BISHOPSGATE SCHOOL

Bishopsgate Road
Englefield Green
Surrey
TW20 0YJ

HEALTH and SAFETY POLICY STATEMENT
HEALTH and SAFETY POLICY STATEMENT

a) The Governors and Headmaster are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School’s operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, Staff and others affected by the School’s activities, by identifying and then controlling hazards. Governors will ensure that the workplace is safe for pupils, staff and for visitors, that the school is a safe environment for learning and working, and that the School satisfactorily meets all health and safety standards,

c) The Headmaster, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Bursar or Headmaster.

f) This policy also applies to the Early Years Foundation Stage.

Signed ...........................................

ANDREW COWELL
Headmaster

Dated: 1 September 2012
RESPONSIBILITIES

HEADMASTER

a) Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.

b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.

c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

d) Will ensure that responsibilities are properly assigned and accepted at all levels.

e) Will take direct interest in the Health and Safety Programme and support all persons carrying it out.

f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.

g) Will review the Health and Safety Officer’s reports and take action where appropriate.

h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform, including the compilation of risk assessments.

i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
RESPONSIBILITIES

DEPUTY HEAD

a) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will ensure that responsibilities are properly assigned and accepted at all times.

c) Will assist the Headmaster in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.

d) Will assist the Headmaster in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.

e) Will assist the Headmaster in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.
RESPONSIBILITIES

Bursar

a) The Bursar is responsible for the day to day implementation of the School's Health and Safety arrangements.

b) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

c) Will draw up safe methods and procedures, written where appropriate, for operations under his control.

d) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

e) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.

f) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.

g) Will ensure, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

h) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.

i) Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place.

j) Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.

k) Will, in conjunction with the Headmaster, review the Health and Safety Officer’s reports and take action where appropriate.
RESPONSIBILITIES

HEALTH and SAFETY OFFICER (BURSAR)

a) Will supervise the School Health and Safety Programme.

b) Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.

c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.

d) Will report to the Headmaster and Bursar concerning Health and Safety matters, making recommendations as necessary.

e) Will, in conjunction with the Headmaster and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.

f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.

g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Headmaster and Bursar.

h) Will ensure that all areas of the School are inspected from a Health and Safety point of view once per term.

i) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.
RESPONSIBILITIES

HEADS OF DEPARTMENT & HEAD OF LOWER SCHOOL

a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department.

c) Will ensure that all classroom/work areas are safe before they are used by any person.

d) Will ensure that all equipment is safe before it is used by any person.

e) Will ensure that Protective Equipment, where appropriate, is used at all times.

f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.

g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
RESPONSIBILITIES

TEACHING STAFF

a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.

c) Will ensure that all classroom/work areas are safe before they are used by any person.

d) Will ensure that all equipment is safe before it is used by any person.

e) Will ensure that Protective Equipment, where appropriate, is used at all times.

f) Will ensure that any hazardous or dangerous conditions or situation are reported to the Bursar or Headmaster without delay.

g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.
RESPONSIBILITIES

ALL OTHER STAFF

a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.

b) Will observe Health and Safety Rules at all times.

c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.

d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmaster without delay.

e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.

f) Will ensure that working areas are kept clean and safe.

g) Will inspect all equipment and plant before use to establish that it is safe to use.

h) Will familiarise themselves with First Aid and Fire Procedures.

i) Will look after all Health and Safety equipment properly and report any defects immediately.
RESPONSIBILITIES

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.

b) Will not work on the premises until the relevant rules are read, understood and accepted.

c) Will not work on the premises until covered by insurance against risk.
METHODS and PROCEDURES

SAFE SYSTEMS

Heads of Department have devised Safe Systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.

b) Analysis of the tasks involved, including safety analysis and the provision of clear instructions.

c) Where appropriate, details of the correct sequence of operations involved.

d) Identification of safe procedures, both routine and emergency.

e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

Bishopsgate School will always seek to maintain a well managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. An Occupational Stress Policy is in place.
METHODS and PROCEDURES

TRAINING

Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary, Ground and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

All employees will be informed about, and trained in, all appropriate health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training, whenever possible, will be conducted during working hours.

All staff will receive appropriate training in the need for, and completion of, all risk assessments necessary to ensure a safe and secure working environment at Bishopsgate School.
METHODS AND PROCEDURES

VIOLENCE AT WORK

There are no circumstances in which violent behavior towards any member of staff is acceptable, and no member of staff will be expected to accept exposure to violent behavior as part of their job. A ‘Violence at Work’ Policy is in place to ensure that the school is committed to making the workplace safe for both staff and pupils.
METHODS and PROCEDURES

PLAYGROUND SAFETY

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it ‘out of bounds’, report it and ensure that it is not used until it is declared safe, following remedial work. All playground equipment is checked on a weekly basis by the maintenance man.

The Junior School has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The Junior School play in an area which is more enclosed to ensure that staff are able to supervise adequately.

In all cases the School ensures that members of staff, supervising the playground activities, are competent to undertake the task.
SPORT - General

Sport in the School is coordinated and organised by the Head of Games who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

For all sports, the School requires that the relevant protective equipment be worn. Earrings must be removed and sleepers taped over.

SPORT - Injuries

In the event of injury in sport activities, other than minor scrapes and bumps, Matron will be involved. If the pupil involved is mobile then he or she will be accompanied to the surgery. If the injury is more serious then Matron will be contacted and will attend the injured person where the injury has taken place. Matron can be contacted by two way radio or mobile telephone as necessary.

In the event of further action being needed the Duty Matron will contact the School Doctor or Ambulance as appropriate.
METHODS and PROCEDURES

THE VICKERS HALL

The Vickers Hall is used by the School for Assembly, Drama and Sport and other activities. School pupils are not permitted into the Hall without prior knowledge of a member of staff.

EQUIPMENT

All equipment in the Hall is checked annually by an outside contractor to ensure that it is safe to use. Additionally equipment is checked by staff prior to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

SHOES

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

INJURY PROCEDURES

In the event of injury, first aid will be administered by the member of staff present provided that the member of staff is qualified to do this. If necessary Matron will be contacted to assist as appropriate.

USE BY OTHERS

When the Sports Hall is used by others it is always by prior arrangement and their responsibility. Similarly, all Health and Safety aspects are their responsibility.
METHODS and PROCEDURES

FIRE

The School is regularly inspected to ensure that it complies with all relevant requirements. A Fire Risk Assessment is completed regularly by an External HSS Consultant to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with. This was last completed in March 2013.

GENERAL

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

FIRE DRILLS

Fire practices are carried out each term for day pupils and boarders and these practices are recorded in the Fire Log.

SMOKING POLICY

All staff, parents, pupils and visitors are made aware that the School is a non smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.
METHODS and PROCEDURES

OFF SITE ACTIVITIES - Field Trips, Visits etc

For trips of this nature the School's trips' policy applies, its main provisions are summarised below:

a) Careful planning of trip with prior visit made by the organiser if necessary.

b) Adequate evaluation of all Health and Safety factors involved.

c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.

b) The expertise of Staff accompanying the trip.

c) Accident and Emergency procedures.

d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

e) Risk Assessment of any hazards that are likely to be encountered.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.
METHODS and PROCEDURES

MINIBUS

The School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

Petrol, oil, water and belts are all checked each week and this is recorded in a log book kept in the vehicle. Any repairs carried out to the vehicle are also recorded in the log book.

THE VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools
- De-Icer (in Winter)

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:

a) The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.

b) The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.

d) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

IN THE EVENT OF A BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

a) The Member of Staff will stay with the minibus at all times.

b) A Mobile Telephone will be taken in the minibus and used to summon assistance.
METHODS and PROCEDURES

FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of Matron.

First Aid Boxes are always kept topped up from Matron's supply kept in the Surgery.

The following items are also controlled by Matron:

2) Day Pupil's Medicines - kept in a locked cabinet or refrigerator and administered as directed.
3) Dispensary Log - detailing what has been given to whom, for the record.
4) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.
5) The School will report any work related deaths, major injuries, injury lasting more than three days, any work related diseases and dangerous accidents to the local HSE Office as required by the RIDDOR regulations. Such an accident will also be recorded in the Accident Book.

The School requires parents to fill in a Medical Form for pupils and an Emergency Consent Form is also in place.
METHODS and PROCEDURES

CATERING

The School has contracted out its catering activities to The Brookwood Partnership.

The Brookwood Partnership is responsible for Risk Assessments and any Environmental Health Considerations.
METHODS and PROCEDURES

SAFE PLACE OF WORK

Cleaning in the School is carried out by Contractors and the School's own staff.

CLEANING SCHEDULES:

Term Time:

Daily:  
  Classrooms
  Dining Room
  Toilets
  Vickers Hall

Holidays:

Cleaning schedules for holiday periods are different than for term times. During holiday periods areas are cleaned more thoroughly as required. The opportunity is taken to carry out this work while the buildings are unoccupied.

Cleaning Materials:

The Contractor will ensure that their suppliers will instruct Staff in the correct usage and handling of the cleaning products.

Cupboards containing cleaning materials are locked when not in use.

The School's own staff also ensure that cleaning materials are locked away when not in use.
METHODS and PROCEDURES

CONTROL OF VEHICLES

Control of vehicles is of paramount importance within the School's site. Drivers are required to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

a) Speed must be kept to a minimum.

b) Drivers are required to observe the one way system in the grounds.

c) Care to be exercised always as there may be children crossing roadways.

d) Parking only to be carried out in designated areas.
METHODS and PROCEDURES

SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry into its premises. The grounds may be entered easily but the outer doors to buildings are locked except for the door to the Office and the side door of the School.

Visitors are required to report to reception on arrival and are issued with a badge to establish their identity to staff.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

There is a Caretaker resident on site who is responsible for the security of the buildings and this is assisted by live in staff.

Security of certain buildings out of School hours is assisted by the installation of an Intruder Alarms.
METHODS and PROCEDURES

MACHINERY and PLANT

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

1) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.

2) Annual checks on Portable Electrical Equipment.

3) Annual Service of Heating Equipment.

4) Annual service of Fire Extinguishers.

5) Servicing of Fire Alarm System under contract.

6) Servicing of Catering Equipment under contract.

7) Five yearly checking of fixed electrical wiring.
METHODS and PROCEDURES

ENVIRONMENTAL CONTROL

CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

ART ROOM and SCIENCE LABORATORY

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1999. These areas use dilution ventilation and local exhaust ventilation as necessary.

KITCHENS

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.
METHODS and PROCEDURES

NOISE

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.

2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.

3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

1) Equipment is selected carefully to ensure that the vibration level is as low as possible.

2) Vibration levels will be established by reference to manufacturers’ published data or by comparison with similar machinery.

3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.
METHODS and PROCEDURES

WASTE DISPOSAL

GENERAL WASTE
The disposal of this waste is carried out in the usual manner by the local authority.

FOOD WASTE
This waste is similarly disposed of via the local authority.

CHEMICAL WASTE DISPOSAL

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.
METHODS and PROCEDURES

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCURS:

1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.

2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.

3) Dangerous Occurrences listed in the Regulations.

b) REPORTING:

1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.

2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.

3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c) REPORTING FORMS:

   F2508  - for injuries and dangerous occurrences

   F2508A - for diseases

d) RECORD KEEPING:

A record will be kept of any injury, occurrence or disease requiring report

   TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT
METHODS and PROCEDURES

HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

a) Listing of Substances being used to establish whether they come under COSHH Regulations.

b) Carry out COSHH Assessment having regard to the following points:

1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.

2) Control Measures to be adopted.

3) Maintenance of the Control Measures.

4) Monitor the situation to establish that the measures are effective.

5) Undertake Health Surveillance where relevant.

6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

   Emergency Procedures

   Methods of Control

   Use of Personal Protective Equipment

c) Record all information on relevant assessment form.

   This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

The issues relating to Asbestos are covered by special statutory regulations which is outside the scope of COSHH. The School has an Asbestos Register in place, completed by a Specialist Contractor, and held by the Bursar and the School Maintenance Man. Any contractor undertaking work in the small areas within Main Building where there is evidence of Asbestos are provided with detail / briefed on the contents of the Asbestos Report for the school.
METHODS and PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

a) Provide suitable PPE  
b) Assess present PPE  
c) Maintain PPE  
d) Provide accommodation for PPE  
e) Ensure PPE is compatible  
f) Replace PPE where lost or damaged  
g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

a) Use the PPE correctly  
b) Always wear PPE  
c) Report any loss or defect
METHODS and PROCEDURES

DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.

b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.

c) Implement any requirements established in b).

d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

e) Provide eye and eyesight tests for the 'user' or any person about to become a user.

f) Provide appropriate eye and eyesight corrective appliances as necessary.

g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.
METHODS and PROCEDURES

RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

a) The Hazards associated with a particular activity.
b) The Potential Frequency and Severity of an accident.
c) The Control Measures being employed to minimise the risk of an accident occurring.
d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.
METHODS and PROCEDURES

MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.

b) Where activities involving risk cannot be avoided they will be subject to an assessment.

c) The risk of injury will be reduced as far as reasonably possible:
   - assistance from other personnel
   - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.
METHODS and PROCEDURES

WORK AT HEIGHT

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.
METHODS and PROCEDURES

CONTROL of CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

   a) Adequacy of Health and Safety Policy
   b) Control Structure
   c) Safe Systems of Work in Operation
   d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

   a) Special Hazards applicable - eg Asbestos
   b) Safe Access to/egress from the site
   c) Confined Space Entry
   d) Chemical Storage
   e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

Control of Contractors cont.../2
4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

a) Nomination of person to co-ordinate all Health and Safety aspects

b) Pre-commencement meeting to establish Contractor Liaison Person

c) Arrangement of regular progress meetings

d) Regular inspection of Contractor's operations

e) Participation in site Safety Committee - where applicable

f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)

g) Notification by Contractor of all accidents etc

h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.
The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

a) Select and appoint a CDM Coordinator and Principal Contractor.

b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.

c) Ensure that an adequate Health and Safety Plan is in place before work commences.

d) Pass on information about the land and/or premises to be developed.

e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.
METHODS and PROCEDURES

SAFETY COMMITTEE

The Safety Committee meets termly and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

a) Specific incidents give rise to the concern of the company, the staff, parents or pupils.

b) A request is received from a member of the committee.

c) An instruction is issued by the Headmaster asking for a review of the school's policies.

The Committee's regular meetings are for the following purposes:

a) To promote Health and Safety throughout the School

b) To receive reports from the Health and Safety Officer on the effectiveness of the implementation of the Health and Safety Policy

c) To consider and introduce additional Safety Rules that may be required from time to time

d) To ensure that current Health and Safety legislation is being complied with

e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence

f) To carry out any inspection of the School that may be required

g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School

h) To investigate any special hazards and to recommend action to be taken

i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate
METHODS and PROCEDURES

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.

b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.

c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.

d) The planning of Health and Safety training.

e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.
METHODS and PROCEDURES

MONITORING POLICY

The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Officer. Checks will be made twice per year with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.