects their time of return to work or the tasks they will be capable of performing once returned.

The Liaison Officer will maintain contact with the sick employee to ensure that the following criteria, as a minimum, are met.

Less than 3 days sickness absence.

When the employee returns to work, welcome them back and discuss their absence.

Between 4 and 14 days sickness absence.

Keep in touch with the employee.

When the employee returns to work, conduct a return to work interview. This may be very informal, but may need to include actions to help the employees performance at work or underlying issues if short term absence is frequent.

Between 15 and 28 days sickness absence.

Keep in touch regularly with the employee and identify any barriers that prevent their return to work (these may not need a medical solution).

Expert advice (medical practitioners, occupational health, rehabilitation providers etc) may need to be considered.

When the employee returns to work, conduct a return to work interview.
If it seems that the employee is not likely to return to work soon, talk to them about the need to consider a return to work plan.

After 28 days sickness absence.

Continue to keep in touch regularly with the employee.

Put together a plan of actions and reasonable adjustments to help the employee return to work, including seeking expert advice if necessary, and agree these with the employee and others involved.

When the employee returns to work, welcome them back and implement the plan.

Review the employees' return to work progress until they resume full duties.

Even with the best efforts, it may not always be possible to return the sick employee to full or partial employment, but it is important to explore all options, and not to jump to conclusions. Expert advice may be required before making any final decisions.

The employer has duties under Health and Safety Legislation, the Disability Discrimination Act, and Employment Law, which all have to be considered before final decisions are reached.

3.52 Vibration

School activities are not considered to include significant vibration risks.

A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern.

Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are,

Tingling and numbness in the fingers.

Not being able to feel things properly.

Loss of strength in the hands.

Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as,

Pain, distress and sleep disturbance.

Inability to do fine work, or perform everyday tasks.

Reduced ability to work in damp or cold conditions.

Reduced grip strength.

Limiting the ability to do certain jobs, or affecting family or social activities.

Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8 hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8 hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that school employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment has been carried out to assess the vibration risks in the most likely exposure

areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the school include,
Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable.

Work methods and patterns are such that extended exposures to vibration are minimised.

Employees are informed regarding the hazards, symptoms and controls employed by the school.

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their Head of Department without delay.

3.53 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Action Levels have been set, at which differing levels of control are implemented.

These Action Levels are:

Lower Action Level = 80dB(A) with a peak sound pressure of 135dB.

Upper Action Level = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. And only where the above measure are insufficient or inappropriate is personal ear protection resorted to.

Risk Assessments have been carried out to determine areas and activities where persons could be exposed to hazardous noise levels.

Training is provided in the care and use of ear protection.

Storage containers are maintained for ear protectors at all appropriate locations.

Guidance.

Faintest audible sounds – Approx 0 dB.

Quiet Library – Approx 20 – 30 dB

Quiet Office – Approx 40 - 50 dB

Conversation – Approx 50 - 60 dB

Loud Radio – Approx 65 - 75 dB

Primary Classroom – Approx 67 - 80 dB
Tractor Cab – Approx 80 - 85 dB
Arc Welding – Approx 87 - 97 dB
Power Drill – Approx 87 - 97 dB
Chainsaw – Approx 103 - 110 dB

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Action Levels have been identified, and in these areas.

Persons are informed about the noise hazard and the controls to be adopted.
Hearing protection is available, and provided upon request.

Areas where the noise is likely to be at or above the Upper Action Levels have been identified, and in these areas.

Hearing protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection will be worn by all persons within the hearing protection zones.

The use of hearing protection will be monitored and enforced by Heads of Department.

Health surveillance will be undertaken at the commencement of employment and annually thereafter for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

Instances where an individual's noise exposure reaches the Noise Limit will prompt an investigation into reasons for this exposure, and the activity concerned will cease until the noise exposure can be brought down below the limit values.

3.54 Terms of reference for Extra Curricular Clubs

Induction meeting

All new instructors should contact Yvonne Innes SSCO at the School (tel: 0208 446 2256 Ext 270) prior to the start of the first coaching session to arrange a short induction session. The induction to include:

Checking that all terms of reference are fully understood;

Receipt of Class list / registers;

Tour of facilities to be used;

Location of PE office and Headmaster's and Associate Headmaster's Deputy Headmistress' office;

The location of the nearest phone and how to obtain emergency services;

The location of the PE first aid kit;

The procedure / care of using equipment and sports floor;

The procedure for pupil access, changing and dismissal;

Legislative requirements – check that all instructors hold current CRB checks, coaching qualifications for the proposed activity and appropriate public indemnity insurance. Copies of these documents should be passed to the Headmaster.

Registration and Dismissal

Instructors must complete and return a copy of the register for all participants for each session to the PE Office. Pupils must wear full school PE kit, including their tracksuit bottoms or change into their normal school uniform when leaving school after their sporting activity always change into their

normal uniform before being allowed to leave school unless they are being 'picked up directly outside school in their parents' cars.

Emergency

In an emergency the instructor must stay with the injured pupils and summon assistance by sending 2 girls to find one of the following: A PE teacher, The Headmaster or Deputy Headmistress . In the case of a serious injury an ambulance must be also be summoned as the first priority by using the nearest phone point. In less serious cases please await the arrival of teacher support.

Contact with pupils

Instructors should never contact pupils directly or make private arrangements without obtaining specific permission from The Headmaster or Deputy Headmistress. For convenience this could be arranged through a member of the PE staff who would then liaise with the Leadership Team on the instructor's behalf. This means that the responsibility for all contact details remains with the School. Therefore all contact with pupils outside the taught session must be through a member of the PE staff.