



THE ROYAL BALLET SCHOOL

HEALTH & SAFETY POLICY

PART C

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1. ACCIDENT RECORDS AND NOTIFICATION

Accident books, which are data protection friendly (the statutory version is ISBN 0 7176 2603 2) must be available for recording the details of all injuries etc which occur at work. An entry must be completed as soon as possible after any accident occurs.

The School follows the guidance given in the HSE information sheet “Incident-reporting in schools (accidents, diseases and dangerous occurrences).

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the employer must notify the Health and Safety Executive (HSE) as soon as possible by telephone or e-mail of:

- any accidents to employees causing either death or major injury
- certain industry related diseases suffered by employees
- dangerous occurrences
- any accidents to members of the public (the “public” includes pupils) where any is killed or taken from the premises to a hospital for treatment.

Accidents to employees which result in injury causing absence from work of more than three days are reportable within ten days of the accident.

NB. Accidents to pupils which are attributable in some way to work organised by their school (e.g. an accident in DT or an accident during a chemistry experiment), or the condition of premises or plant, or lack of or defective supervision, where injury is suffered and where the pupil is taken to hospital for treatment, must be reported. Playground injuries, unless caused by defective equipment or premises etc., are not reportable.

An investigation should 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.

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

Reportable major injuries:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning as a result
- Dangerous occurrence at a well (other than a water well)
- When a dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air
- Accidental release of any substances which may damage health.

Reportable diseases include:-

Poisonings

- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

All accidents, occupational ill health, dangerous occurrences and near misses should be reported as follows:

- Lower School – to the Nurse
- Upper School – to the Administration Manager
- Wolf House – to a House Parent

The above staff must notify the Estates Manager of all reportable incidents ie those reportable to HSE under RIDDOR.

The Estates Manager is responsible for reporting to the HSE all notifiable incidents.

All incidents must be investigated by the line manager of the individual/s involved in the incident and a copy of the investigation sent to any other manager responsible for following up any causes of the incident or any remedial actions required.

As revised 02.05.08

2. ASBESTOS

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

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

Legislation effectively prohibits any of our employees from working with asbestos, but if in doubt consult the Estates Manager who may then take advice from elsewhere.

Asbestos management plans for the School are held by the Estates Manager.

All those, including contractors, who might work on or disturb the known ACMs on site, are formally informed that the materials contain asbestos and that they must not disturb them or carry out work without consulting the Estates Manager.

All ACMs remaining on site need to be inspected regularly to check that they have not deteriorated or been damaged. The frequency of the inspections will depend upon the condition/location of the material. Any changes in the condition of the ACMs will necessitate a review of the risks involved.

Periodic reviews should be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

The Estates Manager is responsible for the asbestos management plan and its future development. In addition to other things this employee must induct all other appropriate employees and contractors and consider whether a permit to work identifying the hazards may be appropriate in certain circumstances.

As revised 30.06.08

3. CATERING

The food safety hazard analysis and catering risk assessment is carried out and held by Chartwells' House Services Manager.

The catering contract defines the requirement for submission to the School of food safety audits and health and safety audits.

Obvious defects should be reported as soon as they become apparent.

As revised 06.10.08

4. CONSTRUCTION PROJECTS

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

Projects involving a construction phase likely to last longer than thirty days and/or involving more than five hundred person days of construction work are subject to written notification to the local office of the Health and Safety Executive. Notification should be made on the appropriate HSE form by the Planning Co-ordinator.

Projects

Projects are normally divided into five stages: concept and feasibility, design and planning, tender and selection, construction, and commissioning and handover and there are duties and requirements at each of these stages.

Safety Co-ordination

A planning co-ordinator must be appointed for projects. The architect may act as planning co-ordinator or others may be recommended, but in any event, the person appointed must be competent and willing to act.

Health and Safety File

A health and safety file must be prepared for each project. The file is basically the record of health and safety information for the end user and a copy must be kept by the employer for reference purposes.

The health and safety file should contain record or 'as built' drawings and plans, design criteria, details of the construction methods and materials used, details of the equipment and maintenance facilities within the structure, maintenance procedures and requirements for the structure, manuals of operating and maintenance procedures together with schedules for plant and equipment installed as part of the structure, details of the location and nature of utilities and services, including emergency and fire fighting systems.

Reviewed with no change 30.06.08

5. CONSULTATION WITH EMPLOYEES

Relevant regulations are:

- Health and Safety (Consultation with Employees) Regulations (HSCER)
- The Safety Representatives and Safety Committees Regulations (SRSCR).

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

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

Employees or their representatives should be given enough information to allow them to take a full and effective part in the consultation process and the School should ensure that any elected representatives receive the training they need to carry out their roles.

Employees will be given, via the Staff Handbook, details of the primary Health & Safety representative for each of the School's main areas of operation as set out in Part B of the Health & Safety Policy.

*Agendas should be readily available for input from all categories of employee, both teaching and non-teaching, and minutes should be made available to all **[for discussion]**.*

It will be explained that any employee who wishes to have an input will be given ample time and opportunity to do so – initially via individual member(s) of the Health & Safety Committee and, in special circumstances, to the Health & Safety Committee as a whole.

As revised 30.06.08

6. CONTRACTORS

GENERAL

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment and in building operations and they 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 duties on the employer and the contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

Selecting a Contractor

A potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and/or method statements. These need to be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken and its location. The documents should adequately cover the risks in the work to be carried out and detail the precautions necessary to eliminate or satisfactorily control the risks.

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

Contractors should be able to demonstrate that their employees are competent in health and safety matters. This applies to senior managers as well as those who will supervise on site.

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

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

During the work there should be no doubt as to who is managing health and safety. A senior manager should be nominated to liaise with the contractor or his nominee on a day to day basis and to monitor performance.

On contract completion matters relevant to ongoing health and safety should be properly verified and any relevant documentation should be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

Essential Information for Contractors

Contractors should be given information concerning:

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

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

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

Contracts should require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors.

Planning the Work

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

The premises occupier and the contractor should consider together:

- Premises/operations which could affect the contractor's work, all known hazards must be brought to the contractor's attention
- How the contractor's work may affect employees and users of the premises. Written method statements 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 and this must be clear
- Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of newly installed plant, or when several contractors are working concurrently.

- Arranging regular site meetings between the contractor's appointee and the premises representative to ensure that good communications are maintained.

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 contractors' area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency, e.g. when the fire alarm sounds.

At Lower School all contractors and visitors who will be on site unaccompanied will be issued with a high visibility green armband marked "VISITOR" by the School on arrival which must be worn on site. Students and staff should report any concerns about persons on site who are not wearing an armband to a teacher, Reception or Chartwells.

PRACTICAL GUIDANCE ON SAFE WORKING PRACTICES BASED ON HEALTH AND SAFETY EXECUTIVE ADVICE

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, e.g. 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 if 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 immediately consult directly with the responsible contractor with a view to eliminating the risk.

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

Summary of the detailed recommendations of the HSC in respect of different types of work:

Work Sites

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

Access Equipment

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

Overhead Working

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

Excavations

- All excavations 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, amongst other things, a written method statement 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.

Stripping Paint

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

As revised 30.06.08

7. DEPARTMENTAL SAFETY CODES

Departments engaging in practical work (such as facilities management, estate management, catering, educational visits coordination, work experience coordination, art, technology, music, drama, sports, science and occupational health) are required to produce written departmental codes which should describe the precise arrangements for safety within those departments. Where appropriate, references can be made to the overall policy. It will not be necessary for advice to be repeated.

The contents of departmental codes should include information in plain English on the following:

- General objectives of the code and duties of employees; followed by a brief commitment statement to the effect that employees will promote health and safety; followed by an outline of statutory requirements
- Status of the code for example ‘it is a requirement that the code is be complied with by all employees, that a copy is kept in the department and that any amendments issued must be added to the departmental copy’
- **[The paragraphs could read:
This section of the departmental handbook develops safety policy requirements. The contents here are designed to ensure that every employee in this department understands precisely what they and every other individual must do to ensure the health and safety of all employees, all students and all other persons who are affected by our work activities.**

The health and safety objectives of the department are to adhere to the law and to achieve excellent standards of health and safety practice in our discipline in accordance with our training and any additional information which is supplied by the employer. In particular we will comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of our safety documentation and working practices.

Each employee who works in this department, each student who studies here and any others who may be affected by our departmental health and safety code, must adhere to the parts of the code which are relevant to them. As well as being a section of our departmental handbook a copy of the code will be posted in the department and amendments will be posted alongside. A formal review of the contents will take place annually at the beginning of each academic year.]

- Specific requirements such as:
 - Health and safety induction training
 - Job specific health and safety training
 - Compliance with recommendations of HSE - for example risk assessments to be prepared for work equipment, security matters, electrical items, emergencies, personal protective equipment – explain precisely how risk assessments are to be prepared and used.

- Rules for employees and others
- Restrictions, which might be imposed by the employer or the head of department, and recommendations of professional bodies
- Other safety advice and good practices with recommendations that these are followed
- Routines for monitoring equipment safety and the like.
- Duties of the head of department and all delegations (which must be well-defined), with an outline of the departmental management organisation plus a statement that the head of department will check that colleagues follow the code and that delegated functions are carried out.
- Appendices such as
 - List of safety texts for reference and further information
 - List of staff to whom functions have been delegated
 - Checklists for routine monitoring
 - Notes and schedules for the examination and testing of equipment together with a log of results
 - Lists of equipment for which training is needed before use
 - Training requirements and records
 - First aid arrangements
 - Accident reporting procedures.

Members of departments should sign that they accept the code, the delegations and departmental risk assessments.

8. DISPLAY SCREEN EQUIPMENT

Introduction

The aim of this policy is to record how the School intends to comply with the Health & Safety (Display Screen Equipment) Regulations 1993.

Definitions

DSE: Display Screen Equipment; other terms used include VDU (visual display unit) or monitor and all refer to a display screen which forms part of the workstation.

User: those employees, part-time or full-time, who are using Display Screen Equipment for continuous or near continuous spells of DSE work for an hour or more at a time.

Workstation: the computer hardware and furniture, the office environment, and the interface between computer and user.

Requirement

The regulations apply to all display screen equipment used by employees who are defined as users, including those working from home.

The use of display screen equipment (DSE) by students is not covered by the Regulations but it is good practice for all workstations to comply with the minimum requirements.

The School is required to perform and record an assessment of each user's workstation and to take the appropriate remedial action. Assessments should be regularly reviewed and users' re-assessed when relocating to a new workstation.

Users can request their employer to provide and pay for an eye and eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician. In practice, the user may prefer to arrange their own test with a preferred registered optician and provide proof of payment to the School for reimbursement. It is the users' responsibility to arrange repeat tests.

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

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

Note: there is no ionising radiation problem associated with display screens.

Implementation

Using the adopted School checklist and in the presence of the user, individual DSE assessments will be carried out by the School's nominated Assessors, currently the Administration Asst. at

Upper School (for Upper School and Wolf House users) and the IT Technician at Lower School (for Lower School users). In order to carry out these assessments effectively, the Assessors will require specific training in performing DSE assessments. Prior to assessment, provide a copy of the HSE Working with VDUs guide to each user.

For the initial assessment of all users, the School may decide it is practicable to engage the services of an external DSE assessor.

The assessor will advise the user on possible improvements to their workstation, for example, not using the area under the desk for storage. The assessor will ask these questions at the end of each assessment:

- Has the checklist covered all the problems they may have with their workstation?
- Have they experienced any discomfort or other symptoms which they attribute to their workstation?
- Have they been advised of their entitlement to eye and eyesight testing?
- Do they take regular breaks working away from their workstation?

The assessor will identify the appropriate remedial steps to be taken and action accordingly, and annotate and date the checklist. The assessor will follow-up with the user to ensure that the remedial action has resolved the problem. Users are responsible for ensuring they comply with the regulations and use the workstation as advised by their assessor.

Following the initial assessment, a review will take place on an annual basis.

If a user relocates to a new workstation, a new assessment will be required. This may come to light on receipt of a User Account Change Request from the line manager or a colleague.

The completed/annotated checklist will be filed on the user's personnel file and the date of assessment noted on the staff database.

Purchasing Workstation Equipment

When purchasing users' workstation equipment, the School should ensure this is compliant with DSE e.g. height adjustable monitors, adjustable chairs.

As revised 30.06.08

9. DRIVING

This policy sets out the arrangements for compliance with legislation relating to driver safety and outlines the responsibilities for ensuring the health, safety and welfare of drivers and passengers.

Responsibilities

It is the responsibility of all managers to ensure that risk assessments are carried out for all driving activities and that suitable control measures are implemented to eliminate or reduce the risks as low as reasonably practicable.

It is the responsibility of all staff who drive as part of their job and their line managers to ensure that these guidelines and policies are followed.

Risk Assessment

All managers responsible for those who drive as part of their role should assess the risks associated with driving and should consider measures to:

- Eliminate or reduce road travel (using alternative means of transport, telephone meetings, etc.);
- Prevent driver tiredness (planning journeys in advance to include appropriate rest breaks, raising staff awareness of what to do if they are tired, etc.)
- Promote safer driving (vehicle checks, incident reporting, etc.)
- Identify safer routes (avoiding peak periods and high risk areas)

Drivers should undertake personal risk assessment specific to the particular journey prior to starting out, and during the journey if any unexpected events occur (changes in weather conditions, etc.). Appropriate action should be taken as necessary. These assessments can be informal and do not need to be recorded.

Vehicle Suitability

All School vehicles will be supplied to a standard that is safe, reliable and fit for use. Drivers of all School vehicles must ensure that they undertake regular (at least weekly) vehicle checks. Services and MOTs must be arranged as required to ensure that the vehicle remains roadworthy at all times.

Drivers who use their own vehicle at work should ensure that it is maintained in a safe, roadworthy and reliable condition at all times and arrange services, MOTs as required.

Driver Suitability

All drivers must hold a valid driving licence for the category of vehicle they are required to drive. Drivers who passed their test after 1 January 1997 are only permitted to drive a certain category of vehicle. Managers should check the licences of staff who are required to drive as part of their duties on appointment and annually thereafter.

Individual drivers who are aware of not being fit or competent to drive must notify their manager immediately. This includes the loss of a driving licence, worsening of a notifiable medical condition or short-term concerns such as being under the influence of drugs/alcohol, tiredness or illness.

Driver Training

All drivers should be made aware during their induction of their responsibilities when driving at work. Driver training needs should be considered by the line manager and training arranged as appropriate.

Safe Driving

Drivers should drive in a safe manner at all times taking reasonable care of themselves, passengers, other road users and pedestrians. This includes:

- Driving only when fit to do so;
- Planning the journey;
- Deciding whether the journey is required and whether overnight accommodation may be required;
- Building in sufficient time for the journey including rest breaks;
- Using a seatbelt and ensuring that all other passengers do so;
- Driving in accordance with the Highway Code, speed limits and other regulations;
- Not doing anything that may be distracting such as eating, drinking or using a mobile phone (except with a hands-free kit but even then only when absolutely necessary);
- Parking safely in a well-lit area and ensuring the vehicle is locked when unattended.

Agreed 27.01.09

10. ELECTRICITY AT WORK REGULATIONS

The employer recognises the importance of these Regulations and undertakes to comply with them fully. The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Note Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and British Standard 7671: 2001 "Requirements for Electrical Installations" (The IEE Wiring Regulations).

Additional Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.
- Routine inspections and tests of all wiring and fixed electrical installations shall be carried out and records of the test results obtained and kept for future reference.
- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note GS23.
- Residual Current Devices shall be provided and must be tested in accordance with the manufacturer's instructions.

Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment should be maintained for safety and tested annually.

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

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

It is the School's policy to test students' personal electrical appliances like hair driers and IPODs which are used in boarding houses. All pupils must make available their appliances for inspection and testing as required. Their electrical equipment must meet appropriate UK/EC standards and be suitable for UK distribution systems (equipment purchased outside the EC may need to be banned) and the equipment should be included in periodic general house inspections.

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

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

As revised 06.10.08

11. FIRST AID

Upper School

First Aid Cover

During core hours at least one member of staff on site who has completed either a basic (e.g. Emergency Aid) or extended (e.g. First Aid) training course will be available. Additional first aid support can be obtained by contacting First Security at The Royal Opera House or by dialling 999 and calling an ambulance.

Cover During Core Hours

During core operating hours (9am to 6pm, Monday to Saturday) The School's intention is to have a pool of at least 6 Appointed Persons who have received appropriate training. The minimum training requirement is a one-day Emergency Aid course. Refresher training or re-training should be provided according to the training provider's guidelines. If an Appointed Person leaves the School's employment, a replacement will be identified and trained as soon as practical.

Cover Outside Core Hours

Outside core hours, or in the event of no trained staff being on-site, first aid support can be obtained by contacting First Security at The Royal Opera House or by dialling 999 and calling an ambulance.

Cover During Performances and Events

During performances or other events held at the School involving more than 50 people, the event organiser must nominate an individual to take charge should a first aid emergency occur. A trained first aider must also be nominated who may be a member of staff or a member of First Security staff (who may be based at The Royal Opera House).

Lower School

A minimum pool of first aiders including the School Nurse, a member of the kitchen staff, the Security/Drivers and house parents will be maintained. These staff will be trained to a minimum level of Appointed Person. A minimum of two first aiders will be available to cover teaching time at the Lower School.

Wolf House

All house staff at will be trained to Appointed Person level as a minimum and one first aider will be available at all times when students are resident.

Training

All first aid training will be organised by the Administration Manager. Upon completion of training, a copy of the training certificate will be held by the Administration Manager on the individual's personnel file.

The Administration Manager will be responsible for ensuring that an up-to-date list of trained individuals is available at Reception and in the First Aid Room at the Upper School, and at Reception and on Chartwell's notice board at the Lower School.

The Administration Manager will also keep a record of the dates when each individual's training certificate will expire, and will arrange re-training before this date.

First Aid Containers

The Administration Manager, Iain Coyne and Chartwells will be responsible for checking the first aid containers at their respective locations regularly (at least once every half-term) and ensuring that any missing contents are replaced.

The containers must contain a minimum of:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium sized (12 cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (18cm x 18cm) sterile wrapped unmedicated wound dressings
- 1 pair of disposable gloves
- Plus any additional appropriate items which the School may require

Travelling containers for off-site events should comprise a minimum of:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- Individually wrapped moist cleaning wipes
- 2 individually wrapped sterile triangular bandages
- 2 safety pins
- 1 large (18cm x 18cm) sterile wrapped unmedicated wound dressings
- 1 pair of disposable gloves
- Plus any additional appropriate items which the School may require

School minibuses should have on board a suitable, prominently marked and readily available container containing:

- 10 antiseptic wipes foil-packaged
- 1 conforming disposable bandage not less than 7.5 cms wide
- 2 individually wrapped sterile triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

First aid accommodation

A suitable room will be designated on site, (reasonably near a WC and comprising a washbasin) for use for medical treatment when required.

First Aid notices

The Administration Manager, Iain Coyne and Chartwells are responsible at their respective locations for ensuring that First Aid notices are displayed in key positions showing the names and telephone numbers of nominated First Aiders and Appointed Persons and the location of the nearest first aid container.

As revised 02.05.08

12. FLAMMABLE LIQUIDS

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

Purpose designed bulk stores shall be designed using Health and Safety Executive and Fire Authority standards.

Containment facilities shall be signed 'Flammable Liquids'.

Reviewed with no change 06.10.08

13. GAS SAFETY

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

Qualification and Supervision

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the Health and Safety Executive. This means CORGI registered persons and the employer must ensure that in-house staff or contractors working on gas fittings are appropriately CORGI registered.

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately CORGI registered persons.

Existing Gas Fittings

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

Emergency Controls and Procedures

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

Maintenance

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

Landlords

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

Gas cylinders

Gas cylinders must be stored safely away from buildings in a secure enclosure with proper warning signs.

As revised 06.10.08

14. HAZARDOUS MATERIALS REGISTER

The facilities manager or equivalent should maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

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

Reviewed with no change 27.01.09

15. INFORMATION, INSTRUCTION AND TRAINING

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text.

Appropriate induction training shall be provided for all new employees including temporary employees. See check list following.

Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws. Some forms of training are very strongly advised such as for those who are instructing or supervising high risk sports.

Where the need for further specific training and instruction is identified it must be provided.

Comprehensive training records shall be maintained.

Safety information especially concerning the results of risk assessment shall be provided to employees and others as appropriate.

Health and Safety Induction Training – checklist

Name [.....] [Department.....]

	Y	N
	Please tick	
1 Demonstrate how to activate the fire alarm at the place nearest to the inductees work location.	<input type="checkbox"/>	<input type="checkbox"/>
2 Explain the fire procedure.	<input type="checkbox"/>	<input type="checkbox"/>
3 Walk the emergency exit nearest to the work location.	<input type="checkbox"/>	<input type="checkbox"/>
4 Identify the emergency exit routes signs.	<input type="checkbox"/>	<input type="checkbox"/>
5 Explain how to contact a First Aider.	<input type="checkbox"/>	<input type="checkbox"/>
6 All accidents and near misses which happen at work should be reported. Identify where the accident book is located.	<input type="checkbox"/>	<input type="checkbox"/>
7 Explain how to access the health and safety policy.	<input type="checkbox"/>	<input type="checkbox"/>
8 Detail any job specific health and safety training that is required.	<input type="checkbox"/>	<input type="checkbox"/>

NB

The checklist can be made “self taught”. The wording should be amended accordingly.

Signed..... Date.....

16. INSPECTIONS, MAINTENANCE AND REGULAR SAFETY ACTIVITIES

Competent persons must inspect, examine and maintain the following plant and equipment as necessary at appropriate intervals.

- Gas fired boilers and appliances.
- Radioactive sealed sources
- Electrical installations
- Portable electrical appliances
- Fire alarm systems (including automatic fire detectors and electromagnetic door releases etc.) and emergency lights (including batteries and battery charging systems)
- Fire extinguishers and other emergency fire fighting equipment
- Fire alarm call points - weekly tests
- Fume cupboards and any other local exhaust ventilation (LEV) equipment
- Lifts, lifting gear, lifting equipment and hoists
- Trees
- Swimming pool plant
- Swimming pool water quality
- Compressed gas containers (which are owned by the school) and/or safety devices attached
- Fixed and portable pressure systems including bulk gas storage facilities
- Emergency stop buttons
- Gymnasium equipment (including fitness machines) and play equipment
- Access equipment including scaffold towers and ladders/step ladders
- Guards, safeguards and safety devices fitted to work equipment (including machines)
- Water systems (legionella control)
- Premises, fabric of building, fixtures & fittings (defect reporting procedures also required)

Other regular actions required:

- Health & Safety Policy shall be reviewed annually.
- Risk assessments shall be reviewed annually.
- Departmental codes shall be reviewed annually.
- Disaster Plan shall be reviewed annually.
- Fire Safety Risk assessment shall be reviewed annually.

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

As revised 06.10.08

17. LEGIONELLA PREVENTION

A competent person must regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems' ISBN 0 7176 1772 6. The written risk assessment(s) and control measures are the responsibility of the Estates Manager.

No evaporating cooling towers or condensers will be considered for installation in the future.

Reviewed with no change 27.01.09

18. LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

Introduction

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

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

Regular maintenance should be carried out on hoists, lifts, cranes and other lifting machines. Lift motor rooms must always be kept locked and the keys should be kept in the care of a responsible person.

DURING NORMAL ACTIVITIES THERE IS ONLY VERY LIMITED APPLICATION OF THESE REGULATIONS.

Definitions

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

Key Requirements

- The primary requirements imposed by the Regulations are on the employer but apply also to a self employed person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of working equipment.
- Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength. Lifting equipment must be maintained for safety.
- Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. Employers must ensure that there are adequate emergency warning devices in passenger lifts and that procedures exist to facilitate rescue by competent persons.
- Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.
- Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.
- The employer must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.
- The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.
- Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.
- Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous situations must be thoroughly examined by a competent person. In the case of lifting equipment for lifting persons (e.g. a passenger lift) or an accessory for lifting this must be at least every six months; in the case of other lifting equipment (e.g. a dumb waiter) at least every 12 months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise

the safety of equipment have occurred. The competent persons are normally engineers employed by the insurance company.

- If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependant on its condition in use and deterioration (examples are effects such as the elements, the environment, frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.
- The employer must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.
- The employer should know that reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.
- Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).

Reviewed with no change 02.05.08

19. MANUAL HANDLING AND LIFTING

Over a quarter of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations 1992 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 employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. (Manual handling operations are not banned). Assessments of the risks in those manual handling operations which cannot be avoided should be carried out.

A large number of manual handling operations go on each day at school and in the offices. 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.

Specific assessments will consider the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

The task	<ul style="list-style-type: none">• How will the load be manipulated?• What posture will be adopted?• Is stooping or stretching involved?• What distance is the load to be handled?• How many similar tasks are to be carried out?• How many people are involved?
The load	<ul style="list-style-type: none">• Weight• Bulk or size• Stability, centre of gravity• Is it sharp or difficult to grasp?
The environment	<ul style="list-style-type: none">• Amount of space around the operation• Type of floor or work surface• Lighting etc.
Individual capability	<ul style="list-style-type: none">• Adequacy of training• Strength of person• Male or female and age• Existing health problems of the employee• If female, whether 'new' or expectant mother (see section on risk assessment).

The assessment will indicate the best way to reduce the risk of injury. A typical list of measures to be considered is:

- Eliminate
- Automate
- Mechanise with handling aids
- Share the load
- Reduce the weight of individual items

Train the employees concerned.

Reviewed with no change 30.06.08

20. NOISE CONTROL

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

- The lower exposure action values are –
A daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).
 - The upper exposure action values are –
A daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).
 - The exposure limit values are –
A daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted).
- ❖ Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.
- ❖ In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values. A person's daily noise exposure depends on both noise level and length of exposure.

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

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

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

Reviewed with no change 27.01.09

21. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

This employer will:

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

Heads of departments and managers are required to assess where and how PPE should be used and maintained.

PPE for use at work should only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier should always be chosen.

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

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

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

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

Training records should be kept.

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

Eye Protection

EN 166 (and the rather aged British Standard 2092) provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the Standard number then the eye protection is for basic use.

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

- Safety spectacles (EN 166.F or BS 2092 basic grade) - these do not offer complete protection against splashes from the sides or below.
- Goggles (EN 166.3 or BS 2092 'C') - these provide virtually complete protection against splash injury to the eyes.
- Face shields (EN 166.3 or BS 2092 'C') - these protect the whole face.

In schools spectacles to EN 166.F or BS 2092 are suitable for most of the operations in which pupils are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of 'A' level experiments.

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

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

Protective Clothing

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

Safety footwear should be supplied as necessary.

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

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

For some operations with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing must be made available.

Reviewed with no change 02.05.08

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

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

Storage of Pesticides

Pesticides are to be stored and transported safely.

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

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

Storage of Personal Protection and Protective Clothing

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

Use of Pesticides

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

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

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

Certificates of Competence

Employees born later than 31 December 1964 and who apply pesticides approved for agricultural use must hold a Certificate of Competence unless working under the direct and personal supervision of a Certificate holder. Certificates are issued by the National Proficiency Test Council.

Disposal of Pesticides

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

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

Reviewed with no change 06.10.08

23. PREMISES

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

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Cleanliness - floors and indoor traffic routes should be cleaned at least once per week.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed.
- The employer recognises that it has duties to ensure safe access and egress to the windows, to ensure that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating – will be safe and comfortable (requirements for users of display screens are covered separately).
- Conditions of floors and traffic routes - these will be kept in a safe condition and have anti-slip qualities in high risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- Low level glazing - all areas in which there is low level glazing (including Georgian wired) have been inspected; risk assessments have been carried out to identify all non-safety glass which by its location creates risk to employees or others; and a programme of protection/upgrading has been introduced for all non safety low level glazing located in areas where there is a significant risk of injury occurring.
- All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building Regulations.
- Provision of guarding or other protection - this is required at any place where any one might fall 2 metres or more e.g. from a window.

- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences to be provided for people at work, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and 2 hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing and facilities for rest and eating meals shall be provided.
- Smoking shall be prohibited.

The Workplace and Associated Equipment, Devices and Systems should be maintained in an efficient working order and in good repair.

A workspace inspection shall be arranged on an annual basis and a written defect notification procedure organised.

24. PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

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

- Safe operating limits of pressure equipment and plant must be established.
- Suitable written schemes must be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.
- Where the pressure x volume of the pressure system is greater than 250 bar litres or the vessels contain steam, these written schemes will be certified by a competent person and 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 employer's insurer.)
- Records shall be kept of examinations and tests.
- Adequate operating and emergency instructions shall be provided.
- Proper maintenance must be carried out and recorded.
- All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers [**and the compressed gas cylinders themselves if these are our property**] shall be regularly inspected and maintained. Outside contractors will normally be engaged for this work.
- Any pressure cookers and small autoclaves shall be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

Reviewed with no change 27.01.09

25. PUPIL SUPERVISION

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students throughout the school day.

Staff have a duty of care to the students, which is based on the principle of loco parentis. This can be thought of the standard of care expected of prudent parents in the care of their children. In order for staff to carry out their duties effectively they must be given the resources to;

- formulate the overall aims and objectives of the school and policies for their implementation.
- carry out their professional duties effectively.
- ensure the maintenance of good order and discipline at all times when students are present on the school premises and whenever the students are engaged in authorised school activities whether on the school premises or elsewhere.
- make arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the students. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

Supervision Before School

Students are supervised by house staff until 8.20am. At 8.20am academic staff take registration and the school day commences

Lower school Boarding

All Students living at White Lodge are supervised by house staff at weekends and between 4.00pm (or when the dance curriculum ends for the day) until 8.20am. The house staff team is led by a Head of Boarding and an Assistant to the Head of Boarding. Each year group is supervised by a named member of the house staff team.

Lower School Day

Students are woken by a member of house staff at 7.00am. Breakfast takes place between 7.30am and 8.00am. The school day begins at 8.20am with registration by academic staff. The Students are supervised by academic staff during academic lessons and ballet staff during ballet

classes. Academic staff organise supervision at break time and lunch times. There is one member of staff on duty for each of these periods a day with assistance from our Gap Scheme staff. From 4.00pm the Students are supervised by house staff during free time and ballet staff during ballet classes. From 6.30pm the Students are supervised by house staff.

Upper School (Wolf House)

All students living in Wolf House are supervised whilst in the house by house staff who are on duty or on call at all times. All students are required to be in Wolf House by 10.30 pm Mondays to Friday and 11pm on a Saturday evening. At times when the students are traveling to and from school or are away from the school enjoying their free time they are required to have contact details of the school and or Wolf House with them in case of an emergency. The Upper School handbook makes it clear to students and to parents that at these times the school is unable to provide close supervision.

Students usually arrive at school between 8 and 9am when they sign an attendance sheet. Their attendance is recorded at the start of each artistic and academic class and absences followed up by staff immediately.

The Wolf House staff are to inform the school of a student's absence by contacting the School Secretary by 9.30am.

Upper School (other accommodation)

Students living in privately rented accommodation or with their parents/guardians are not supervised when away from the school building although they are required to carry school contact details in case of emergency. Once they arrive at School they follow the same procedures as Wolf House students as detailed above.

Responsibility during the Day

Unexplained Absence The responsibility to ensure that a day or boarding student attends school regularly is that of the parents, guardians and boarding staff. The school will seek to contact parents when children are absent from school without notification.

Leaving the school site

Lower School.

Students should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian or school nurse. Day students will be collected by their parents from reception at White Lodge during the summer months when the park gates are opened. After dusk, and gate closure, the Deputy Head will arrange for students to be transported to the appropriate park gate.

Errands Students should not be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

Illness When students are taken ill during the school day the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the school office.

Emergency No class of students should be left unsupervised for any reason. In the case of an emergency please send for an adult to help if teacher is alone. Please send a student using the emergency red card to the school office.

Lesson Time Students should be supervised at all times. Students should not be left in classrooms or studios without supervision. Students attending clubs and extra curricular activities should not be left in school unattended. Students should not move furniture, televisions or other heavy objects.

Undesirable People

Lower School

All Staff are required to sign in and out and to wear an identification badge. All visitors to the lower school are expected to sign in and out. Visitors are required to wear a temporary identification badge. Contractors will be issued with a Royal Ballet School florescent armband. All staff should check strangers on the premises and report to the school office if there is a concern. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

Upper School

All visitors to the Upper School are expected to sign in and out at reception and to be supervised by a member(s) of staff throughout the duration of their visit. All staff should check strangers on the premises and report to reception if there is a concern. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to reception.

Supervision during breaks

Lower School

Morning breaks

- There must be adequate supervision both indoors and outdoors through school break times.
- A duty rota for break time supervision will be displayed in the staff room.
- Duty teachers will "patrol" around the school.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise students arriving back into class.
- Staff should support each other in maintaining adequate levels of supervision during inclement weather.

Midday Supervision

- The legal duty of care over pupils who remain at school during the midday break still exists.
- The level of supervision provided will ensure the health and safety and welfare of the students.
- Assisted by teachers who have volunteered for lunchtime duty. Should we delete this?
- The Deputy Head is responsible for monitoring lunchtime supervision.
- Where the behaviour of a student during the lunch break threatens the health and safety and welfare of others, the student may be supervised directly or suspended for lunchtimes.
- Guidance on lunchtime supervision is found in the Staff Handbook.

Supervision after School

- Teachers should be satisfied that day students have left the school site appropriately.
- If for any reason Lower School day students have not been met at the end of the day they should wait in the reception area rather than stand outside school.
- Any Lower School day student left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home Social Services will be contacted.
- Parents should be given notice of Lower School day students who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of dance classes, school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the student must remain at school until the agree time of collection.

Supervision of Special Activities

Art and Craft/ Science and Technology

Teachers should consider the organisation of the students involved in practical activities. Consideration should be given to the number of students who can be reasonably controlled and supervised when organizing practical activities. Teachers should take all necessary precautions including:

- wearing masks and goggles
- training in the use of tools
- carrying glass objects
- carrying hot substances
- completing science experiments

Please follow the procedures listed below:

- Students should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Students should not have direct access to craft knives and sharp tools.
- Teachers should make sure that students know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns.
- Students should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.
- In all lessons where an element of risk is involved an appropriate risk assessment should have been completed

As revised 06.10.08

26. RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 require a broad risk assessment of work and activities. All reasonably foreseeable risks should be assessed as should other risks which are identified by specific health and safety regulations in particular the risk of fire. The requirements of the safety policy documentation, together with documented regular inspection and assessment regimes, form the basis of a broad risk assessment.

Assessment should take into account risks faced by all employees, particular employees, students and other persons who may be affected by work activities: for instance, the employer is required to take account of risks to employees who are new or expectant mothers; and pupils and employees with known and significant health and temperament problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety.

The School's approach to the management of risks is to:

- Consider all tasks, activities and situations
- Identify the hazards that are, or may be involved
- Identify those who may be exposed to the hazards, including those particularly at risk
- Analyse the severity and likelihood of exposure and loss from hazards
- Determine whether existing measures adequately control the hazard
- Assess the risks and decide on the risk levels
- Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control
- Implement the risk control measures
- Ensure control measures are communicated fully to staff in order that the risks are appreciated and how the measures will be integrated into their tasks
- Monitor the measures for suitability and effectiveness
- Review and introduce any corrective actions

The Management Regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other risks include bomb threats, inadvertent mixing of chemicals used for swimming pools and gas leaks. All procedures should be regularly practised.

Risk assessments and procedures must be kept up-to-date and therefore should be reviewed regularly.

Heads of departments, line managers and supervisors are responsible for assessment and for producing written risk assessments. These responsible persons should review risk assessments and carry out an inspection of their own areas of responsibility at least annually. Written risk assessments should be forwarded to the appropriate senior manager on the following list: Chief Administrative Officer, Academic and Pastoral Principal, Head of Lower School and Assistant Director.

NEW AND EXPECTANT MOTHERS AT WORK - a "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or

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

If there is significant risk to the health and safety of an identified new or expectant mother the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure.

In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

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

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

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

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

A "New and Expectant Mother Risk Assessment" form is available from the Administration Manager and should be completed by the supervisor and line manager concerned and returned.

YOUNG PERSONS AT WORK - the Regulations require formal written risk assessments for young people (i.e. those under 18 years of age) but do not otherwise demand more than that which is already needed by health and safety legislation.

Where the employer employs young people (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed a copy of the Health and Safety Executive publication "Young People at Work" should be obtained and consulted.

Before young people start work a written risk assessment must be carried out.

In carrying out the risk assessment, the following must be taken into account:

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

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

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

FIRE PRECAUTIONS – The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment. The risk assessment must be fully documented.

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

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

Non-automatic fire fighting equipment shall be easily accessible, simple to use and its location indicated with signs. Relevant employees shall be trained to use the equipment.

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

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

Fire exit doors shall be hung conventionally and where necessary shall open in the direction of escape. Fire doors shall be properly maintained, signed and shall not to be propped open. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors shall be fitted, wherever practicable, with appropriate emergency exit door furniture.

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

Fire training records shall be maintained.

There shall be a practice evacuation at least once a term These shall be recorded in the fire logbook.

Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and fire fighting equipment shall be inspected, tested and maintained. Records of testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of fire fighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes shall be kept along with the fire safety risk assessment by the Estates Manager.

27. SECURITY AND LONE WORKING

Personal security should be the subject of written and ongoing risk assessment. The employer should liaise with the police as and when necessary.

Lone working should be the subject of written risk assessments. Both the physical conditions of work and the likelihood of personal violence should be assessed. Control measures should address the need for work safety before safety devices and additional staffing is introduced.

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

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

As revised 06.10.08

28. SIGNS

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

- **The Signs to be Used**

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

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

Information on all of these signs can be found in any up-to-date safety signs catalogue.

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

- **Where to Use the Signs**

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

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

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

Reviewed with no change 27.01.09

29. SPORTS, GAMES, PHYSICAL EDUCATION, DANCE and ACTIVITIES

The same general principles of care apply during PE and dance as to other school activities. It is very important that the Teacher should consider factors, such as:

- safety of apparatus being used
- condition of the floor
- suitability of student's clothing
- whether the exercises and activities are within the capability of the student
- whether the activity is being taught properly, in particular gymnastics
- whether the pool temperature is correct and the pool daily maintenance regime has been completed

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Students should not be allowed to wear watches or jewellery.
- Studs in ears should be taped over.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Students should not be allowed in the studio before the start of a PE lesson without direct supervision.
- Students should not be handling PE equipment without direct supervision.
- Students should be trained to work quietly and to leave the studio in an orderly way.

Students not taking part in games or PE remain the responsibility of the teacher taking the lesson. Students not taking part in swimming should accompany the class to the pool, if appropriate.

In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

As revised 06.10.08

30. STATUTORY NOTICES

"Health and Safety Law" posters ISBN 0 7176 24935 are displayed.

Current Certificates of Employers Liability Insurance are displayed.

Reviewed with no change 27.01.09

31. STRESS MANAGEMENT

Introduction

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

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

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

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

Risk Assessment

Regular risk assessments for potential stressors should follow the five steps to risk assessment process. Factors to be considered by assessors are:

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

Individual employees or groups of employees

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

Introduction

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

Line Managers should be vigilant as to possible stressors or signs of stress by individuals, for example, working long hours or unusual behaviour.

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

Strategies will be developed on the following topics:

- Induction training, career development and training, workload, resources, and relations with disruptive pupils
- The annual appraisal discussion will if appropriate include a discussion on specific pressures of the job role. Line Managers should consider modification of the role to better manage or mitigate stress
- Management style, and methods of communication

Potential Stress Factors

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

Taking Action

If stress is identified or suspected, then the issue should be brought to the attention of, and discussed with, the line manager or a senior member of staff.

As revised 06.10.08

32. SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2004 apply to activities where hazardous substances are used and to activities which produce hazardous substances.

Hazardous substances are often used in science, art, pottery, technology, cleaning work, office work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed. Model written assessments are available for some areas of work, e.g. CLEAPSS Risk Assessments (for technology) and CLEAPSS Hazards (for chemistry), and these can be used if they are customised for the particular circumstances found in the school. However it is likely that for many hazardous substances models will not be available and therefore full risk assessments will have to be prepared. After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

Hazardous Substances will often comprise:

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents
- Dust of any kind when in significant quantities in air
- Substances similar to those above.

Assessment of Risk to Health

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. A form, which can be used for written assessments, appears at the end of this section.

Managers and heads of departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories can be useful) and assessed. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment. Workplace exposure limits must be identified and taken into account, as an indicator of risk.

Assessment **MUST** consider:

- Whether it is practicable to use a non hazardous or a less hazardous substance
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved
- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

Collections of hazard data, even CLEAPSS model assessments if not clearly 'personalised', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

Control of Exposure

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

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

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

Maintenance of Control Measures

Control measures including PPE must be well maintained.

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

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

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

Monitoring of Employees' Exposure

Monitoring of exposure shall be carried out when it is necessary to ensure that exposure is being adequately controlled. Records of the monitoring carried out shall be kept for at least 40 years in the case of the personal exposures of identifiable employees/others and for 5 years in any other case.

Health Surveillance

Health surveillance needs to be carried out when 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.

Employees should 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

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

Conclusions

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form follows on the next page. Heads of departments and managers may wish to make use of this or prepare their own.

COSHH ASSESSMENT FORM

Area:

Procedure:

Substances and Hazards (including any WEL):

Control Measures Necessary:

Checks on Controls:

Disposal Procedures:

Emergency Action:

Conclusions:

Name of Person Carrying out Assessment:

Date:

Reviewed with no change 06.10.08

33. SWIMMING POOL – Lower School

Pupil supervision

- Whenever pupils and employees and others are using the pool area there must be at least one competent life saver present.
- Pool safety rules (for example, pupils must not eat anything in the pool area, misbehave either in the water or on the pool-side, dive off the side or ends of the pool and they must not run round the pool edge) must be spelled out clearly and then enforced. A copy of the rules is to be found within the Pool Safety Operating Procedure and is to be posted at the pool entrance.
- There needs to be a clear and simple communication system between teachers and pupils in the water, usually by way of a whistle. The pupils must also know who to report to if something is wrong.
- Pupils should always be counted before they enter the water and on leaving the water to ensure the pool is clear at the end of the session and at other times when appropriate.
- There should be adequate life saving and first aid equipment and a telephone at the pool-side.
- When pupils are in the pool, the lifesaver at the pool-side must be able to see the whole class at all times, the lifesaver should be able to carry out rescue procedures from the pool-side and should not get into the water if that would leave no lifesaver on the pool-side.
- Pupils must be advised of changes in depth and their attention drawn to the markings on the pool-side.
- No animals should be allowed in the pool area.

Hygiene

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

When in use, the swimming pool and adjacent areas shall be cleaned as necessary and at least once a week.

Operating Procedures

The Normal Operating Plan (NOP) should comprise:

- Details of the pool(s) - dimensions and depths, features and equipment and a plan of the building. The plan of the building may include positions of pool alarms, fire alarms, emergency exit routes and any other relevant information.
- Potential risk - an appreciation of the main hazards and of users particularly at risk is required before safe operating procedures can be identified.

- Dealing with users - arrangements for communicating safety messages, poolside rules for users and for lifesavers, controlling access.
- Lifesaver's duties and responsibilities and special supervision requirements for equipment, etc; lifesaver training; and numbers of lifesavers for particular activities.
- Systems of work including lines of supervision, call-out procedures, work rotation and maximum poolside working times.
- Operational systems - controlling access to a pool or pools intended to be out of use including the safe use of pool covers.
- Detailed work instructions including pool cleaning procedures, safe setting up and checking of equipment, diving procedures and setting up the pool for galas.
- First-aid supplies and training, including equipment required, its location, arrangements for checking it, first aiders, first-aid training and disposal of sharps.
- Details of alarm systems and any emergency equipment, maintenance arrangements - all alarm systems and emergency equipment provided, including operation, location, action to be taken on hearing the alarm, testing arrangements and maintenance.

The Emergency Action Plan (EAP) should comprise action to be taken in the event of a foreseeable emergency, for example:

- Discovery of a casualty in the water;
- Serious injury to a bather;
- Emission of toxic gases;
- Structural failure;
- Lighting failure;
- Outbreak of fire (or sounding of the alarm to evacuate the building);
- Disorderly behaviour (including violence to staff);
- Overcrowding;
- Lack of water clarity;
- Bomb threat.

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

- All staff are adequately trained in such procedures;

- Notices are displayed to advise the users of the arrangements;
- Exit doors, signs, fire-fighting equipment and break-glass call points where provided, should be checked regularly to ensure they are kept free from obstruction;
- All fire exit doors are operable without the aid of a key at all times the premises are occupied.

The normal and emergency operating procedures are to be kept on display in the swimming pool area.

As revised 06.10.08

34. VEHICLES ON OUR PROPERTY

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

Parking areas need to be clearly signed.

When manoeuvring and reversing drivers must keep in mind the fact that students are the main users of the premises. Students can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required.

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

At Lower School students are not permitted to use the front car park area other than for supervised arrivals and departures

As revised 30.06.08

35. VIBRATION CONTROL

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

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

Employers:

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

These requirements are subject to **transitory provisions**. They do not apply until 6 July 2010 where work equipment is used which (a) was first provided to employees prior to 6 July 2007 by any employer and (b) does not permit compliance with ELV. However if such equipment is used the employer must take into account the latest technical advances and organisational measures viz. - where it is not reasonably practicable to eliminate risk at source and an ELV is likely to be reached or exceeded, the employer must reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.

It is interesting to note that the regulations apply to a self-employed person as they apply to an employer and an employee as if that self-employed person were both an employer and an employee.

Health surveillance

Where risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to vibration or employees are likely to be exposed to vibration at or above an exposure action value, the employer must ensure that these employees are placed under suitable health surveillance.

The health surveillance should be appropriate and intended to prevent or diagnose any health effect linked with exposure to vibration where the exposure of the employee to vibration is such that (a) a link can be established between that exposure and an identifiable disease or adverse health effect (b) it is probable that the disease or effect may occur under the particular conditions of work and (c) there are valid techniques for detecting the disease or effect.

The employer must also ensure that a health record is made and maintained and that the record or a copy is kept available in a suitable form.

Information and training

Where (a) risk assessment indicates that there is a risk to the health of employees who are, or who are liable to be, exposed to vibration or (b) employees are likely to be exposed to vibration at or above the an exposure action value, the employer must provide employees with suitable and sufficient information, instruction and training on:

- The organisational and technical measures taken,
- The exposure limit value and action values,
- The significant findings of the risk assessment, including any measurements taken, with an explanation of those findings,
- Why and how to detect and report signs of injury,
- Entitlement to appropriate health surveillance and its purposes.

Reviewed with no change 27.01.09

36. VISITORS

The management of visitors should be subject to a rigorous risk assessment and the risks managed accordingly

Each of the School premises has different visitor arrangements.

All visitors will need to be given safety information including fire evacuation arrangements.

Upper School

- All visitors are dealt with at Reception and are asked to sign in and out and are accompanied in the building as necessary. They are issued with a visitor badge.

Lower School

- All visitors are directed to Reception or Chartwells and outside normal hours to Security.
- Visitors will usually be asked to sign in and out and be given a visitor badge.
- Contractors who are vetted to work unaccompanied on the site will be issued with a hi-visibility green “Visitor” armband
- There are specific times of the day when no persons are allowed in dormitory areas.

Wolf House

- All visitors are met at the front door and accompanied in the building as necessary

As revised 06.10.08

37. VISITS AND ACTIVITIES OUT OF SCHOOL

INTRODUCTION

Members of staff in charge of and assisting with school visits must be conversant with:

- This part of the policy
- Any other more detailed school rules

Plus as appropriate:

- Safety in Outdoor Education (DfEE).
- Health and Safety of Pupils on Educational Visits (DfEE) (www.dfee.gov.uk)¹

Together with the following three supplements:

- ‘Standards for LEAs in Overseeing Educational Visits’
- ‘Standards for Adventure’
- ‘A Handbook for Group Leaders’.

All trips and visits shall be preceded by assessment of the risks involved. The school shall prepare written risk assessments and written arrangements for individual visits and activities. Where necessary, staff training shall be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements shall include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport, pupil free time etc. Final authorisation for each visit shall be made by the Director/Assistant Director or the Visits Coordinator (VC); the latter should be always be consulted at the planning stage of each visit.

GENERAL FUNCTIONS OF THE VISITS CO-ORDINATOR (The Head of Lower School and the Academic and Pastoral principal at the Upper School)

The functions are to:

- Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator.
- Liaise with the employer to ensure that educational visits meet the employer’s requirements including those of risk assessment.
- Support the Director and Governors with approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Assesses the competence of leaders and other adults proposed for supervision of visits. These may need accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and the other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, etc.
- Organise thorough induction of leaders and other adults taking pupils on specific visits.

¹ The ‘forms’ contained in this or the forms at the end of this section should be used to formalise the arrangements for visits.

- Ensure that Criminal Records Bureau disclosures are in place as necessary.
- Work with the group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents and ‘near-accidents’ (sometimes known as ‘near misses’).
- Review systems and, on occasion, monitor practice.

PLANNING A VISIT

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

STAFF PUPIL RATIO

When arranging staffing for any trip, account should be taken of the temperament of pupils, the nature of the activity and the location etc. In general it is recommended that there should be a minimum of two members of staff accompanying visits in the ratio of not less than one to twenty pupils in Upper School and one to ten pupils in the Lower School. However, the staffing ratio will depend upon the risk assessment and the Visits Coordinator may make exceptions, for instance, for external ballet commitments and for small sixth form groups.

Wherever possible, all members of staff accompanying the visit should be teachers employed by the school but the VC may allow members of the House staff to lead the visit. The ratios described are recommendations. The VC will be responsible for ensuring that groups are adequately staffed. When considering the ratio of staff to pupils necessary for any particular visit the following points will be taken into account:

- The ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupils taking part.

If a joint visit is arranged with another school so that both staffs share supervision, members of staff of the other school may be included in calculating the appropriate staff pupil ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties in staffing small groups of pupils, the Head Teacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

PARENT AND OTHER ADULT HELPERS

Whilst it is accepted that other suitable adults may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The VC may, however, make exceptions to this general rule for instance for -

- Groups of 20 or more pupils where there are at least two members of staff accompanying the group
- Sixth form outings.

A qualified teacher or member of the House staff of registered chaperone should be in charge of the party, and at least half the supervisors should be staff.

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the VC who should reserve the right to refuse any offer of help. (Staff being accompanied by their husband and/or children should be discouraged except in special cases.)
- They have been informed of the nature of the visit and made aware of their duties and responsibilities.

INFORMATION CONCERNING VISITS

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the VC or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include safety items such as the following:

- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health formalities (e.g. inoculations)
- Names of party leaders and members of staff accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- In case of pupils under 16 on day of commencement of visit, contact number of pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)

- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol.

Parents should also be advised that the Head Teacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds.

CONSENT FORMS

A pupil may not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents may be asked to sign a blanket consent form at the start of each year. This may be used to cover local visits that will take place during normal lesson times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc.

It is important to note that a blanket consent form should not be used for any visits abroad and any that involve any hazardous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the member of staff responsible for each visit must ensure he/she is aware of any medical condition affecting the pupils at the time of the visit. Procedures must be drawn up to ensure these are noted by the member of staff concerned.

EMPLOYEES CONVEYING PUPILS IN PRIVATE CARS OR MINIBUSES

It is recommended that, where possible, pupils should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged. Before allowing a member of staff to drive a minibus or to use his/her own car to transport pupils, the VC should check as appropriate that the member of staff:

- Has a satisfactory driving licence (employees must bring any endorsements to the attention of the VC).
- Has fully comprehensive insurance which covers use for the purposes of his/her employer's business.

Only those school employees who have attended and passed a formal minibus driving course and test should be allowed to drive minibuses or similar.

Whenever employees are driving the risk assessment relevant to the trip must also address the problem of driver fatigue.

HAZARDOUS ACTIVITIES

Where hazardous activities are involved it is important to ensure that appropriate members of staff accompanying the visit are qualified² and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

The VC must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence³, and must be provided with a copy of the centre's Health and Safety Policy.

SHARED RESPONSIBILITIES

Residential Centres

The centre's safety policy and risk assessments should be obtained in writing and checked at the initial planning stage.

Likely, there will be times when centre staff will be responsible for the pupils and in accordance with DfEE guidance these times (and in what circumstances) should be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Head Teacher must be satisfied with the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the VC should be satisfied with the procedures in place for the partner school. The responsibility of the staff of each school for the pupils of the other should be agreed and made clear to the pupils.

²Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education' ISBN 1 87 1228 09 3. Qualifications must be checked in advance by the party leader.

³Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

FIRST AID AND MOBILE PHONE

A first aid kit and mobile phones should be carried and ideally, there should be trained first aid personnel in every group involved in travel. The requirements for first aid should be included in the risk assessment.

REGULAR ROUTINE CURRICULAR ACTIVITIES OFF THE SCHOOL PREMISES UNDER THE SUPERVISION OF SCHOOL STAFF

These include PE and Dance activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these activities and the VC may take parent and other adult helpers into account when deciding on the number of supervisors required for the journey provided a teacher is in charge. The ratio of pupils to teachers for the actual teaching of the activities should be appropriate to the activity being taught/experienced.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out. The arrangements must be included in a risk assessment.

SHORT DURATION OUTINGS FROM BOARDING HOUSES

When pupils are leaving site for short periods with their tutor or unaccompanied (for instance for shopping or going for a run) the pupils must use the signing 'in/out' system and when the tutor accompanies the pupils s/he should ensure that telephone contact with the school will be possible.)

RESIDENTIAL VISITS and TOURS

All visits involving a period of residence need to be planned well ahead.

At home or abroad residential visits will include periods of time which are not taken up with organised activity. Pupils may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a cafe. After careful risk assessments guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:

- Pupils should never be allowed to wander unsupervised alone
- The geographical area in which pupils are allowed to wander should be clearly defined
- A time limit should be set in proportion to the age of the pupils. Anyone who returns late should understand that he/she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble
- If pupils are leaving from and returning to the group accommodation, a signing in and out book should be used

- Pupils should only be allowed out of group accommodation after the evening meal if it is appropriate to their age etc. 'Younger' pupils must only go out in escorted parties accompanied by members of staff
- If the party is staying in a hotel or near shops etc., pupils should be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Other laws apply abroad. Parents and pupils should be clearly informed of the school's policy in connection with consumption of alcohol
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation.
- The group register should be checked regularly, say at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small group of pupils responsibility for one another, reporting to the leader if anyone is missing
- Members of staff should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to pupils on the flight, provided that the appropriate number of staff accompanies the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.

The Party Leader should check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures. If possible a fire drill should be held on the first evening, before bedtime.

TRIPS ABROAD

Some special additional precautions are necessary for foreign visits.

- **Insurance Cover**
- **Health**

A check should be made to see whether specific precautions are required. Parents and pupils should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the pupils will be travelling.

Items to keep in mind:

- Tap water is not always safe to drink
- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- The strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat

- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.
- **Funds**

Careful estimates should be made of the need for cash in the currency of the country to be visited. Staff should have sufficient funds in appropriate form to provide for all anticipated needs plus an emergency fund which would purchase at least 2 return tickets to the UK and cover immediate medical costs. If further funds are required, the group leader should telephone the contact member of staff and/or the school office for assistance.
- **Foreign Customs**

Pupils should be advised beforehand of any local customs they may meet which might surprise them and warned of the possibility of giving offence.

EXCHANGE VISITS

These usually involve groups of pupils travelling to a foreign country and staying with a host family and may be organised by a specialist company or in conjunction with a school in that country. The following points should be borne in mind:

- The VC will normally expect a member of staff to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency.
- Parents should be fully informed of the arrangements and given all necessary details in connection with the host families.
- Members of staff should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to pupils on the flight, provided that the appropriate number of staff accompanies the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- A member of staff should be present in the locality. Pupils should be given details of the member of staff's telephone number or other contact arrangements and it should be made clear to pupils and host families when the member of staff will be available at an agreed location.
- Host families should be aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever a member of staff is advised of the illness of/accident to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with a foreign school, it is important that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the foreign school staff are in charge and how to contact their own teacher if s/he are based at a location remote from the pupils.

- Although some students might be over 18, whilst representing the school the conditions above still apply.

TRAVEL GUIDELINES

In advance of the trip, pupils should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

EMERGENCY PROCEDURES

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or a designated senior member of staff.

Serious or Fatal Injury – Emergency Procedures

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be familiar with them and should be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or staff member in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency
- Call whichever emergency services are required
- If there are injuries have appropriate first aid administered
- Make sure all other members of the party are accounted for and are safe
- Establish the name(s) of the injured
- Advise other party adults of the incident and that emergency procedures are in operation
- If possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for discourage pupils from contacting their parents until they are briefed/until contact is made with the VC, emergency contact point or designated senior member of staff
- Commit to writing full details of the incident -

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries

Details of police who attended/witnesses names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

In any shared responsibility situation, the emergency procedures should be agreed in advance with the centre/other school involved.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

MASTER CONSENT FORM
of Parent/Guardian for short visits - side 1

Please complete this form giving all relevant details. It will be referred to every time your son/daughter participates in either an off site visit within the school day, between 8.00a.m.and 4.30p.m., or a local evening visit.

You will be given written information concerning every proposed educational visit for your son/daughter and asked to sign a separate short permission form in each case.

Name of pupil: Form:

Home address:

..... Home telephone no:.....

..... Work telephone no:

..... Mobile telephone no:.....

Alternative emergency contact:

Name: Tel .no:

Address:

My son/daughter's mobile telephone number:

Medical information:

a. Does your son/daughter have any special dietary requirements?

.....

b. Has your son/daughter suffered from any of the following?

- | | |
|---|--------|
| Asthma or bronchitis | YES/NO |
| Heart condition | YES/NO |
| Fits, fainting or blackouts | YES/NO |
| Severe headaches or migraine | YES/NO |
| Allergies to any known drug | YES/NO |
| Other allergies, e.g. food, materials | YES/NO |
| Other illnesses or disability not named | YES/NO |

If the answer to any of the above is YES, please give details below:

.....

c. Is your son/daughter currently vaccinated against tetanus? YES/NO

Date of injection Date of booster

**MASTER CONSENT FORM
of Parent/Guardian for short visits - side 2**

d. Is your son/daughter prone to travel sickness? YES/NO

If YES, please give the name of travel sickness pills normally administered (by yourself) if any.

.....

e. Please give your family doctor's name, address and telephone number:

Name:

Address:

Tel. No.:

Is your son/daughter now receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies?

YES/NO

If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel.

.....
.....
.....

f. Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.

.....
.....

Transport

I consent to the pupil traveling by any form of public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorized by law and duly insured to drive.

Accident/Illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

Remotely supervised time (senior school only)

I consent to my son/daughter having remotely supervised free time in the daytime in a group of pupils with the prior permission of the party leader

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

**MASTER CONSENT FORM
of Parent/Guardian for short visits - side 3**

Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed:

Relationship to pupil: Date:

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of any party. I will obey the laws of the country. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the school.

Signed by the pupil: Date

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND A COPY WILL BE TAKEN BY THE PARTY LEADER ON ANY EDUCATIONAL VISIT

Check List for Party Leader

NB. No bookings should be made until the Head has given approval for the visit/activity and the dates have been checked to avoid clashes with other events or important classes and relevant staff informed via the staff meeting.

Proposed visit:

Day and date		Staff party leader	
Destination		Accompanying persons	
Depart	am./pm.	Year group	
Return	am./pm.	Number of pupils	
		Staff : pupil ratio	

Check list of action to be taken:

<u>Action</u>	<u>Tick +date</u>	<u>Comment</u>
Agreed by Head		
Checked by for feasibility		
Checked with calendar		
Checked with staff		
Initial costing done		
Parents informed in writing		
Permission forms sent		
Copy of master permission form received for each pupil		
Risk assessment completed**		
Meeting with parents arranged, (residential only)		Date & time:
Coach booked		
Minibus booked		Drivers:
Other transport booked		
Canteen informed		
Packed lunch ordered		
Pupil list for notice board		
Office staff advised, travel form completed		
Pupil emergency contact numbers obtained from office		
..... informed if out of regular school hours		
Pupil medical details checked		
Adequate first aid cover, medical kit/ sick buckets etc ordered		Nominated staff in charge of first aid:
Awareness of site prior to intended trip/activity		
Visit evaluation form ready to be completed		Complete after visit

* A consent form is required for residential trips, foreign visits, field trips, visits involving a long journey and visits out of school hours (except sixth form evening theatre visits and regular PE fixtures).

All other short local visits may be covered by the 'blanket form' once this has been set up and signed at the start of the academic year. In these cases only the short permission form is necessary.

Every off-site activity requires a separate parental signature via one or other of the permission forms.

** If the risk assessment has been carried out in a previous year this should be thoroughly reviewed and may then be used.

Action: Party Leader must keep this on file. Copy tofore departure.
--

Application for the Approval of an Educational Visit

This form should be submitted to the Head for **all** off-site activities before pupils are notified or any bookings made.

Party Leader:

Department:

Year Group:

Number of pupils:

Adult/Pupil ratio:

Total number of accompanying staff, including party leader:

Names of ALL other accompanying persons:

[Adults must be list 99 cleared and evidence for this included; residential trips require full CRB]

Date and time of visit:

Venue and purpose of visit:

Details of visit, including travel arrangements, any free time and any potentially hazardous activities:

Cost per pupil:

A costing sheet should be submitted for residential trips

For residential Visits:

- Nature of accommodation
- Outline of any hazardous activities

Additional cost to School:

(incl. paid cover if needed in Junior Schools)

Other relevant information:

- Name of organisations, e.g. coach company, travel firm.
- Awareness of site, e.g. previous visit

Approval is given to proceed with arrangements for this visit as outlined above.

N.B. Any changes to the above must be communicated to the Head for approval.

Signed:

Approved subject to risk assessment and all DfES recommendations being carried out.

Date:

Risk Assessment Form

Event:

Date: Number of pupils: Year:

Party Leader: Person in charge of first aid:

Other Staff:

Duty Officer: Tel. No:

.....

Mobile:

Date of approval from the Head:

Assessment undertaken: Signed:

Date:

Review date:

Hazard identification:

Identify all hazards which have the potential to do you or others harm.

Evaluate the Risk - the chance that someone will be harmed by the hazard- as Low, Medium or High

For example: theatre trip = Low Risk; field work on sheltered shore = Medium Risk; cliff work, unprotected ramparts = High Risk

Describe the control measures put in place to minimise the risk so the possibility of harm is unlikely.

Hazards, Assess Journey, Weather, (Winds, Tides etc) Activities Medical conditions of pupils Biological /chemical hazards Man-made hazards Personal safety of pupils Impact on general public/environment Possible contact with animals and contraction of disease from animals.	Who is at risk? Consider pupils, staff and general public	Risk Rating Low, Medium or High	Control Measures Include Reference to travel company Risk assessments from field study centres First aid cover and preventative measures taken Past experience Supervision arrangements for activities and free time

CONSENT of Parent/Guardian for a Residential, Long Distance, or Foreign Visit – side 1

Name of pupil: **Form:**

Proposed visit to: **Cost of**

Day and date of departure:..... **Departure time:**

Day and date of return:..... **Return time:**

Travel arrangements:.....

Passport number: **European health card (EHIC) no:**

Medical information about your son/daughter:

1. Does your son/daughter have any conditions requiring medical treatment?
 2. Does your son/daughter have any allergies, e.g. to medication or specific foods?
 3. Does your son/daughter have any special dietary requirements?
- (if yes to any of the above, please supply details when returning this form)*
4. To the best of your knowledge has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

Contact telephone number, parent/guardian:

Work: **Home:** **Mobile:**

Home address:

Alternative emergency contact:

Name: **Tel .No.**.....

Address:

My son/daughter's mobile telephone number:

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:

Relationship to pupil: **Date:**.....

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:.....

Date:

CONSENT of Parent/Guardian for a Residential, Long Distance, or Foreign Visit – side 2

1 Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

2 Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

3 Passport etc (*for foreign visits only*)

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

4 Accident/Illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

5 Unsupervised time (*Senior School only*)

I consent to my son/daughter having remotely supervised free time in the daytime in a group of pupils with the prior permission of the Party Leader

6 Swimming and other activities

I certify that the pupil *is/is not a competent swimmer. (*Please delete one **and initial***) I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the visit programme, (including, for senior school pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following:

(N.B. all additions, deletions or amendments to entries in this box must be initialled by the parent)

--

7 Personal Effects of the Pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

8 Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

A COPY OF THIS FORM WILL BE TAKEN BY THE PARTY LEADER ON THE VISIT

Permission Slip for Short Visit

For short educational off-site visits which depart from, and return to, school within the working day. (8.00 a.m. to 4.30 p.m.) Also covers for local evening visits, such as theatre visits.

An Educational Visit to

Date Form

Time of departure Approx time of return

Transport is by Cost to be billed, £

Party Leader Department

Other details are as follows

.....

.....

.....

Pupil's name Form

I give permission for my son/daughter to take part in the educational visit

to: on

My son/daughter's emergency contact numbers and medical information are as detailed on the Master Consent Form signed in September 200? when my son/daughter joined the school. I agree to authorize members of staff during the course of this visit to approve such medical treatment for my son/daughter as is deemed necessary in an emergency.

Signature of Parent/Guardian Date

Please complete this slip and return to the party leader, by

Travel Form

Purpose of visit:

Date of visit:

Teacher organizing visit:

Department:

Other persons involved:

Destination address:

.....

Emergency telephone number at destination:

24 hour telephone contact number:.....

Method of transport:

Travel operator:

Tour No. / Reference:

Time and place of departure:

Time and place of return:

Flight Number/s:

Insurance details:

Catering staff informed?
.....

List of pupils and emergency contact numbers attached:

Total cost per pupil for fee billing £

Visit Evaluation Form

Please complete this form as soon as possible after your return by ticking relevant boxes.

Visit to					
Date					
Party leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timing					
Review of Risk Assessment – Any incidents?					
Other comment					
Worth repeating?					

EDUCATIONAL VISITS INCIDENT LOG

INCIDENT LOG

(This must be completed for every incident)

Date of the incident: _____

Whereabouts of the incident: _____

Pupil(s) Involved: _____

Nature if the incident/accident:

Action Taken:

Signed: _____

Date: _____

Group leader's full name: _____

To be detached and handed to the head teacher with the evaluation of the trip.

Action taken to prevent recurrence:

38. WORK AT HEIGHT REGULATIONS

Introduction

Working at height is governed by The Work at Height Regulations 2005 (as amended) and the School's policy is based upon the guide to the regulations issued by the Health and Safety Executive (HSE).

These Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. There are no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control (for example Estates may contract others to work at height, such as window cleaners). The Regulations do not apply to the provision of instruction or leadership in caving or climbing by way of sport, recreation, team building, or similar activities.

Requirements

The Regulations require the duty holder(s) (i.e. all who give instructions to others) to ensure the following matters. The bullet points should be used as a safety check list:

- All work at height is properly planned and organised and the risks assessed
- Work at height is avoided wherever possible
- Appropriate work equipment or other measures are selected and used to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, appropriate work equipment or other measures are used to minimise the distance and consequences of a fall should one occur
- Those involved in work at height are competent
- Equipment for work at height is properly inspected and maintained and records of these are available
- The risks from fragile surfaces are properly controlled

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

Operational information is summarised in the following sections

- Window cleaning

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

Action required

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

All fragile roofs must have appropriate hazard warning signs.

Window cleaning

The HSE has produced a number of guidance documents concerning window cleaning: Safety in window cleaning using portable ladders MISC 613; Safety in window cleaning using suspended and powered access equipment MISC 611; and Safety in window cleaning using rope access techniques MISC 612.

- These publications should be used to evaluate the safety of window cleaning operations (which are normally carried out by contractors).
- The employer must ensure that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

Roof safety systems

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

- All systems must be examined at intervals not exceeding 12 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be sub standard.
- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more than 5 years.
- Training must be provided for all employees who need access to the roof etc. Individuals must not be allowed to use these safety systems unless

they have received appropriate training. Contactors should provide a method statement with risk assessment and proof of training before commencing work.

- The employer should have the following items of FPE:
- 2 x Transfasteners
- 2 x Full Body Harnesses
- 2 x Lanyards
- Plus additional equipment as supplied for specific installations
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.
- Only the transfasteners should be issued to contractors. Contractors are responsible for provision of the own full body harness and lanyards.

Ladders and mobile elevating work platforms (MEWP)

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

Ladders (including step ladders)

- The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:
 - The work can be reached without stretching
 - The ladder can be secured to prevent slipping
 - A good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable).
- Timber and aluminium ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 or BS 1129 Class 1 – heavy duty. Class 3 ladders are intended for domestic use only and are not recommended for use at work.
- Ladders must be in good condition. The School is responsible for implementing a programme of regularly examining ladders under its control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:

- The stiles are not damaged, buckled or warped
- No rungs are cracked or missing
- Safety feet or other safety devices are not missing.

Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).

- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.
- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured in some way, preferably at the top to prevent sideways movement. The foot of the ladder should be supported on a firm level surface. If a ladder cannot be secured by a physical fixture and is less than 6 mtrs long then a second person must foot the ladder during use.
- Ladders 6 to 9 mtrs long should always be tied to the building to suitable anchorage points. Ladder ties for this purpose are normally installed 2 mtrs above ground level or adjacent to each window opening.
- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

MEWPs

- The use of MEWPs must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.
- MEWPs must be maintained in accordance with the manufacturer's instructions and thoroughly examined at six monthly intervals by a competent person. Where MEWPs are the property of the employer, the thorough examination should be carried out by the employer's insurers and the insurance company must be informed in writing that this is required. Records of regular maintenance and thorough examination must be retained.

General access scaffolding

This is used primarily on work under the control of 'main' contractors but some may be used via direct contracts. In the case of direct contracts the scaffold contract company must provide written detailed evidence of their competence.

Scaffolding must be inspected by a competent person:

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

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

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

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

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

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

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

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

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

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

- Working platforms should not be higher than 3 times the minimum base dimension
- Platforms above 2 mtrs require guard rails and toe boards.
- Tower scaffolds should usually be climbed using internal vertical ladders or inclined steps/stairs
- Tower scaffolds must be inspected by a competent person and a record of the inspection must be made and kept for three months after dismantling the scaffold.

Inspections are required:

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

Any faults should be put right before further use.

- Consideration should be given to whether the area around the base of the tower needs to be a designated hardhat area.
- Only the minimum amount of equipment and materials may be stored or used on the working platform.
- Barriers must be erected at ground level to prevent people walking into the tower.
- If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

As revised 02.05.08

39. WORK EQUIPMENT

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

Provision and Use of Work Equipment Regulations 1998

'Work equipment' includes items such as, woodworking machinery, lawn mowers, overhead projectors, white boards, ladders, laboratory apparatus, electrical tools and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

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

The equipment must have:

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

Plus there must be good lighting, maintenance operations and warning markings. Managers and Heads of Department in control of work equipment must assess the risks posed by the use of work equipment under their control.

New equipment must comply with an appropriate British or CEN Standards.

As revised 06.10.08

40. WORK EXPERIENCE

A copy of 'Managing Health and Safety on Work Experience - A Guide for Organisers' HSE should be available for careful reference by the work experience organiser.

Once a potential placement provider is located, the school is responsible for approving suitability in all cases except where the placement provider is currently approved by the local Education Business Partnership or an independent agency.

To approve the suitability of the placement provider study and follow the advice given in the Health and Safety Executive publication.

Pupils should be prepared for their work experience and debriefed after work experience. Again see advice in the publication.

Introduction

The aim of this policy is to set out how the School will manage Work Experience placements as a Placement Provider, i.e. external students/learners spending time at the School.

Requirement

The law states that we must ensure, as far as is reasonably practicable, that students/learners are not placed in a work environment which poses a significant risk to their health and safety.

Considerations

When a request for a work experience placement is received by a member of staff, they are required to discuss with their Line Manager and together consider:

1. Is the request appropriate?
2. What impact will it have on the School, in particular in terms of time invested by the supervising member of staff ("Supervisor")?
3. Will there be a benefit to the School?

If the decision is made to approve the request, the Supervisor must adhere to the Health & Safety responsibilities set out below.

Health & Safety Responsibilities

Students participating in work experience are regarded as the School's employees for the purpose of health and safety. The School should take account of any extra precautions required for young persons, e.g. they may lack experience or maturity.

- The placement provider must comply with the Health and Safety at Work Act and its relevant statutory provisions.
- The provision of information, instruction, training and supervision is particularly important for new or temporary employees.
- The School must assess the risks to which employees are exposed to at work and introduce and maintain appropriate measures to eliminate or control the risks.
- Risks to young workers must be assessed before they start work, and the parents/carers of any students informed of the key findings of the risk assessment and control measures.
- The risk assessment must take into account specific factors such as immaturity, inexperience and lack of awareness, and medical conditions, physical and learning disabilities of the student.
- The School should carry out induction training, including information on:
 - work activities and any associated significant risks;
 - health and safety instruction and training;
 - names of supervisors and any other people taking overall responsibility for health and safety during the placement.
- The School must comply with requirements under the Working Time Regulations (young workers have special rights e.g. 12 hours' rest between each working day).

In addition, the Supervisor must provide written details of Work Experience placements to the Administration Manager and confirm the placement in writing to the student / learner.

Resources available

- Five Steps to Risk Assessment brochure & checklist (<http://www.hse.gov.uk/pubns/indg163.pdf>)

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As revised 06.10.09
