



HEALTH & SAFETY POLICY

This Policy includes the EYFS, Junior School and Senior School

Links to other policies:

Risk Assessment Policy; First Aid Policy; Fire Safety Policy;
Display Screen Equipment Policy

INTRODUCTION

This document contains a statement of the School's general policy with respect to the health and safety of members of staff and pupils at Moorland School, as well as visitors and contractors and of the organisation and arrangements for the time being in force for carrying out that policy.

The contents of this document apply to all members of the staff and pupils at Moorland School).

Copies of this document and relevant Departmental Health and Safety Codes of Practice are kept readily available and open for inspection in the School's Offices. The document is hereby brought to the attention of every member of staff (including temporary and part-time staff) of the School.

The contents of this document will be reviewed, added to, or modified from time to time, and may be supplemented in appropriate cases by further statements relating to the organisation of and arrangements for Health and Safety of the members of staff and pupils in the School.

GENERAL STATEMENT

The Proprietors of Moorland School recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, safe and healthy work places, work practices and working environments for all of their employees, pupils and visitors.

The Proprietors will take all steps, so far as is reasonably practicable, to meet this responsibility paying particular attention to the provision and maintenance of proper

- (a) plant, equipment and systems of work;
- (b) arrangements for the use, handling, storage and transport of articles and substances;
- (c) information, instruction, training and supervision;
- (d) places of work with safe access and egress;
- (e) environments for safe and healthy working and adequate welfare facilities.

Without detracting from the primary responsibility of the heads of both teaching and non-teaching departments for ensuring safe conditions of work, the Proprietors will continue to keep under review arrangements for providing competent technical advice on Health and Safety matters where this is necessary.

The Proprietors are committed to ensure that the school operates in accordance with current legislation and where necessary additional resources will be provided to facilitate this.

The Proprietors, recognising the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, will cooperate with safety representatives and will provide them with such facilities and training as may be necessary for them.

Employees are reminded of their own duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to cooperate with the Proprietors to enable them to carry out their Health and Safety responsibilities successfully.

Signed:



Date:

01/09/2020

Deborah Frost, Head Teacher

RESPONSIBILITY FOR SAFETY

Every head of department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the Health and Safety of employees, pupils and other persons in their area of responsibility and also anyone else who may be affected by their work activities.

The Regulatory Reform (Fire Safety) Order 2005 came into force in June 2005. Fire Risk assessments are regularly updated and reviewed by the Headteacher.

In the case of a fire practice or actual alarm the senior member of staff and the nominated Fire Marshalls have executive authority to clear the building and to manage such roll calls or checks as may be necessary up until the time when responsibility is handed over to the attending Fire Service Officer or until the practice is satisfactorily completed.

The school office is responsible for checking first aid box contents and other relevant items eg. eye wash bottle contents once per term.

All serious accidents, dangerous occurrences and near misses, should be reported immediately to the Senior Leadership Team. The reporting of serious accidents to the Health and Safety Executive is the responsibility of the Headteacher.

INDIVIDUAL RESPONSIBILITIES

All school employees, pupils and all other persons entering onto the School's premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the school Health and Safety policy where appropriate.

YOU MUST

- (a) Make sure that all work is carried out in the approved way and in accordance with school policy.
- (b) Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- (c) Obey all instructions in respect of Health and Safety.
- (d) Warn your immediate supervisor and ultimately the Headteacher of any new hazards to be introduced or newly identified risks found in present procedures.
- (e) When appropriate, give your visitors (including contractors) a named contact within the school with whom to liaise. Visitors to the School should report to the School Office to sign in.

- (f) Offer any advice and suggestions that you think may improve Health and Safety.
- (g) Report all fires, incidents and accidents immediately to the Senior Leadership Team.
- (h) Familiarise yourself within the location of fire-fighting equipment, alarm points and escape routes, together with fire procedures.

If you are in any doubt about any matter of Health and Safety, consult your supervisor or the Headteacher.

RISKS AND HAZARDS

Members of staff are to have special regard to Risk Areas and General Hazards appropriate to their House, Department, or Activity and to be aware of the general hazards in the School as a whole and to bring these to the notice of pupils where appropriate. For example:

a) Risk Areas

Buildings

General Access and Egress/Mean of Escape, stairs, steps, guard rails, ventilation
Washing and Lavatory facilities

All electrical equipment

Nursery/EYFS building
Junior building
Pre-School building
Main Building
Dining Room
Sports Hall
Art/ICT Block
HE/Science Block
New Building

Grounds and Outdoors

All roads and road crossings around the School
All Sports facilities out of doors
Use of Weedkillers and Pesticides

Use of the School's minibuses

b) General Hazards

Hazards which are likely to occur include:

Electrical Equipment

Misuse and abuse of electrical or mechanical appliances and machines;

Trailing wires over floors

Spillage of liquids on floors and passages causing slippery surfaces;

Obstruction of passages and emergency exits with furniture or other impediments

NB in the first instance, it is the responsibility of parents to ensure that pupils do not return to School with faulty or dangerous electrical equipment. At the start of every term, House Staff or other suitably qualified employed person will check pupils' personal electrical equipment.

Misuse or non-use of ladders and steps
Misuse of physical education apparatus
Non-use of guards on machines, duplicators, guillotines, shredders etc.
Blocking of fire exits etc.
Fire (including keeping fire exits clear)
Spillage of toxic materials
Badly lit staircases and passages
Unsafe hand and guard rails/bannisters
Uneven floors or broken floor coverings
Slippery/uneven steps
Inadequate notices and instructions regarding safe working procedures in workshops, laboratories, kitchens and other areas
Smoking in unauthorised areas
Lifting of heavy weights eg. parcels, goods etc.

HEALTH AND FIRST AID ARRANGEMENTS

First Aid Kits

Basic first aid kits are provided for members of staff and pupils at various publicised points in the School. These first aid kits contain only those items which the regulations allow and should be used for initial treatment of minor injuries only.

The school office, in conjunction with the relevant member of staff, is responsible for ensuring so far as is reasonably practicable that these first aid kits are kept in a clean and serviceable condition and are properly stocked.

Reporting Procedures for Members of Staff and Pupils - Resulting from Accidents at Work or in School

In all cases where an injury results from an accident at work or in School, the following reporting/recording procedures must be strictly adhered to:

- Member of staff concerned (or, if incapacitated/prevented from doing so, a friend/or colleague) must report the accident to the relevant Head of Department/Activity Supervisor giving the name(s) of any witness(es) to the incident.
- Copies of the report are to be sent to the Headteacher.
- In cases of accidents causing serious injuries resulting in death, or which could have resulted in death, of a member of staff, the Headteacher must be informed forthwith. They in turn must ensure that the Health and Safety Executive is notified of the accident/injury in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The Accident Book is held by the Headteacher.

It is the Headteacher's responsibility, directly, or through delegation (which is detailed and in writing), in accordance with the law-

- (a) To ensure adherence in all respects to the Health and Safety policy of the School and in particular to ensure that the necessary resources for implementation are available.

- (b) To plan, organise, control, monitor and review the arrangements for Health and Safety including the arrangements for any visitors (including contractors).
- (c) To carry out general risk assessments and specific risk assessments as required by Health and Safety Legislation.
- (d) To ensure that all work procedures under my control are safe and without risks to health.
- (e) To ensure that training and instruction have been given in all procedures including emergency procedures.
- (f) To provide occupational health surveillance where appropriate.
- (g) To investigate and keep records of all cases of ill health, accidents, hazardous incidents and fires.
- (h) To post warning notices and signs and to keep them up-to-date.
- (i) To appoint qualified first aiders and to have first aid boxes checked regularly.
- (j) To see that adequate fire-fighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
- (k) To ensure that fire escape routes are kept clear.
- (l) To test emergency lights, fire detection and alarm systems regularly.
- (m) To have fire drills at regular intervals.
- (n) To make sure that the conditions of local authority licences etc. are observed.
- (o) To ensure that safe disposal of hazardous wastes is in compliance with the school's requirements.

ACCIDENT REPORT FORM

An accident form must be completed following any accident involving a pupil or member of staff resulting in treatment by any member of School Staff or any external medical agency or personnel.

SCHOOL RULES & REGULATIONS

Everyone at Moorland School is expected at all times to have good manners, and to show consideration and respect for other people and the environment. Pupils should take good care of their own and the school's property and should not take or borrow other people's possessions without permission. Pupils must obey the Law as well as the school rules and regulations.

FIRE DRILLS

- All teachers should be familiar with the Fire Instructions, Exits and Assembly Points for each room that they teach in.
- Day-time school fire drills are carried out each term.
- All the school fire alarm systems are tested weekly.
- All members of staff, particularly those with boarding responsibilities undergo the Fire Safety Awareness Training organised at regular intervals at school. Online training is also made available to staff.

- On the first night of each new term Senior House Staff must remind pupils of the location of Fire Instructions and what to do in the event of an emergency.
- New pupils should be walked through a fire drill and shown the nearest emergency exit and how to operate it.
- During the first four weeks of a new term all boarders should experience a night-time fire drill. A written report of this drill, the time taken to evacuate the building and any difficulties encountered (e.g. faulty emergency lighting) is completed, signed and dated. Copies are kept in the Fire Log.

MISCELLANEOUS

A doctor is the only person who can pronounce a patient dead. Resuscitation and external cardiac massage should be continued even where there appears to be no life in the body.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. An injured child should never be left unattended.

All staff must know:

1. How to call the **Emergency Services – dial 999** and ask for an ambulance (9 999 from an internal telephone)? If there is any doubt that an ambulance is required, call an ambulance straight away.
2. The location of the nearest First Aid box
3. The location of the Defibrillator.

RESPONSIBILITY

The school seeks to meet its obligations under The Health & Safety at Work Act, The Management of Health and Safety at Work Regulations, The Health & Safety (First Aid) Regulations 1981 and the Health & Safety Executive (HSE) Approved Code of Practice & Guidance L74 – First Aid at Work by:

- Carrying out a risk assessment to determine the School's First Aid needs across the range of activities that take place on campus and off-site.
- Ensuring there are suitably trained personnel to act as First Aiders at all times when people are on the school premises and off premises whilst on school visits. There should be at least one qualified person on each school site when children are present.
- Keeping detailed records of accidents and injuries together with an account of any first aid treatment given and that these records are reviewed regularly to minimize the likelihood of recurrence wherever possible. Accidents are reviewed termly by the Senior Leadership Team.
- Providing an up-to-date list of First Aiders including their qualifications and expiry dates, and arranging training and refresher training as recommended by HSE guidance on First Aid for Schools.
- Providing suitably equipped first aid boxes and kits in designated areas, minibuses and for trips or away matches and that these are checked at regular intervals or following use by the designated person.

- Reporting to the HSE any incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Should any employee have concerns about the provision of first aid within the organisation, they should inform a responsible person to enable the School to investigate and rectify the situation if necessary.

INFORMING PARENTS

In the event of illness/injury to a pupil whilst at school staff will inform parents as soon as possible, and wherever possible and practical, pupils should be taken home. Parents will be told the nature of the injury and provided with details of the first aid treatment given.

Any form of head injury, however minor, should be reported to parents and written advice given to day parents regarding ongoing observation.

In the event that an ambulance is called parents will be contacted immediately. A member of staff will accompany the pupil to hospital and remain with them until a parent or guardian arrives.

In accepting a place at the school, parents are required to give their consent for the Headteacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

ARRANGEMENTS FOR PUPILS WITH PARTICULAR NEEDS

Pupils with particular medical conditions are identified on the Pupils' Medical/Dietary List which is updated termly. The needs of these pupils should be considered in the planning and risk assessment for any trip and for residential trips should always be discussed at an early stage.

For each of these pupils an individual Health Care Plan is produced and circulated and shared appropriately with staff.

SERIOUS MEDICAL CONDITIONS

Instructions for identifying symptoms and treatment for a range of serious medical conditions are contained in the School's First Aid Policy. These conditions currently include: Allergies (including EpiPen instructions); Asthma, Diabetes; and Epilepsy.

MANAGING THE SPILLAGE OF BODILY FLUIDS

Instructions for managing the spillage of bodily fluids are contained in the School's First Aid Policy.

FIRST AID KITS

First Aid Kits are placed in priority areas – the School Office, Boarding Offices, Science and Home Economics.

The kits contain adequate supplies for the nature of the hazards in that location. All boxes will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

First aid boxes are maintained by the person responsible for their upkeep and restocked, when necessary, by the designated person, who is aware of the procedure for re-ordering supplies.

Portable first aid kits

A First Aid kit must be taken on all school trips. Portable first aid kits are available from the School Office for those members of staff who take trips away from the school site or who are required to work away from the normal workplace, where access to facilities may be restricted.

Examples of these circumstances include

- a) Work with potentially dangerous tools and machinery away from base location
- b) Staff travelling in vehicles on a regular basis
- c) Staff whose work takes them to isolated or remote locations
- d) Staff participating in sporting or social events arranged or supported by the School.

FIRST AIDERS

First aiders are employees who have volunteered for the role and who have been assessed as competent.

First aiders are qualified and have received training and passed an examination in accordance with HSE requirements. First aid personnel will be provided with retraining at least every three years in order to ensure that their skills are maintained. A list of First Aiders can be found in the School's First Aid Policy

In the EYFS, all staff on the premises and at least one person on any outings must have a current paediatric first aid qualification.

Notices are displayed in all workplaces giving the location of first aid equipment and the name(s) and location(s) of personnel responsible.

REPORTING ACCIDENTS & RECORD KEEPING

In all cases where an injury results from an accident in School or at work, the following procedures for reporting/recording must be strictly adhered to:

Accident involving a pupil or visitor:

The member of staff supervising the activity or to whom the accident is first reported must record the details on the School Accident Report Form

If the accident takes place away from the school site, an Accident Report form must be completed by the member of staff in charge of that trip or activity as soon as they return.

Accident involving a member of staff:

All accidents must be recorded, however minor. It is the responsibility of employees to ensure that they complete an entry in the accident book. The member of staff (or, if incapacitated and prevented from doing so, a friend/or colleague) must report the accident to the relevant Head of Department/Supervisor giving the name(s) of any witness(es) to the incident.

Where the injured person is unable to enter his or her account into the accident book, the first aider (where relevant) should enter details on the employee's behalf. **The Accident Book for staff is held by the Headteacher.**

Where an accident results in admittance to hospital, or inability to continue work, the Headteacher must be informed immediately.

In cases of accidents causing **serious injuries** resulting in death, or which could have resulted in death, of a member of staff, the Headteacher must ensure that the Health and Safety Executive is notified of the

accident/injury in accordance with the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Records should be kept of the following:

- (a) First aiders' details
- (b) Training provided to first aiders
- (c) First aid supplies, including location and content of boxes, and the person responsible for checking and reordering supplies
- (d) Details of first aid treatment administered.

For the purposes of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom and for what reason.

Guidance

Guidance on First Aid for Schools published by the DfE (updated 12 February 2014)

Health & Safety Advice on First Aid in the Workplace: www.hse.gov.uk/firstaid/index.htm

A to Z of Medical Issues: Boarding Briefing Paper 29 by the BSA (September 2014)

GENERAL RULES AND PROCEDURES

Risk assessment policy

The Management of Health and Safety at Work Regulations 1999 is the primary legislation concerned with the way in which Health and Safety is managed by the school.

The legislation requires a broad risk assessment of the work and activities of the school. Assessment of all risks is not practicable, but the school is expected to have assessed all reasonably foreseeable ones and others as identified by specific Health and Safety regulations. The assessment must take into account risks faced by all school employees and other persons who may be affected by the school's work activities. It must also take into account risks faced by particular sections of those persons, for example expectant mothers (see below) and pupils with known and significant health problems which need to be identified to appropriate staff to reasonably ensure the safety of those pupils. This safety policy documentation, which is periodically updated, in conjunction with our regular inspection and assessment regimes* (which are supported by written notes of findings including notes of persons affected, future risk control requirements and advice) will be the basis of the school's broad assessment. When necessary, the school will then assess more specific risks, either arising from particular hazards or as identified by legislation, in accordance with later documents in this policy.

Risk assessments for pupil activities are compiled by those members of staff responsible for the activities and are reviewed by them on an annual basis. The Headteacher is responsible for checking them and advising staff on any necessary amendments or improvements in the light of experience and incidents, whether 'near miss' or actual. All accidents, including those in school holidays, are reported to the Senior Leadership Team which meets on a weekly basis in term time.

The legislation also requires the school to establish written procedures to deal with foreseeable situations that could present serious and imminent danger to those on the premises. Written evacuation procedures are therefore needed. Fire risk is the main matter to be considered and all evacuations will be conducted in accordance with the written instructions prepared. Procedures are required to be written, kept up-to-date and need to include statements on the responsibilities of individuals delegated to take action. All procedures will be well practised.

In addition, the School has in place a formal Risk Assessment Policy which is reviewed annually.

Recording and notifying of accidents

The accident book is available in the School Office for employees to record the details of all injuries occurring at work. A school accident report form for accidents to pupils must be completed as soon as possible after any accident occurs and sent to the School Office and Headteacher.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the school will notify the Health and Safety Executive (HSE) of any accidents causing either death or major injury (as defined), as soon as possible by telephone 0845 300 99 23 and will confirm such telephone calls in writing, using the appropriate report form on the Incident Contact Centre website www.riddor.gov.uk.

In addition, the school will inform the HSE within FIFTEEN days of any injury resulting in absence from work (incapacitation) of more than SEVEN days excluding the day of the injury. Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Under RIDDOR, the school must still keep a record of all over-three day-injuries in an accident book.

An investigation will be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary.

Definitions of major injury accidents include:

- fracture of the skull, spine or pelvis;
- fracture of any bone in the arm or wrist (but not a bone in the hand) or in the leg or ankle (but not a bone in the foot);
- amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- an injury (including burns) requiring immediate medical treatment, or an injury resulting in loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the *Diving Operations at Work Regulations, 1997* apply) requiring immediate medical treatment;
- either acute illness requiring medical attention - or loss of consciousness resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Relevant definitions of dangerous occurrences include:

- the collapse of, the overturning of, or the failure of any load bearing part of any lift, hoist, crane, derrick or mobile powered access platform, but not any winch, teagle, pulley block, gin wheel, transporter or runaway; explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure, which might have been liable to cause the death of, or any major injury to any person, or which resulted in the stoppage of the plant involved for more than 24 hours;
- electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of, or any major injury to any person;
- the sudden, uncontrolled release of one tonne or more of highly flammable liquid, within the

meaning of Regulation 2(2) of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)., flammable gas or flammable liquid above its boiling point from any system or plant or pipe-line;

- a collapse or part-collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or over-turning;
- any unintended collapse or partial collapse of any floor or wall of any building
- being used as a place of work, not being a building under construction, reconstruction, alteration or demolition;
- the uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land drilling site, which having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause the death of, any major injury to, or other damage to the health of, any person;
- any incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such an electric line by coming into close proximity to it, unless in either case the incident was intentional.

Fire control activities

The school's Fire Safety Management Arrangements have been compiled to clarify the demarcation of devolved responsibilities in the school under the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments, referred to by the Regulatory Reform (Fire Safety) Order 2005, have been compiled.

Precautions to prevent injury in case of fire must be adequate in the circumstances and in accordance with any Fire Authority requirements.

Fire exit routes are to be kept freely accessible and clear of obstructions. Fire doors are not to be propped open. (If fire doors need to be regularly kept open for any reason, their location should be notified to the Headteacher. It may be possible to fit magnetic catches releasable by the activation of the fire alarm.)

Final fire exit doors must always be open or be operable without a key (unless it is in a break glass compartment) during times when the premises are occupied. These final fire exit doors will be fitted, wherever practicable, with appropriate emergency exit door furniture.

Final fire exit doors and fire doors are to be identified by signs. Fire exit route directional signs are to be posted in all corridors and communication spaces.

Fire evacuation instructions, in appropriate safety sign colours, are displayed in every classroom, every other room which is occupied on a regular basis and in other areas as appropriate.

There is an adequate provision of fire extinguishers and other fire-fighting equipment eg. hose reels and fire blankets.

Fire extinguishers are never to be obstructed. Where practicable they are held on brackets attached to permanent structures approximately one metre from the floor. Employees and pupils receive fire procedures training and employees receive instruction on the use of fire extinguishers.

There is a termly practice evacuation of buildings. These are recorded in the Fire Safety Management folder

Fire alarm points and systems including detection systems, emergency lights and fire-fighting equipment are inspected, tested and maintained. Records of weekly testing of fire alarms points, six-monthly testing of emergency lights and annual inspection of fire-fighting equipment and testing of fire alarm systems as appropriate are kept in the Fire Safety Management folder, which is located in the School Office.

Regulatory Reform (Fire Safety) Order 2005

The Regulations came into effect on 1 October 2006 and all existing fire legislation was repealed (including the Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997/99 and the Management of Health & Safety in the Workplace Regulations 1999).

Fire certificates are no longer issued, and have been replaced with the requirement for a Fire Risk Assessment. Employers are now solely responsible for fire safety within their workplaces.

The Headteacher is the 'responsible person' (as defined).

Electricity at Work Regulations, 1989

Moorland School recognises these regulations and undertakes to comply with them in all respects. Guidance is available from the Health and Safety Executive and the Health and Safety Supervisor.

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

Regulation 4

All electrical systems shall be constructed and maintained to prevent danger and all work activities are to be carried out so as not to give rise to danger as far as is reasonably practicable.

Regulation 5

No electrical equipment is to be used where its strength and capability may be exceeded so as to give rise to danger.

Regulation 6

Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.

Regulation 7

Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.

Regulation 8

Equipment must be earthed or other suitable precautions must be taken to prevent danger eg. fitting of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.

Regulation 9

Nothing is to be placed in an earthed circuit conductor which might give rise to danger by either breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.

Regulation 10

Every joint and connection in a system must be mechanically and electrically suitable for use.

Regulation 11

Efficient means should be installed in each system to prevent excess current which would result in danger.

Regulation 12

Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.

Regulation 13

Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.

Regulation 14

No work can be carried out on, or near, live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.

Regulation 15

Adequate working space, adequate means of access, and adequate lighting shall be provided at, or near, all electrical equipment on which work is being carried out in circumstances that may give rise to danger.

Regulation 16

No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Additional internal requirements

Contractors employed to carry out additions, alterations and tests to the distribution system must be registered with the National Inspection Council for Electrical Installation Contracting.

'As-installed' drawings of the fixed installation are to be progressively made available and modified and updated when necessary.

Routine inspections and tests of all wiring and fixed electrical installations are carried out and records of the test results obtained and Maintenance Department.

In addition to normal employee vigilance, there is an adequate inspection and maintenance scheme for all school owned and used (eg. employee owned) portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, test is carried out by trained persons. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.

[Regulation 4 requires that all portable electrical equipment be maintained, as far as is reasonably practicable, so as not to give rise to danger. This has generally been interpreted in past years to mean there is a need for an inspection and test by a competent person on an annual basis. The Health and Safety Executive have now provided written advice on how to maintain portable electrical equipment in offices and other low risk environments: Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments (HSE Leaflet).

This guidance recommends visual inspection only for items in offices and other low risk areas. Examples of items which no longer need testing are desktop computers and screens, photocopiers, fax machines, refrigerators, audio-visual equipment, all other office equipment, printers, vacuum cleaners and double insulated hand-held equipment, ie. marked with symbol [] (eg. some electric drills). The visual inspection, which can be carried out by any competent employee in the school, should be as follows.

After disconnection from the mains, the person carrying out the visual inspection should look for signs of:

- damage such as cuts and wear to the cable covering;
- any non-standard joints in the cable;
- the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible;
- damage to the plug itself such as cracked casing or bent pins;
- any burn marks or staining indicating that overheating has taken place;
- damage to the outer cover of the equipment.

In addition the parent HSE Guidance on electrical testing (Health and Safety Executive Guide HS(G)107 Maintaining Portable and Transportable Electrical Equipment ISBN 0 7176 0715 1) states that the inspection could also include removal of the plug cover to check that a proper fuse is being used, that the wires are attached to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage. The school is recommended to carry this out on the initial inspection and five yearly thereafter. Inspection of the plug does not apply to moulded plugs where only the fuse can be checked.

All the steps of inspection should be carried out in a systematic and formal way.

Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

Examples of items still requiring annual testing are:

Science Departments	scientific apparatus running off mains voltage and being used in the laboratory (but not refrigerators or office type equipment)
Kitchens	all machinery and tools not permanently wired in to the distribution equipment.
Boarding Accommodation	items belonging to the school with multi-pupil use, eg. toasters
All departments	extension leads, electric kettles and floor cleaners but frequency of testing two years.

[The advice provided above here is for guidance. Experience gained should be used to review the actual frequency of inspection and testing.]

Portable electrical items are clearly and uniquely identified by marking or labelling them with an identifying number. The date of the last inspection/test is kept in a register or indicated on the appliance label.

Employees have been instructed never to use defective equipment or never to allow it to be used. Such equipment will be removed from general circulation for repair which must be carried out before the equipment is allowed back into use. Pupil owned domestic type electrical appliances which are used in boarding houses are not routinely tested. Written rules are provided for the pupils and their parents indicating that electrical equipment used in the School must meet appropriate UK or European Standards and be suitable for a UK distribution system. These electrical appliances will be inspected alongside other items/matters during routine visits to boarding accommodation.

All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.

Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note GS23.

Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.

Technical details on the practical application of the regulations are found in the supporting Memorandum

of Guidance issued by the Health and Safety Executive and British Standard 7671: 1992 Requirements for Electrical Installations (The IEE Wiring Regulations).

Pressure vessels and associated equipment

Pressure Safety Systems Regulations 2002. These Regulations apply to compressed air and steam systems, including steam equipment found in kitchens and air receivers associated with technology. The Regulations also apply to bulk LPG installations.

Moorland School recognises the importance of the regulations which contain the following requirements:

- safe operating limits of pressure equipment and plant must be established;
- suitable written schemes will be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work;
- where the pressure x volume of the pressure vessel is greater than 250 bar litres, or the vessel contains steam, these written schemes will be certified by a competent person and the examinations will be carried out by a competent person at the intervals set down within the scheme. (Usually the competent persons will be the engineers employed by the school's insurer.);
- records will be kept of examinations and tests;
- adequate operating and emergency instructions should be provided;
- proper maintenance must be carried out and recorded.

The Health and Safety Executive Document *A guide to the Pressure Systems and Transportable Gas Containers Regulations, 1989* ISBN 0 11 885516 6 must be referred to in order to ensure compliance with the regulations.

Other internal arrangements

- all regulators, flashback arrestors and other pressure equipment used in conjunction with transportable compressed gas containers (and the compressed gas cylinders themselves if School property) are to be regularly inspected and maintained. Outside contractors will normally be engaged for this work.

Work equipment

All dangerous parts of machinery will be adequately safeguarded. Regular inspections and tests of safeguards and emergency stop devices are to be carried out and recorded.

Provision and Use of Work Equipment Regulations, 1998 (PUWER)

The PUWER Regulations simplify and make more explicit a duty which has existed for many years to provide safe plant and equipment. The regulations consolidate older requirements and practices, and apply them to all employers and workplaces.

The school is to consider whether older equipment may need to be upgraded or replaced. Equipment purchased second hand is regarded as 'new' and new equipment should meet the new requirements forthwith.

'Work equipment' includes items such as hammers, knives, saws, drilling and milling machines, woodworking machinery, lawn mowers, photocopiers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons, catering and lifting equipment and pressure water cleaners. Work equipment also covers any equipment provided by employees themselves for use at work. Substances, structural items e.g. walls, stairs, roofs and private cars are not classified as work equipment.

The main requirements are to:

- ensure that equipment is suitable for the job it has to do;
- take into account the working conditions and hazards in the workplace when assessing the

suitability, and selection of, the equipment;

- ensure equipment is used only for operations, and under conditions, for which it is suitable;
- ensure that equipment is maintained in an efficient state, in efficient working order and in good repair. (In addition to the records of the inspection of safeguards called for above, maintenance log books should be maintained by those in control of work equipment.);
- give adequate information, instruction and training to users;
- provide equipment new to the workplace that conforms with the relevant EC product safety directives.

The Regulations also contain specific requirements for new equipment which will apply to old equipment.

- protection against dangerous parts of the machinery;
- protection against specified hazards, eg. falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- protection on parts and substances at high or very low temperatures
- control systems and control devices
- a means of isolation on equipment
- good lighting, maintenance operations and warning markings.

Those in control of work equipment are required to assess the risks posed by the use of their present work equipment. (The risks associated with machinery are best assessed in line with BS 5304: 1988, *Code of Practice for Safety of Machinery*.)

New equipment must comply with an appropriate British or CEN Standard and safe operating procedures must be provided to ensure that the equipment can be used safely.

Personal Protective Equipment (PPE)

Personal Protective Equipment at Work Regulations, 1992

The School will:

- provide PPE to employees (free of charge) and to pupils whenever health and safety risks are not adequately controlled by other means;
- select PPE suitable for the risks, the employee, the pupils and the work environment;
- maintain PPE and provide suitable accommodation for it;
- ensure that PPE is properly used (this may necessitate both theoretical and practical training and instruction).

PPE covers items such as eye protection, head protection, foot protection, hand, leg and arm protection, and protective clothing for the body. Heads of departments are required to assess where PPE should be provided. All PPE purchased will comply with a relevant British Standard (or harmonised European Standard or 'Norm' (EN). All PPE supplied for use at work should only be supplied if it is certified as complying with a relevant standard. As such, it should eventually be 'CE' marked.

A competent PPE supplier has been chosen who is willing and able to advise on individual requirements. Manufacturers and suppliers have a legal duty to provide information of this type.

Maintenance of PPE includes where appropriate, cleaning, disinfection, testing, examination, repair (and replacement). Those responsible for arranging maintenance have been identified and procedures to be followed, with frequencies identified, will be laid down in writing.

The school will ensure that suitable accommodation eg. Lockers for PPE are provided so that PPE can be safely stored when it is not in use.

A systematic approach to training will be taken and training records kept. Users of PPE are to be instructed in the following:

- the risk which the PPE protects against;
- how to use the PPE;
- The way in which the PPE is to be maintained and stored.

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

Specific guidance on certain aspects of personal protection follows under the headings eye protection, respiratory protection, and protective clothing.

Eye protection

British Standard BS: EN 131 provides for various specific grades of eye protection varying from the basic impact grade to those that give protection against chemicals, dust and particles of metal. The specified use for any particular eye protection is indicated by an addition after the BS number i.e. for impact protection 'I' or '2' (if no number appears after the BS number, then the eye protection is basic grade) and for chemical protection 'C' etc.

Three kinds of eye protection are suitable for protection against the various chemical hazards found in the school:

- safety spectacles (BS: EN 131 basic grade) - these do not offer complete protection against splashes from the sides or below.
- goggles (BS: EN 131) - these provide virtually complete protection against splash injury to the eyes.
- face shields to (BS: EN 131) - these protect the whole face.

The Health and Safety Executive's National Interest Group for Education has advised that in school's spectacles to BS: EN 131 are suitable for most of the operations in which pupils are engaged. However, goggles are to be available and worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur.

Suitable spectacles, goggles or face shields must be worn by teachers, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes.

Art and craft, and other activities such as pesticide spraying which may take place in school grounds, can also give rise to risks to the eyes and therefore the need for adequate protection. Heads of departments are expected to assess the risks of the particular activities under their control. The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

Respiratory protection

Respiratory protection which is suitable and of a type approved, or which conforms to a standard approved by HSE, must be worn when the COSHH assessment requires it eg. where there is no local exhaust ventilation and significant amounts of dusts and fumes are present. Such situations may occur when pupils are working at a band saw or spraying paint or other chemicals.

Disposable respirators will be provided wherever possible. Non-disposable respirators must always be clean and the filters must be renewed after contamination or when indicated on the filter itself. Respirators must be checked to ensure that they have been properly fitted for the individual(s) using

them.

Protective clothing

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

Specific risk assessments (including COSHH assessments) will be used to indicate when personal protection is to be worn and indicate the type and standard of protection necessary.

The Control of Substances Hazardous to Health Regulations, 2002 (COSHH)

These regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them. Marie Morgan is the nominated School adviser on COSHH.

The regulations are comprehensive and apply to activities such as science, art, pottery, technology, school cleaning, office work, work carried out by the maintenance department and the groundsmen and to a wide variety of substances found on the school's premises. The regulations also apply to hazardous substances produced by any activity eg. dusts from woodworking and fumes from welding.

The regulations require an assessment of the risks to health associated with all the school's work activities involving hazardous substances before employees and others (including pupils) are exposed. In many cases the risk assessments need to be in writing.

In some circumstances, departments will make use of existing written assessments available in specialised texts eg. CLEAPSS Risk Assessment for Technology in Secondary Schools. There are also COSHH 'aids' available eg. the CLEAPSS Hazards which are used in the Science department and have proved to be very useful. However, it is likely that for many hazardous substances such ready prepared assessments will not be suitable, sufficient or available. For instance, substances hazardous to health are used in art, photography and pottery, and standard assessments are not widely available for these. Risk assessments will therefore have to be prepared as necessary.

Scope

The regulations, in addition to requiring a primary assessment of the risks to health that may arise from the use of hazardous substances, require the establishment and maintenance of the necessary control measures, and if appropriate, monitoring of exposure and health surveillance. Monitoring of exposure and health surveillance however will not be required at present.

Hazardous substances are:

- substances classified as being very toxic, toxic, harmful, corrosive or irritant. These substances are commonly labelled with a hazard pictogram;
- substances with a maximum exposure limit (MEL) or occupational exposure standard (OES)10;
- a biological agent;
- dust of any kind, when present as a substantial concentration in air;
- substances similar to those in the above categories.

Not all hazardous substances are commercially obtained. Hazardous substances are often by-products of processes carried out in the school eg. fumes produced from soldering, dusts from woodworking, legionella pathogens which may be contained in some of the clean water systems, pathogens and dangerous atmospheres found in dirty water systems and deep drains, and allergens from the bodies of laboratory animals and insects;

Never decant into unlabelled containers. All containers of hazardous substances should be properly labelled with the substance name and the appropriate hazard pictogram.

The technical data sheets should indicate these and the Health and Safety Executive publication EH40 'Occupational Exposure Limits' lists MELs and OESS.

Prohibitions

Schedule two to the regulations lists a range of substances for which there are various prohibitions, eg. recognised carcinogens and these will not be used in the school.

Action to be taken

Assessment of health risk

There is a requirement for the school to make suitable and sufficient assessments of the risks created by the particular work with substances hazardous to health and of the steps that need to be taken to meet the requirements of the regulations. In addition, the assessments will be reviewed regularly (at least every five years) or when it is suspected that previous assessments are no longer valid for some reason eg. after there have been significant changes in the work

Heads of departments are responsible for ensuring that all the hazardous substances used in the individual school departments are identified, listed and that systems are devised to keep the inventories up-to-date.

Technical data sheets are available from the suppliers of the substances and these must have been obtained for all the hazardous substances used.

When preparing the assessments any appropriate MELs or OESSs must be identified and taken into account as should the other identified hazards shown on the technical data sheets. Assessments must also consider

- whether it possible to use a non-hazardous or a less hazardous substance;
- the risks of using the substance in the particular activities under consideration. This means taking into account the quantities used, the dilutions and where the substances are used eg. in a confined area or in open air;
- risks associated with spills etc. of substances which can be as important as those associated with normal usage. It is essential that comprehensive spill kits are provided where appropriate.

Control of exposure

It is necessary, so far as is reasonably practicable, to prevent or adequately control exposure to hazardous substances by measures other than personal protective equipment. This usually means the provision of control measures like fume cupboards and local exhaust ventilation (LEV) eg. for woodworking machines, for brazing processes etc. Control measures must be properly designed, work effectively and must be properly used. (For example, the LEV should be designed so that fumes are drawn away from the breathing zone.)

Respiratory protective equipment (RPE) which is provided will be suitable for the wearers, the exposure, and will be HSE approved or manufactured to an approved standard. RPE is to be stored when not in use in a clean, dry place. Employees have a legal duty to use the RPE when provided by the school.

Maintenance of control measures

Control measures are to be maintained in efficient working order and in good repair.

Non-disposable respiratory protective equipment must be examined, and if appropriate, tested, at suitable intervals; i.e. filter respirators must be in good condition and filters must always be within the 'use by' date.

Records of all inspections, examinations and tests are to be kept for at least five years.

Monitoring of employees' exposure

Although this is not usually required in schools at present, monitoring of exposure is to be carried out when it is necessary to ensure that exposure is being adequately controlled.

It is required in school:

- when failure or deterioration of the control measure could result in a serious risk to health;
- where it is necessary to demonstrate that a maximum exposure limit (MEL) or occupational exposure standard (OES) is not exceeded.

Records of the monitoring carried out are to be kept for at least 40 years in the case of the personal exposures of identifiable employees/pupils and for five years in any other case.

Health surveillance

Although this is not usually required in schools at present, health surveillance needs to be carried out when, through the circumstances of the exposure to a substance, there is the likelihood of an identifiable disease or adverse ill health effect occurring and there are valid techniques for detecting signs of the disease or the effect. (For example, health surveillance is appropriate when sensitisers are used. Some paints and welding/ soldering fumes can be sensitisers - see the technical data sheets for hazard information.)

Employees are to have reasonable access to their health records which shall be kept for at least 40 years from the date of the last entry.

Information, instruction and training

Staff (and pupils) working with any substance hazardous to health are to be provided with information, instruction and training sufficient for them to know the nature of any risks created by the exposure and any precautions which need to be taken [the results of air monitoring, and information on the collective results of any health surveillance].

Conclusions

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

Storage of flammable liquids and petrol

The amount of flammable liquids kept outside proper storage and in any classroom or working area is to be kept as small as is reasonably practicable. Containers, when not in use, are to be stored in metal bins or cupboards manufactured to an appropriate Standard eg. BS 476. In each classroom or working area the total quantity stored in any such bin or cupboard will never exceed 50 litres. All vessels (whether full or empty) and cupboards containing flammable liquids are to be kept closed when not in use. The metal containment is to be marked 'Flammable Liquids'.

Purpose designed bulk stores will be designed using Health and Safety Executive and Fire Authority Standards.

Sixty gallons of petrol are allowed to be stored on the premises without a specific license, provided a risk assessment has been carried out and storage is suitable for the purpose and meets HSE and Fire Authority standards.

Safety signs

The Safety Signs and Signals Regulations 1996 lay down certain requirements for safety signing including requirements as to colour.

Prohibitions must be red lettering on white background, mandatory **signs must** be blue lettering on white background, **warning signs** must be yellow lettering on white background and **safe conditions signs** must be green lettering on white background.

All new signs erected in the school will adhere to the recognised colour scheme.

School Kitchen

Only trained and authorised staff may use prescribed dangerous machines. These include:

- waste disposal units;
- rotary knife bowl-type chopping machines;
- dough brakes;
- dough mixers;
- food mixing machines when used with attachments used for mincing, slicing, chipping or any other cutting operation or for crumbling;
- potato peeler;
- vegetable slicing machines; wrapping and packing machines; bandsaws;
- machines with a circular saw blade;
- circular knife slicing machines;
- carpet and kitchen scrubber/dryer.

A full Health and Safety report on the standard of repair of the premises and the equipment provided (with particular emphasis on safe guards and safety devices) must be termly by the **kitchen manager**. Obvious defects should be reported as soon as they become apparent.

Access Equipment and Work at Heights

The Work at Height Regulations 2005 applies to the school as a duty holder. They do not apply to the provision of paid instruction or leadership in caving or climbing by way of sport, recreation, team building or similar activities.

As a duty holder, the school must ensure:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained. In addition, as a duty holder, the school must:
 - Avoid work at height when it can
 - Use work equipment or other measures to prevent falls where it cannot avoid working at height; and
 - Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

Ladders and steps are to be visually inspected before use to ensure that they are in a safe condition. Special vigilance is required for wooden items which are to be inspected for signs of the wood drying out or deteriorating and joints becoming loose.

When tower scaffolds are used by the school this equipment must always be erected using all the appropriate safety devices. All erectors will have received formal training (or instruction given by the suppliers) and must have adequate notes and diagrams etc. to aid use of the equipment on school premises. Scaffolds are to be inspected before use, weekly thereafter and more frequently if conditions dictate. Records are to be kept of the inspections.

Only those trained and competent to use and work from access equipment will be permitted to work at heights. Access to and work on some areas, eg. roofs and windows will require specific risk assessment, appropriate additional training, and sometimes specialised equipment.

Safe use of Pesticides

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

- products used to control or destroy unwanted creatures, plants and other organisms;
- timber treatment products;
- chemicals used for the control of growths on masonry.

Purchase of pesticides and limitations on use

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

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

Storage of pesticides

Pesticides on school premises are to be stored and transported safely. The pesticide store must be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store used by the school will meet the following criteria. it should be:

- suitably sited;
- of adequate capacity and construction;
- designed to hold spillage;
- adequately lit and ventilated;
- resistant against fire, and if possible, frost;
- designed so that containers can be safely stacked and moved in and out;
- kept locked except when in use.

Storage of personal protection and protective clothing

This will be stored in a locker separately from other clothing.

Use of pesticides

Only approved products will be used.

Everyone who uses a pesticide must be competent to do so and this school will provide its workers with sufficient instruction and guidance to ensure that products are used safely, efficiently and humanely.

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

- correct protective clothing (in particular correct type of gloves and respirators if required);

- how to avoid spray drift;
- the need to warn neighbours and others who may possibly be affected by the proposed application.

Certificates of competence

School employees born later than 31 December 1964 and who apply pesticides approved for agricultural use must hold a certificate of competence and must have received appropriate training unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council.

Disposal of pesticides

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

Concentrated unused pesticides can only be disposed of via a competent contractor (the dumping of unwanted pesticides or containers is an offence) and the requirements of the *Environmental Protection Act, 1990* including the 'duty of care' must be complied with.

Transport of pesticides on public roads is covered by the *Transport of Dangerous Goods Regulations*.

Manual Handling and Lifting

At present, over a quarter of all accidents reported nationally each year is associated with injuries caused during lifting and handling operations at work. The Manual Handling Operations Regulations, 1992, which came into force in 1993, are designed to reduce this total. The legislation primarily affects employees, not pupils, but pupils should never be required to undertake manual handling operations likely to cause injury.

The School will comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable (the regulations do not ban manual handling operations) and an assessment of the risks in those manual handling operations which cannot be avoided will be made by the relevant Head of Department. Staff must follow the findings of any risk assessment into a manual handling operation.

A large number of manual handling operations go on each day at school. The intention is to target operations which cannot be eliminated and which are liable to present a risk of injury and it is this category which will be given further specific assessment.

Work involving Display Screen Equipment

1. Introduction

All employers are under a general duty to assess the risks to the health and safety of their employees and to anyone else who may be affected by their activity, so that necessary preventative measures can be identified and actioned. As part of this general assessment, work with display screen equipment (DSE) must be assessed against the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (the Regulations).

2. Application to Staff and Pupils

Although the Regulations were originally intended for employees defined as users the use of risk assessment has been expanded to include all workstations and as such all staff and students who are regular users of School-Owned DSE. A questionnaire is used to aid in the definition of a 'user' if required.

3. DSE Workstation Assessment

All DSE workstations must be assessed to ensure compliance with the Regulations. This can be undertaken by the DSE assessor together with the user, or by the user alone if both the trained DSE assessor and the user agree.

Where the assessment demonstrates that the workstation is below the standard required then the user's manager must take remedial action to correct the deficiencies identified. The manager must retain copies of the assessment. Assessments should be conducted whenever the workstation conditions or work practices significantly change.

4. Vision and Eyesight Testing

All employees who are DSE users are entitled to an appropriate free vision test and eyesight examination. The following procedure should be used:

The user should request an appointment for a vision test from a registered optician. The full cost of the eyesight test (up to £27.50) will be met by The School.

Where, as a result of an eye and eyesight test, a user is advised (in writing) by the nominated registered ophthalmic optician to obtain corrective spectacles or lenses for work with DSE, the user should obtain authorisation from the Headteacher. This authorisation will entitle the user to receive a contribution from the School up to £50 towards the cost of a pair of lenses specific to the eye-DSE distance (approx. 600mm) and budget frames.

Note: The School is only liable to pay for those costs of any spectacles chosen which are attributable to the requirements of the DSE work.

5. Information and Training

The Regulations require that every user is given adequate information concerning the:

- associated risks to health, and the operational arrangements to minimise risks;
- quality and standards of workstation equipment and how best to operate the workstation and its immediate environment to minimise risks to health (this includes the importance of taking regular breaks away from the screen and carrying out appropriate exercises to reduce the risk of an upper limb disorder).

To meet these requirements, managers must check that all employees, defined as users in their departments have:

- received training in the safe use of DSE
- read and understood Moorland School's Policy on Working with DSE;
- a copy of the 'Working with Display Screen Equipment' fact sheet (*a copy of which must be available in every area where employees use DSE*) #.

Training will be provided by the DSE Assessor in the assessment of the suitability of workstation equipment, the adjustments required to make best use of the equipment and in identifying and reducing the health effects associated with DSE work.

6. Reporting Injuries associated with DSE

A member of staff who sustains an injury or suffers a health problem which might be associated with DSE work must report this to his / her manager and the Bursar.

7. Definitions

'Display Screen Equipment' means any display screen for letters/numbers/graphics. It includes visual display units (VDUs). TV-type picture display screens are not included.

'Workstation' means an assembly comprising:

- DSE, with keyboard or another input device,
- any accessories,
- disk drive, telephone, modem, printer, document holder, work chair, work surface,
- immediate work environment around the DSE.

'User' There is no strict definition of a user; however, an assessment form is used which will help to clarify who is a user if a need arises.

Health and Safety Inspections

Competent persons must inspect and examine the following plant and equipment at appropriate intervals. Copies of reports are to be forwarded to the user departments for information or action. Copies of reports are to be kept for future reference purposes.

- Gas-fired boilers and appliances: Examinations are arranged by the Maintenance Department. Records are kept by the Maintenance Department.
- Electrical installations, fire alarm systems, emergency lights (including batteries and battery charging systems) and fire detectors: Examinations are carried out by the nominated person. Records are kept in the Fire Log. The fire alarm systems are tested every week, and the fire alarms systems are serviced bi-annually.
- Portable electrical appliances: Annual Inspections and examinations are carried out, and records are kept.
- Fume cupboards and other local exhaust ventilation (LEV) equipment (including equipment in kitchens): Examinations are arranged through the School Office.
- Fire extinguishers and other emergency fire-fighting equipment: Records are kept in the School Office.
- Gymnasium equipment (including weights equipment): Examinations are arranged by **the PE Department**. Records are kept by **the PE Department**.
- Guards, safeguards and safety devices fitted to work equipment (including machines): Examinations are carried out and records kept by the Maintenance Department.

Departments are expected to carry out risk assessments and an inspection of their own areas of responsibility at least once per term. The written record of this work will be forwarded during the appropriate term to the safety co-ordinator for onward transmission to the Headteacher.

The school will arrange for additional inspections and risk assessments to be carried out as and when required.

Hazardous Materials

Individual departments should keep a hazardous materials register to indicate the whereabouts (if any) of flammable liquids, such as petrol or diesel, propane or butane.

Responsible staff should make relevant employees and contractors aware of the presence of these materials before they commence any work which might foreseeably affect the hazardous materials and create risks to themselves, pupils, employees or others. Where this latter is the case a specific written risk assessment will be prepared.

Employment of Contractors

General

Contractors are routinely employed to work in the school on the installation, modification and maintenance of plant and equipment and in building operations.

Everyone working on the premises either under the control of the school or whose work could affect the school, the pupils or the public, must be aware of the Health and Safety standards they have to achieve.

The law and the contract

The Health and Safety at Work etc. Act, 1974 places similar duties on both the employer and the contractor to protect the health and safety of employees and other people who may be affected by the work.

Such legal duties cannot be delegated by contract. However, when a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and it is vital when agreeing contracts that adequate time and money is allowed for properly addressing Health and Safety issues.

The contractor will be made clear about:

- the school's Health and Safety policy arrangements and any local rules, so that he can comply with them as necessary;
- items identified as necessary for Health and Safety;
- hazards known to the school such as the extent of areas where asbestos, flammable liquids, chemicals are present, and where necessary for clarification, technical documentation and diagrams, should be provided to the contractor. All known hazards under school control and relevant to the contract must be brought to the contractor's attention;
- arrangements for matters such as site demarcation, site access, the use of permanently installed plant, the control of equipment and the control of exposure to hazardous substances.

The contract will require the contractor to produce relevant information about any subcontractors to be used and the methods to be employed to control the Health and Safety performance of these subcontractors.

Selecting the contractor

Contractors invited to submit tenders are to be made fully aware of the standards of Health and Safety management expected of them.

The contractor must supply the school with a copy of his Health and Safety policy. An assessment then should be made to ensure its compatibility with our own and its appropriateness for the particular work and location. It should adequately cover the issues relating to hazards which will be met in carrying out the work and detail the precautions necessary to eliminate or satisfactorily control them.

Planning the work

Successful use of contractors requires effective management and planning and Health and Safety matters are to be considered at the planning stage.

Together, the school and the contractor will consider:

- the school's own operations which may affect the contractor's work. All known hazards must be brought to the contractor's attention;
- how the contractor's work may affect the school's employees, pupils or visitors? Written working methods to control risks may be necessary;
- which party has overall responsibility for the control of work on site and control of sub-

- contractors. (Those with overall control usually have responsibility for Health and Safety);
- whether Health and Safety responsibility is clearly defined, even if work areas are not - eg. during commissioning of newly installed plant, or when several contractors are working concurrently.

Control on site

The school will nominate a competent person to liaise with the contractor and to monitor those working methods which have been designed to control risks which could affect school employees, pupils and visitors.

It is to be a condition of all contracts that the contractor will appoint a senior member of his staff to maintain liaison with the school.

The school and the contractor are expected to keep each other informed about all known hazards which may affect each other and relevant changes to plans or systems of work.

There will be regular site meetings between the contractor's and the school's representative to ensure that good communications are maintained.

The contractor will be expected to regularly monitor his own Health and Safety performance.

Information

The contractor should ensure that his own employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractor's area of work and any restricted areas. There should be no confusion over the school's local rules, eg. use of 110v portable electrical tools, and the procedures for contractor's employees during an emergency at the school eg. when the fire alarm sounds.

Practical guidance on safe working practices based on Health and Safety

The Education Services Advisory Committee of the Health and Safety Commission (HSC) has produced a comprehensive set of guidelines Building Contracts Undertaken on Educational premises - Strategies for the Health and Safety of Staff and Pupils on matters which need to be taken into account when building works are being carried out on school premises.

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

The guidelines stress the need for Health and Safety to be given a high priority when building works etc. are being planned. Proper account must be taken of the needs and requirements of the school. For example:

- access/exit to premises from the street;
- access/exit to and within the buildings;
- playing facilities;
- service arrangements, eg. food and stores deliveries;
- access routes for emergency services.

The HSC expect certain matters to be discussed before work commences. Examples are:

- access/exit requirements from the street and to and within the buildings;
- proposals for the use of scaffolding and ladders;
- proposals for separating the work areas from open access areas;
- proposals for the positioning and fencing of skips and storage areas;
- any dangerous, noxious or offensive substances or processes to be used and the contractor's

- proposals for protecting staff and pupils;
- proposals for the contractor's essential services (sanitation, telephone, power, parking etc.);
- whether visitors to the building works need to report to the school office as well as to the site office.

The HSC say that during the course of the work, if the school feels that the contractor is disregarding safety procedures, or that staff or pupils will be put at risk by the contractor's actions, the school's representative should:

- if there is an imminent risk to staff and pupils remove them from the area and then contact the contractor responsible for the works/or immediately contact the contractor responsible for the works;
- consult directly with the contractor with a view to eliminating the risk.

On no account will specific advice be given by the school on matters which appear to be giving rise to risk. A summary of the detailed recommendations of the HSC in respect of different types of work follows.

Work sites

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

Access equipment

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

Overhead working

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

Excavations

- all excavations in open access areas must be covered while they are not in immediate use. All excavations more than one-metre-deep must be fenced and appropriate warning signs erected.

Substances

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

- if any of the contractor's work involves the disturbance of asbestos, among other things, a written system of work should be agreed by all parties before the work begins. If work being undertaken encounters asbestos, it should be left undisturbed and the school contacted immediately. See following section.

Stripping paint

- All paint work which is to be stripped should be treated as containing lead unless it is proven to be lead-free.

Asbestos

The School aims to take all reasonable measures to enable building occupiers, pupils, staff, contractors and the public to use its buildings without risk to health from asbestos. In order to do this Moorland School has undertaken a programme to identify and record details of asbestos in its properties, and to manage its retention, remediation or removal.

Moorland School will take all reasonable steps to minimize the risks associated with asbestos-containing materials located within school properties to meet this objective Moorland School will:

- Introduce a system to manage asbestos and taken all reasonably practicable steps to ensure that all persons who live in, work at or visit Moorland School properties will not be exposed to asbestos risks.
- not knowingly specify or use asbestos-containing materials in any new installation or construction.
- Where necessary, carry out a sampling, location and assessment asbestos survey (Type 2) of its properties in order to identify, locate and assess the condition of asbestos materials and draw up a register listing where asbestos-containing materials can be found. Surveys have been undertaken by a company that is suitably accredited by the United Kingdom Accreditation Service (UKAS) to BS ENISO / IEC 17020.
- Inform and consult all affected parties before any work with asbestos-containing materials are undertaken. All work on asbestos-containing materials will be carried out by a contractor who holds an appropriate license issued by the Health and Safety Executive.
- Remove any identified asbestos-containing materials, from Moorland School's properties, which could be easily damaged or disturbed or could create a significant risk due to deterioration.
- Create a programme for removal of all asbestos-containing materials (subject to a priority risk assessment) as far as is reasonably practicable.
- Place asbestos warning labels, where practicable, on identified asbestos- containing materials within Moorland School's properties that are not removed, and encapsulate such materials where practicable.
- undertake periodic condition inspections of all asbestos-containing materials identified at the site by the Type 2 asbestos survey.
- Ensure that prior to any major refurbishment or demolition work a Type 3 asbestos survey is undertaken in the affected areas. Surveys are to be undertaken by a company which is suitably accredited by UKAS to BS ENISO IIEC 17020 (2004).
- Ensure that any air monitoring I bulk sampling work and subsequent analysis is undertaken by a company that is suitably accredited by the United Kingdom Accreditation Service (UKAS) to BS

ENISO / IEC 17025 (2005).

- Inform and train employees to ensure that statutory obligations are met.
- Comply with legal requirements and guidance and carry out any disciplinary or enforcement action as necessary to enact the school's policy.
- Continuously review procedures and policy.

Visitors

Throughout this policy document both risk areas of school work and the measures needed to control the risks to employees, pupils and other persons affected by the working activities have been identified. In relation to visitors (who may be contractors) to the school premises, sufficient risk assessments to enable such persons to remain safe whilst on school property must be carried out in accordance with the requirements of both this school policy and the law.

In many cases visitors will need to be given very basic information, for example, directions signs need to be maintained in the car park and at the entrance gates to indicate the whereabouts of reception etc.; visitors who will be spending time on the premises unaccompanied by an employee are supplied with emergency evacuation instructions.

A visitor's book is maintained in the School Office. Visitors will be required to sign 'in' and 'out' and to wear a visitors badge for the duration of their visit.

Information, Instruction and Training

The provision of appropriate Health and Safety information, instruction and training (followed by appropriate supervision) is essential to any safe system of work. Training is mentioned in several sections of this Health and Safety policy, but not all needs have necessarily been identified elsewhere. Appropriate induction training is to be provided for all employees (including supply teachers) and pupils. Thereafter employees and pupils must be competent in the tasks required of them or must be closely and adequately controlled by competent persons.

Where the need for other specific training and instruction is identified it will be provided. (Some forms of training are specifically required by law. Examples of this are training for the users of woodworking machinery, training to change an abrasive wheel and training in the operation of prescribed dangerous catering machines.)

Written information will also be provided to employees and pupils where necessary.

Comprehensive training records are to be maintained.

Disposal of Waste

Refuse (Domestic-type office and Domestic-type industrial)

From the 1st April 1992, all persons who dispose of waste (other than true domestic waste) must comply with the Duty of Care imposed by the *Environmental Protection Act, 1990*, Section 34. The school will:

- (a) Ensure that the waste is always placed in a suitable container. If it is bagged, the bags are to be of good quality, since it is a breach of the Duty of Care to allow waste to escape (eg. when a bag splits).

- (b) Ensure that the waste is transferred only to an authorised person. The Council Refuse Collectors are authorised persons. If waste is collected by, or delivered to, a third party they must be registered under the Act and will be required to produce their Registration Certificate for the school.
- (c) Ensure that all waste is described in writing and that all parties involved in its handling are identified. Where a service is used regularly, this will be done on an annual basis by completion of an Annual Waste Transfer Note. Annual Waste Transfer Notes can be obtained from the local authority.
- (d) Ensure where the disposal of waste is not covered by an Annual Waste Transfer Note, that all disposals of waste will be accompanied by suitable identification. Authorised persons should be able to supply an appropriate Transfer Note for completion. If the nature of the waste changes during the operation of an Annual Waste Transfer Note, the carrier will be notified. Local authorities will give guidance on which types of refuse must be disposed of to specialist registered carriers. Local authorities are not permitted to collect clinical waste and, in such cases, specialist carriers (eg. Rentokil) are to be engaged for the purpose. Such controlled waste must not be handled by members of the school cleaning staff and the waste must be deposited direct in containers supplied by the registered carrier.

Disposal of hazardous wastes

Annual checks are to be made on stocks of laboratory chemicals and other hazardous items, eg. pesticides so that unwanted items can be removed for disposal. Chemicals need to be identifiable. If a substance has been decanted, the information from the original label must be copied onto a self-made one. This is the responsibility of the department concerned.

Legionella Prevention

Moorland School recognises the importance of the legal requirement to manage the risk from Legionella and is committed to protect not only its own employees and pupils, but also other persons who may be affected by its undertakings, from any possible exposure to Legionella bacteria in School buildings. A Legionella Policy and Operational Procedures for Inspection and Monitoring of Hot and Cold Water Systems are in place. Annual, quarterly, monthly and weekly checks are carried out in line with the Policy and Procedure and records of these are maintained for at least five years.

Woodworking Machinery

It is not possible to fully guard woodworking machinery and safety is achieved by ensuring operators are properly trained, experienced and follow the safe operating procedures.

The only persons permitted to use woodworking machines in the school are those who are competent and authorised to do so or who are under adequate supervision.

Key switches/locks are to be used to ensure that unauthorised persons do not have access to the machines.

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

Workshops housing machines are to have a sound, level floor with non-slip qualities. Adequate lighting will be provided.

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

Acquisition and disposal of obsolete machinery is covered by the PUWER Regulations 1998 - see Appendix.

Control of wood dust

- no power sanding using fixed equipment will be carried out indoors unless the machine is fitted with dust collection or extraction facilities;
- circular saws and planer/thicknesses are to be fitted with extract facilities unless use is very intermittent;
- persons using machinery will be provided with eye protection.

The Gas (Installation and Use) Regulations, 1998

The Regulations address all dangers arising from the transmission, distribution, supply or use of gas and apply equally to natural gas distributed by UK gas companies and to privately owned systems where LPG is supplied via a storage vessel.

The school will ensure that all gas installation work and other work carried out on the premises in relation to storage vessels (excluding cylinders or cartridges designed to be disposed of when empty) or fittings (including appliances but not portable appliances supplied with gas from a cylinder) is carried out in accordance with the Regulations and by competent, registered CORGI gas engineers.

If any School employees currently carry out this work, they are to be competent and CORGI registered.

Gas appliances intended for use in bathrooms or shower rooms will be room-sealed appliances. A room-sealed appliance means an appliance whose combustion system is sealed from the room in which the appliance is located and which obtains air for combustion from a ventilated uninhabited space within the premises or from the open air outside the premises and which vents the products of combustion to open air outside the premises.

All gas fires, other space heaters or gas water heaters intended for use in sleeping accommodation will be room-sealed or, if it is a fire, other gas space heater or a gas water heater of 14 kilowatt heater input or less, will incorporate a safety control designed to shut down the appliance before there is a build-up of a dangerous quantity of the products of combustion in the room concerned.

The school will ensure that all gas installations, pipework and appliances, which are located on the premises whether the premises are let or otherwise, are maintained in a safe condition.

Where the school premises are let out from time to time and gas appliances are installed, then the gas appliances will be checked for safety by registered engineers at intervals of not more than 12 months. The school will keep records in respect of these appliances of the dates of inspection, the defects identified and any remedial action taken.

GAS ESCAPE PROCEDURE

ALL ESCAPES MUST BE REPORTED AND ACTIONED IMMEDIATELY

Immediate Action to be Taken:

- 1. Turn off meter/emergency control immediately and leave off until escape has been repaired.**
- 2. Extinguish all flames.**
- 3. Ventilate the premises by opening doors and windows.**
- 4. Do not operate any electrical switches.**
- 5. Phone British Gas emergency service. All numbers will be located in the local telephone directory. If not, call 0800 111999.**
- 6. Immediate access to premises will be required by British Gas**

Information that should be reported:

- **Customer's name, address and telephone number.**
- **Where the smell of gas is most noticeable.**
- **When the smell of gas was first noticed.**
- **Whether the gas has been turned off.**
- **Is there any smell of gas outside?**
- **Are there any special instructions for access?**

Construction Design & Management (CDM) Regulations 2007

Introduction

The Construction Design and Management Regulations 2007 came into effect in April 2007 and replaced the previous 1994 Regulations as well as the Construction (Health Safety and Welfare) Regulations 1996. The regulations apply to all construction work and in their revised form are extended to cover site safety issues such as excavations, site traffic and welfare provision as well as the safety management matters commonly associated with CDM.

The new regulations are in 5 parts:

- | | |
|--------|--|
| Part 1 | Introduction and definitions |
| Part 2 | General management duties for all construction work |
| Part 3 | Additional management duties for notifiable projects |
| Part 4 | Duties for health and safety on site (previously set out in the Construction Health Safety Welfare Regs) |
| Part 5 | Enforcement, civil liability etc. |

Parts 2 and 4 apply to all construction work. Part 3 sets out additional management duties for projects which are 'notifiable' (generally those projects which will involve more than 30 days or 500 man-days of site work).

Duties are placed on construction clients, designers, the CDM co-ordinator (who replaces the planning supervisor defined in the 1994 Regulations), a principal contractor and contractors. Those who commission construction work for purely domestic purposes and with no business interests are not considered 'clients' and have no duties under CDM.

The revisions place significantly more responsibility on the client (who is seen as a key influence on project safety management) and there is no longer an option of transferring client duties to an 'agent' (as under

the 1994 Regulations). CDM 07 also re-shapes and re-titles the role of planning supervisor, now 'CDM co-ordinator', to one providing assistance to the client from the very earliest stages of larger, notifiable projects. The role is one of helping to shape a structured safety management process through concept and detailed design as well as in planning site work. Changes to the duties of designers and contractors are less marked.

Work Related Stress

The school is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all its employees. We recognise that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

This policy will apply to all those employed by the school. The SLT is responsible for its implementation and the school is responsible for providing the necessary resources.

This policy is not contractually binding on the school and it may be amended from time to time. It applies equally to all employees of the school regardless of status or seniority.

Definition and Symptoms of Stress

This policy will use the following definition of stress as defined by the Health and Safety Executive: "stress is the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

All staff should be alert to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short term absence.
- Decrease in work performance.
- Decrease in decision making ability.
- Changes in work relationships, e.g. conflict between colleagues.
- Decrease in staff motivation/commitment.
- Working longer hours but with diminishing effectiveness.
- Lack of enthusiasm.

Symptoms to be alert for in recognising stress in you include:

- Fatigue, disturbed sleep, aching muscles.
- Loss of appetite, indigestion.
- Dependence on alcohol or drugs.
- Headaches.
- Inability to relax.
- Sense of not being in control.
- Difficulty in retaining information.
- Poor concentration and indecisiveness.
- Increased irritability.
- Change in attitude to work/colleagues.
- Anxiety/ depression.

Each member of staff should be alert to these symptoms either in themselves or in colleagues and to take appropriate action to address the issue in accordance with the steps set out in this policy.

Policy

The school will 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. In order to achieve these policy goals, the school will seek to give effect to the following:

- The school will take reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress.
- The school will consult with staff/safety representatives on all proposed action relating to the prevention of workplace stress.
- The school will provide adequate resources to enable Heads of Department to implement this policy.
- The school will communicate to all staff the content of this policy.
- The school will encourage staff, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported.
- The school will operate reporting procedures with proper safeguard for confidentiality.

Responsibilities of SLT

- Conduct and implement recommendations of risk assessments.
- Ensure good communication between staff particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff have opportunity for career progression as appropriate.
- Monitor workloads to ensure a fair distribution of work.
- Monitor working hours to ensure that staff are not working to excess.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested on good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their department.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Meet regularly with staff to listen to any concerns.
- Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously.

Responsibilities of Staff

- Raise issues of concern (including concern relating to colleagues) with Heads of Department. Do not wait until a formal appraisal to identify concerns.
- Accept opportunities for counselling when recommended.

Establishing the Problem

Employees who know or suspect they have a stress-related problem, or that they are at risk of developing one, should make an appointment at the earliest opportunity with their respective Head of Department. The issues of concern to the employee will be fully discussed and appropriate steps will be agreed.

If a member of staff suspects that a colleague has or is developing an adverse stress reaction, he/she should raise the matter in confidence with the Assistant Principal (Operations) or Head Teacher.

Where time off is required

There may be occasions where stress impacts so negatively on health that individuals have to take time off work. It is the school's objective to minimise such absence by providing support for its staff and to help plan a structured return to work.

Where time off is identified as an appropriate measure the employee will be on sick leave and entitled

to all benefits under the contract of employment. It is important that employees in such circumstances seek immediate advice from their GP or other medical expert since anxiety and depression are medical conditions which can often be effectively treated through medicine and counselling and through a structured return to the work environment.

While the employee is undergoing treatment, the school has the right to obtain confirmation from the GP or advisory body that ongoing treatment is being obtained and to ask for the likely timeframe for return to work. The school may also require the employee to see an independent doctor or other health professional.

Prior to or on the employee's return to work, a meeting will take place with the employee to consider the medical position and the circumstances leading up to the employee's absence. Consideration will be given to an appropriate strategy for the individual to return to work which may include: -

- Adjustments to the individual's duties, workload or place of work where this can be reasonably being achieved, either on a temporary or long term basis, with consideration of any salary implications.
- An initial return to work on a part time or flexible basis.
- The offer of a job on a lower level of responsibility with a correspondingly lower salary.

It will be the responsibility of the employee and SLT to ensure that any recommendations resulting from the meeting are implemented and that the employee meets regularly with his/her manager to discuss any additional steps which need to be taken to mitigate a recurrence of stress.

Where a return to work is unlikely in the foreseeable future either because of the severity of the condition or where the school cannot reasonably create the changes in working environment that the employee and/or GP or medical expert sets out as a precondition to return to work, then early retirement on medical grounds or termination of employment on grounds of medical incapacity will be considered.

Where stress, depression or anxiety are given as the reasons for short-term, frequent absences a member of the SLT should meet with the employee to seek to address any underlying work problems as soon as possible.

Where time off is not required

Where a member of staff has indicated that he/she is suffering from stress but does not want to take time off work, the following steps will normally be followed:

- The employee will meet with his/her manager to discuss the matter.
- If recommended by the manager, the employee will visit his/her GP or an independent specialist for further examination.
- If time off is recommended by the medical practitioner the employee will take the appropriate time off work.
- Otherwise the employee and his/her manager will identify reasonable steps which can be taken to mitigate and minimise the factors occasioning stress.

New and Expectant Mothers at Work

The Management of Health and Safety at Work Regulations, 1999 impose provisions relating to pregnant women or women who have recently given birth or who are breast feeding (new or expectant mothers). These Regulations specifically require the school to take particular account of risks to new and expectant mothers when assessing the risks in the work activities.

The employee must have notified the school in writing that this is the case (but there is no statutory obligation for her to do so). Risks include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself.

If a significant risk to the health and safety of a new or expectant mother is identified, the following actions will be considered in the order given:

- removal of the hazard;
- prevention of exposure to the risk;
- control of exposure to the risk.

If the risks to new or expectant mothers identified by the risk assessment cannot be controlled by the measures, the school is obliged to take under other health and safety legislation, then the school must, where it is reasonable to do so, alter the working conditions or hours of work of these women if doing so would avoid the risks.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is doubt, professional advice will be sought on what the risks are and whether they arise from work.

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

Examples of risks and ways to avoid them

Risk

Physical agents such as shock, vibration or other movements; manual handling of loads; noise; ionising and non-ionising radiation; temperature extremes; postures and movements that cause mental and or physical fatigue; hyperbaric (high pressure) atmospheres.

Avoidance

Volume and pacing of work should not be excessive; if possible, employees should be given some control over how work is to be organised; seating, lying down and rest facilities should be made available; rest breaks may need adjustment; employees should be allowed to gain access to help from other employees; proper information and training should be provided. An assessment under the Manual Handling Operations Regulations, 1992 should identify the steps to reduce the risks from manual handling of loads to the lowest reasonably practicable level.

Risk

Biological agents such as bacteria, viruses and other micro-organisms known to cause adverse human health effects, especially those known to cause abortion or physical/neurological damage; note - when considering risks from infectious or contagious diseases, only risks over and above those new and expectant mothers may be exposed to outside the workplace need be addressed.

Risk

Chemical agents such as mercury, lead, substances absorbed through the skin, cytotoxic drugs, carbon monoxide and chemicals labelled with the following risk phases: R40, R45, R46, R61, R63, R64.

Avoidance

Assessment required under the Control of Substances Hazardous to Health Regulations, 2002 will identify these chemicals and the remedial measures to be taken. It is best to substitute with other less hazardous chemicals but if this is not possible proper precautions to prevent skin contact should be

taken. The risk of contamination should be reduced and personal protective equipment such as overalls, gloves and face shields should be provided. Strict compliance with the requirements of the Control of Pesticides Regulations, 1986 (as amended 1997) is necessary

Additional action

The school will inform all female employees of child-bearing age of the requirements of the regulations.

The school requests any new or expectant mother, in order that her own safety and health, or that of her child, may be protected, to inform a suitable manager if or when she becomes a new or expectant mother.

The Control of Noise at Work Regulations 2005

The school must ensure that risk from the exposure of its employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

If one of the lower exposure action values is likely to be exceeded, the school needs to carry out a risk assessment to assess whether any employees are likely to be exposed to noise at or above a lower exposure action value, an upper exposure action value, or an exposure limit value.

The risk assessment should consider (a) the level, type and duration of exposure, including any exposure to peak sound pressure; (b) the effects of exposure to noise on employees whose health is at particular risk from such exposure; (c) any effects on the health and safety resulting from the interaction between noise and the use of ototoxic substances at work, or between noise and vibration; (d) any effects of noise on audible warning signals or other sounds that need to be audible for safety, or in order to reduce risk at work; (e) any information provided by the manufacturers of work equipment; (f) the availability of alternative equipment designed to reduce the emission of noise; (g) any extension of exposure to noise at the workplace beyond normal working hours, including exposure in rest facilities; (h) appropriate information obtained following health surveillance, including, where possible, published information; and (i) the availability of personal hearing protectors with adequate attenuation characteristics.

The Control of Vibration at Work Regulations 2005

The school must protect workers (and other persons who may be affected by the work) from the potential long term risks of damage by exposure to either whole-body or hand/arm vibration at work. The school has duties placed upon it to provide the minimum health and safety requirements in order to avoid this risk.

The regulations require the school to take the following actions:

- Introduce action values and limit values for daily exposure to vibration.
- Undertake a risk assessment.
- Eliminate or, where elimination is not reasonably practicable, reduce exposure to vibration to as low a level as is reasonably practicable.
- Introduce a programme of measures to be taken at the action values to reduce exposure to vibration to as low a level as is reasonably practicable
- Required to Take action at the limit values and prohibition on exceeding the limit values.
- Allow weekly averaging of exposure to vibration in specified circumstances.
- Implement health surveillance.
- Provide information, instruction and training.

Smoking

The Health Act 2006 implements a workplace-smoking ban in England, Wales and Northern Ireland. Under the legislation, smoking is not permitted in any enclosed or substantially enclosed premises or vehicles that are open to the public including pubs, restaurants and all places of work (some exceptions apply including designated smoking rooms in hotels or residential nursing homes).

Should these Regulations be contravened individuals can face on-the-spot fines of £50 which can rise to up to £1000 should the issue be brought to court. Managers of the premises can also face a fine of £200 - this figure can rise to as much as £2500 if not paid within the correct timeframe.

Moorland School's policy is that all our premises are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises. This includes school vehicles. This policy applies to all employees, consultants, contractors and visitors. A smoking area for staff is provided.

Reviewed and updated by Deborah Frost, Headteacher, September 2021

Next Review Date: September 2022