



**ST EDWARD'S
OXFORD**

**HEALTH AND SAFETY
POLICY**

APRIL 2019

CONTENTS

Section	Title	Page
Part 1	Statement	
1.0	General statement of policy	1-2
Part 2	Organisational Arrangements	
2.1 – 5	The Governing Body, The Warden, Safeguarding & Compliance Sub Committee The Bursar and Sub Warden, Heads of Department and Managers	3-4
2.6	Health and Safety Special Functions	4
2.7	Health and Safety Officer and Consultants	4
2.8 - 9	Staff responsibilities and Consultation	4-5
2.10-11	The Health and Safety Committee	5
2.12	Fire Marshals	6
2.13	First Aid Personnel	6
2.14	Organisation Chart	6a
Part 3	Arrangements to meet Health and Safety Standards	
3.1	Accident and Incident Management	7
3.2	Contractors	7
3.3	Display Screen Equipment	8
3.4	Drugs, Alcohol and Smoking	8
3.5	Electrical Equipment	9
3.6	Events	9
3.7	Fire Precautions and Emergency Evacuation Arrangements	10
3.8	First Aid Arrangements	11
3.9	Hazardous Substances	12
3.10	Health and Safety Induction Training	12
3.11	Consultation with Employees	13
3.12	Housekeeping – Cleanliness and Waste Disposal	13
3.13	Traffic Routes – Vehicles and Pedestrians	14
3.14	Manual Handling	14
3.15	Mobile Phones	14
3.16	Health & Safety Requirements for Pregnant Workers and New Mothers	15
3.17	Reporting Arrangements	15
3.18	Workplace Risk Assessments	15-16
3.19	Stress Management	16
3.20	Workplace Welfare	17
3.21	Visitors	17
3.22	Work Equipment	17-18
3.23	Lifting Operations and Lifting Equipment	18
3.24	Personal Protective Equipment	18
3.25	Noise	18
3.26	Health and Safety Requirements of Young Persons	19
3.27	School Trips with Pupils	19
3.28	Disability Access	20
3.29	Driving	20
3.30	Asbestos	20-21
3.31	Work at Height	21
3.32	Vibration Control	22
3.33	Ionising Radiation	22
3.34	Security and Lone Working	22
3.35	CCF and Firearms	23
3.36	Water Hygiene Safety	23
3.37	Gas Safety	24
3.38	Pressure Vessels and Associated Equipment	24

1.0 General Statement

The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005, amongst other regulations, impose legal duties on employers and employees to take care of their own and safety of others at work so far as is reasonably practicable.

The Governing Body has the ultimate responsibility for health and safety at St Edward's and will ensure that the requirements of health and safety legislation are complied with and that resources are available for the management of health and safety. The Warden is responsible for the implementation of this policy within the school. The Bursar and the Sub-Warden are accountable to the Warden for the areas that they manage and for specific areas of health and safety. The Governors' Safeguarding and Compliance Sub-Committee will monitor all areas of health and safety.

St Edward's is committed to ensure, so far as is reasonably practicable, and in accordance with the law that:

- Employees are not exposed to risk in respect to their health, safety or welfare whilst at work.
- All pupils, employees, members of the public and others who are affected by the school's working activities are protected from health and safety risks while on school premises or engaged in school sponsored activities. Parents, visitors, contractors and their employees are included.
- Any activity, operation or process that could create risk to employees, pupils, contractors, members of the public and others who are affected by the school's working activities will not be initiated until a suitable and sufficient risk assessment has been carried out. The activity or process will only be authorised once the control measures to prevent risk have been introduced.
- All contractors are able to demonstrate competence and the ability to put into place suitable arrangements for securing proper health, safety and welfare, including, where necessary, providing the school with a copy of a written statement of policy.

St Edward's specific objectives in accordance with the law are:

- To provide safe and healthy conditions and safe systems of work for all employees and pupils and others as appropriate which prevent risk to health, safety and welfare. Where hazards are identified, risk assessments must be carried out to enable the appropriate standards to be adapted and enforced.
- To provide adequate means of access and egress which are safe and without risks to health
- To arrange for the safe use, handling and storage of articles and substances for use at work
- To ensure all workplaces, facilities and equipment are maintained properly.
- To provide comprehensive information, instruction, training and supervision to secure the health, safety and welfare of all employees, pupils and others as may be affected
- To adequately review the arrangements for the health, safety and welfare of pupils, employees, members of the public and others who may be affected

It is the legal duty of all employees to:

- Take all reasonable steps to safeguard the health and safety of themselves, pupils and other persons who may be affected by their actions.
- Observe all health and safety risk controls, rules and procedures as stipulated by the school. In particular, employees must not interfere with or disconnect safety devices.
- Discourage anyone from attempting potentially hazardous activities or using potentially hazardous equipment unless they have been fully instructed as to the risks and precautions to be observed. (Employees and others must have received adequate instruction and training).
- Report to their line manager, Sub-Warden, Bursar or Estates Bursar any potential hazard that they have noticed or caused.
- Report all accident, incidents and near misses.

There are effective procedures for consultation and communication between all levels of management, employees and pupils at St Edward's on all matters relating to health, safety and welfare. Health and Safety is regularly reviewed at the following meetings:

1. Housemasters and Housemistresses.
2. Heads of Department.
3. School Prefects.
4. Heads of House.
5. Year Group Councils.
6. Health and Safety Committee
7. Facility Managers.

A copy of this statement will be distributed to Heads of Departments, Housemistresses and Housemasters, Teachers and Managers and must be communicated to those under their supervision. A copy will also be available on the school website.

This policy will be reviewed by the Governing Body every year.

2.0 Organisation for carrying out the policy

2.1 The Governing Body has the ultimate responsibility for Health and Safety at St Edward's.

2.2 The Warden is responsible for the implementation of this policy within the School. The Warden will report to the governors at least annually on health and safety matters.

2.3 The Governors' Safeguarding and Compliance Sub-Committee will monitor all areas of health and safety.

2.4 The Bursar and the Sub-Warden are accountable to the Warden for compliance with the Health and Safety Policy with their areas of particular management responsibilities and in addition for the following specifically:

- Ensuring the relevant Manager or Head of Department and if necessary the HSO is alerted to any new activities of the school or to new information so that risk assessments can be carried out or reviewed.
- Ensuring training needs are identified with respect to health and safety. All members of staff will receive appropriate health and safety training and information. The legal obligation to make the necessary resources available and allow time off from standard working duties for the training will be complied with.
- Ensuring that when using services of contractors the appropriate procedure is followed which will include:
 - Assessing the competence of contractors
 - Exchange of Safety Policies and relevant health and safety information
 - Obtaining contractors risk assessments and written safe systems of work
 - Monitoring of contractors
 - Compliance with client's duties in the CDM Regulations 2015

2.5 Heads of Departments and Managers have the responsibility to plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors, including contractors and others affected by the school's work activities, in accordance with the Management of Health and Safety at Work Regulations 1999, for their areas of particular management responsibility. This includes compliance with this health and safety policy, and carrying out risk assessments to supplement the arrangements in Part 3 of this Policy and standalone Departmental plans as appropriate. Heads of Department and Managers are accountable, in addition to the Sub-Warden and Bursar for the following specifically:

- Reporting to the HSO and the H & S Committee any unsafe or unhealthy conditions which may affect any employees or pupils.
- Supporting all health and safety inspections/tours/audits of premises under the control of St Edward's School
- Attending any meeting which includes a health and safety briefing. These meetings are important to maintain and improve safety standards within the school.
- Recording accidents in the Accident book. Participating in the investigation of potential hazard, accidents, dangerous occurrences or cases of reportable diseases.
- Ensuring that any health and safety issues brought to their attention are reported to the H & S Committee and action taken

- Participating in the consultation process to bring on any changes to health and safety arrangements necessary due to changes in legislation, activities etc.

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

- The Estates Bursar is responsible for premises including onsite traffic management
- The Estates Bursar is responsible for fire safety management
- The Sub Warden is the educational visits coordinator
- The Assistant Estates Bursar is responsible for asbestos management
- The Assistant Estates Bursar is responsible for legionella management
- The Estates Bursar is responsible for minibus/transport management

2.7 The appointed competent person is the Health and Safety Officer (HSO) who is guided and supported by Oxford Safety and Risk Management. The HSO will be responsible for arranging periodic Health and Safety Audits. The results of these audits will be reported to the relevant responsible heads of department or manager, the H & S Committee and where appropriate, to the Governors' Safeguarding and Compliance Sub-Committee.

2.8 All employees are legally required to comply with the health and safety policy and procedures of the school to safeguard themselves, pupils and others persons and in addition specific health and safety responsibilities of individuals will be included in all employment contracts. All employees have a duty to:

- Read and understand the School's Health and Safety Policy and to carry out their duties in accordance with its requirements. Employees should ask their head of department or department managers to clarify any area of the Policy they do not understand.
- Know the safety procedures in the event of fire.
- Be aware of the location and identification of First Aid personnel.
- Report any accident or near miss to their line manager who will complete the accident book as necessary in accordance with the accident procedures.
- Refrain from attempting to repair or maintain any plant or workplace equipment without full instruction and training and permission for their Head of Department or Department Manager.
- Use and wear all protective clothing or appliances applicable to the task, as determined by good practice and risk assessment.
- Never obstruct any fire escapes, emergency exits or doors and report any that are obstructed
- Refrain from attempting to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional manual handling training and/or risk assessment where necessary.
- Use the appropriate equipment and/or obtain assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- Ensure health and safety requirements are included in the specifications of any contract drawn up with any supplier, including contractors.
- Ensure within contract monitoring that any shortfalls within health and safety compliance are brought to the attention of Heads of Department, Department Managers, the H & S Committee or the HSO.
- Ensure the health, safety and welfare of any person, including pupils within their care.
- Notify Heads of Department or Department Managers of any changes in health or welfare which may affect working activities.

- Notify line management of pregnancy immediately when it is confirmed.
- Report any hazards in the workplace to the Heads of Department or Department Managers the H & S Committee or the HSO.
- To attend any training course given in order to inform or instruct where a need has been identified by Risk Assessment.

2.9 St Edward's School will consult with employees on matters concerning health and safety as required by the Health and Safety (Consultation with Employees) Regulations 1997 principally by way of the H & S Committee and other formal meetings.

2.10 **The Health and Safety Committee**

The Health and Safety Committee comprises:

- The Sub Warden
- The Bursar
- The Estates Bursar
- The Health and Safety Officer

The HSO and the Health and Safety (H&S) Committee will meet on a regular termly basis to consider, monitor and review health and safety matters.

The Health and Safety Committee are responsible for:

- Monitoring the effective implementation of the Health and Safety Policy including consideration to changes in legislation, the workplace, work activities and individuals.
- Advising the Warden on the necessary resources available or required to allow this Policy to be implemented.
- Monitoring the procedures for reporting, recording and investigating accidents, incidents and near misses are adhered to.
- Monitoring that arrangements are implemented for the appropriate health and safety training of all staff
- Ensuring arrangements are implemented for employees' involvement in Health and Safety matters by the organisation and encouragement of good communication.
- Ensuring that this Policy is effectively communicated to all existing and new members of staff

Other members will be co-opted onto the H&S Committee when necessary.

2.11 Staff should communicate, in the first instance, any health and safety matters to their Heads of Department or Managers. Employees are expected to communicate matters of health and safety which are unaddressed or require further attention to a member of the H&S Committee including the Bursar or Sub-Warden. Staff are also able to communicate matters of health and safety to the HSO or any other senior manager including the Warden.

2.12 Responsibilities of Fire Marshals

- Fire marshals will be appropriately trained. This training will be refreshed every 3 years..
- Appropriate training will be given to all Fire Marshals before taking up the position. This may include the use and application of fire-fighting equipment which in certain circumstances may be used but only where there is no personal risk.
- Once Fire Marshals have been appointed, they are responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.
- Following complete evacuation Fire Marshals should ensure that no one returns to the building until cleared to do so.

2.13 First Aid Personnel

The HSO or the Health Centre Manager will arrange for the training and appointment of first aid personnel and a list of these can be found on the intranet and on staff noticeboards.

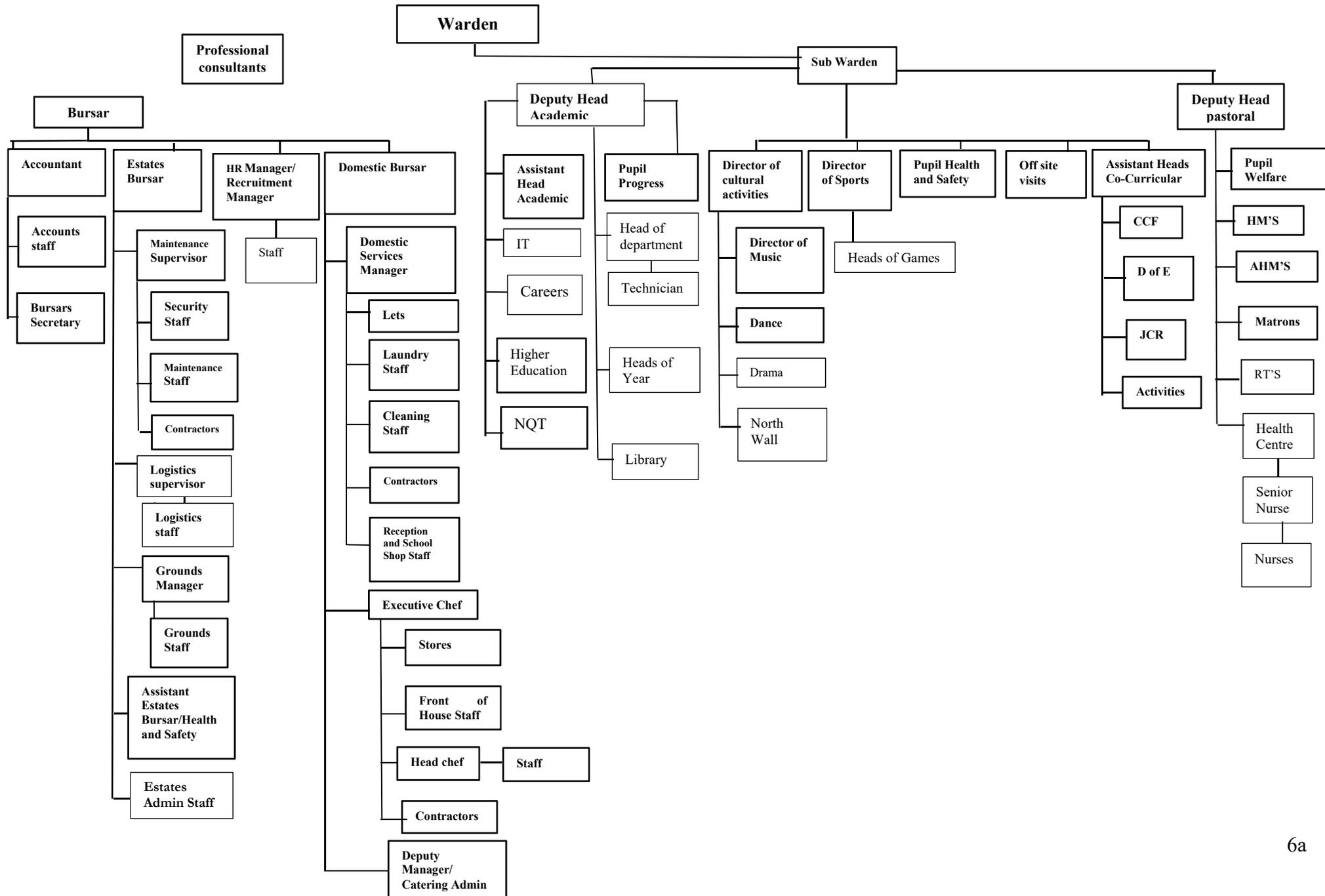
First Aid personnel will be in possession of an appropriate current First Aid Certificate and St Edward's School will undertake to provide First Aid personnel with the time and resources to attend regular retraining.

First Aid personnel will be responsible for ensuring that:

- Correct personal protective equipment is used by them while administering first aid within the course of their duties
- He or she knows how to contact the Health Centre
- Accidents beyond the capability of first aid personnel and the Health Centre are referred, immediately, to the local hospital. In cases where the ambulance service is required, first aid personnel must remain with the casualty whilst awaiting assistance.
- Any dressings used are correctly disposed of in a safe manner.
- Details of treatments given are recorded. Under no circumstances must any form of medication be administered by First Aiders, except where prior written consent is obtained from the individual concerned and approved by the Health Centre Manager.

The H & S Committee will examine the Accident Book on a regular basis and note any recurrent injuries at least termly.

2.14 Organisation Chart



3.0 Arrangements to Meet Health and Safety Standards

3.1 Accident and Incident Management

3.1.1 All accidents or incidents must be reported immediately to the Head of Department or Department Manager or Supervisor. This includes any violent incidents to staff or pupils. Accident reports should be completed and passed to the HSO. This includes:

- i. Accidents: where an accident has occurred and harm or injury is sustained.
- ii. Incidents: where an accident has occurred but no harm or injury has occurred.
- iii. Near miss: where an incident occurred which could have (under similar circumstances) become an accident.

3.1.2 All accidents will be investigated under the guidance of HSO with the assistance and co-operation of the Head of Department or Department Manager; these will be logged and reported to the H&S Committee.

3.1.3 The HSO (or if absent the Estates Bursar) is responsible for reporting any accident or injury as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The HSO will also review the incidents recorded in the Accident Book at regular intervals to identify any trends and report them to the H&S Committee.

3.2 Contractors

3.2.1 Contractors will be selected on the basis of competence and suitability to undertake the required work.

3.2.2 All contractors will be required to submit a copy of their Health and Safety Policy and Risk Assessments to the person undertaking the contract before the contract commences. Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover and comply with contractor duties in the CDM Regulations 2015.

3.2.3 Contractors will be subject to a level of monitoring, in line with the risk they bring to the school, and any results will be passed to those who engaged the contractor for future contract consideration.

3.2.4 All contractors must be issued with site rules and sign the induction form prior to commencing work and where requested, complete any Health and Safety training organised by the school.

3.3 Display Screen Equipment

3.3.1 The Health & Safety (Display Screen Equipment) Regulations are for the protection of people, employees and the self-employed who regularly use display screen equipment.

3.3.2 In accordance with Regulation 6, Provision of Training, the school will ensure that all display screen users have been provided with adequate Health and Safety training.

3.3.3 A suitable and sufficient Risk Assessment should be made to identify any hazards and evaluate the risks. Risk assessment should include the following: display screen, keyboard, work desk/surface, work chair, space requirements, lighting and power, noise and heat emissions, environment, software and personnel.

3.3.4 Daily work routines of display screen users should be carefully looked at to ensure that their work is periodically interrupted by breaks or changes of activity so as to reduce their uninterrupted use of the display screen.

3.3.5 St Edward's School will cover the cost of any eyesight testing as well as making a contribution towards the cost of glasses or lenses for display screen equipment use which qualify as 'special corrective appliances' under the regulations.

3.4 Drugs, Alcohol and Smoking

3.4.1 This section covers any employee or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs.

3.4.2 As a general rule the school's policy is to disallow smoking or taking of alcoholic refreshments or drugs whilst in the workplace. St Edward's School also does not allow people that are hung-over or under the influence of the previous night's alcoholic or drugs intake to report to or undertake work on its behalf. Additionally if the use of prescription drugs would affect the person's ability to carry out their normal role, then this must be reported and suitable action taken.

3.4.3 It is the Policy of St Edward's School that smoking is prohibited on its premises, other than in the two designated areas for staff only:

- Catering Yard Smoking Shelter
- Piggeries Smoking Shelter.

3.4.4 Other areas may be temporarily designated at certain times of the year.

3.5 Electrical Equipment

3.5.1 St Edward's School will comply with the Electricity at Work Regulations 1989.

3.5.2 Only competent persons (trained, qualified and experienced) may be allowed to work on electrical equipment. Any contractor that is used by the school must be competent.

3.5.3 All frayed, torn or split flexible cords, socket covers and plug tops which are cracked or have broken insulation must be taken out of commission.

3.5.4 Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.

3.5.5 All portable appliances must be inspected and tested in accordance with the IET guidance.

A suitable asset register will be prepared to record each portable appliance. Each time an appliance is tested and inspected a record certificate should be completed by the person carrying out the test.

3.5.6 The school will keep up to date electrical integrity periodical test and inspection reports of the whole electrical system under the latest edition of the IET wiring Regulations.

3.6 Events

3.6.1 It is the policy of St Edward's School to arrange and provide events which are safe for employees, visitors, staff and others who may be involved in the events as far as reasonably practicable.

3.6.2 A suitable and sufficient Risk Assessment will be undertaken of each event venue and the activities to take place and amongst other things the Health and Safety arrangements for each event will be reviewed so as to ensure adequate provision of services, facilities (including access) and emergency co-ordination arrangements. Risk Assessments will consider special circumstances and their effects.

3.7 Fire Precautions and Emergency Evacuation Arrangements

3.7.1 Responsible Person

The 'Responsible Person' for risk control in relation to fire at St Edward's School premises will be the Estates Bursar. The Estates Bursar will ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular will:

- Create an emergency fire plan
- Be responsible for fire safety training
- Arrange practice fire drills
- Check that any close down procedures are followed
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
- Keep relevant records
- Include fire safety in the regular health and safety reports

3.7.2 Means of escape

Employees will be made familiar with all means of escape from the part of the building in which they work on the first day of employment or relocation from another part of the school.

3.7.3 Action in the event of fire

All employees will be instructed in actions to take in the event of fire by their line manager, on their first day of employment.

3.7.4 Means of raising the alarm

All employees will be made familiar with the means of raising the alarm.

All employees will be made familiar with the sound of the alarm signal and must evacuate as soon as the alarm is sounded.

3.7.5 Location and use of Fire Extinguishers

All Fire Marshals must know the location of the nearest fire extinguishers to their normal working station and the general layout of appliances in the building. Fire Marshals may be trained in use of fire extinguishers. They should not use the appliances if they have not been trained to do so, and in any case only to facilitate evacuation where fire prevents emergency egress.

3.7.6 Fire drills

Fire drills will be carried out at the start of term and in boarding houses this must be during sleeping hours. Procedures for planned fire drills will be issued to HODs in advance of the drill.

3.7.7 Out of Hours Working

In the event of meetings taking place out of hours, the meeting organiser will be responsible for raising the alarm and ensuring the safe evacuation of all those attending. This will include a full head count at the fire assembly point.

3.7.8 Staff who have the need to work beyond the building closure time should inform their Department Manager or the key holder for that day.

3.7.9 St Edward's School has a comprehensive Fire Safety Policy which sets out further procedures, standards and allocation of responsibilities.

3.8 First Aid Arrangements

3.8.1 Trained First Aiders are identified in the Staff Handbook, on noticeboards and the Intranet.

3.8.2 Should First Aid be required summon or call a First Aider or the Health Centre direct or contact the school's emergency number (319444). Further information and guidance can be found in the First Aid Policy which is on the intranet and in the Staff Handbook.

3.8.3 The Accident Books, which must be completed when any form of first aid is administered, are located in most departments, and can always be found in the Estates Office. The completed accident form must be passed to the Health and Safety Officer within 24 hours.

3.8.4 First Aid boxes are located throughout the site in most Department and will be checked and updated by Estates on a termly basis. All staff are required to familiarise themselves with their whereabouts.

3.9 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

3.9.1 St Edward's School will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous substances, by undertaking suitable and sufficient COSHH assessment.

3.9.2 Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (i.e. identified by a Risk Assessments).

3.9.3 All employees and contractors shall abide by the findings of the COSHH Risk Assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to their line manager, the H&S Committee or the HSO.

3.9.4 An inventory of any hazardous substances in use will be maintained by Heads of Department/Managers and the use for each hazardous substance identified.

3.9.5 Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance and retained on file.

3.9.6 Heads of Departments/Managers are responsible for ensuring that the COSHH assessments of all substances currently in use in these Departments are carried out. In addition, they are responsible for maintaining all COSHH records and updating records when the inventory changes.

3.9.7 St Edward's School will provide all necessary control measures identified by the COSHH Risk Assessment, e.g. personal protective equipment (PPE).

3.9.8 Where substances need to be disposed of, it will be done through an approved licensed company and records retained.

3.9.9 Substances should any be decanted into containers that are suitable and correctly labelled.

3.9.10 Key information relating to location of flammable liquid/chemical stores, radioactive sources and main gas and electricity isolation points is in the main entrance Gerda Boxes and the Emergency Response Team Folders (Gatehouse and Maintenance).

3.10 Health and Safety Induction Training

3.10.1 All new employees, temporary workers, people on work experience, secondment etc., will be given Health and Safety Induction training by their line management during their first day at St Edward's School.

3.10.2 Refresher Health and Safety training will be arranged on a regular basis as identified in the training programme.

3.11 Consultation with Employees

3.11.1 The Health and Safety (Consultation with Employees) Regulations 1996 require St Edwards School to consult with staff on matters relating to health, safety and welfare, and provide appropriate information to enable the safe undertaking of any work activity or task.

3.11.2 Health and Safety information is contained within the Health and Safety Policy, Fire Risk Prevention Policy, First Aid Policy and other documents on the Health and Safety intranet section.

3.11.3 St Edward's School encourages all members of staff to take part in the spirit of the regulations by actively participating in discussions on Health and Safety matters with management. It is the responsibility of the senior management to ensure that adequate consultation takes place.

3.12 Housekeeping

3.12.1 Cleanliness

St Edward's School will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any non-hazardous spillages if reasonably practical or restrict access and call for assistance from the Manager to avoid accidents.

Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

The control of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

3.12.2 Waste Disposal

St Edward's School will comply with all the relevant waste management regulations. It will ensure that all waste stored on the premises will be suitably protected and stored in keeping with the Fire Regulations. Suitable bags for first aid disposal will be supplied, so as not to pose a Health and Safety risk either to staff, public, or the environment.

3.13 Traffic Routes – Vehicles and Pedestrians

All traffic routes under St Edward's School's control will be suitable for persons or vehicles or both and designed to prevent risk. All debris, rubbish etc., will be removed from the traffic routes and all fire escapes, and exits will be kept free of obstacles at all times. The surface of all traffic routes will be maintained in a good state of repair.. These controls will be St Edward's School main preventative measures against vehicle pedestrian impact and slips, trips and falls.

3.14 Manual Handling

3.14.1 It is St Edward's School's policy to provide safe working procedures and to comply with the Manual Handling Operations Regulations 1992.

3.14.2 A suitable and sufficient assessment of the manual handling operations for the purpose of assessing the Health and Safety risks will be carried out.

3.14.3 All employees involved in manual handling operations will be given suitable and sufficient training.

3.14.4 Employees must not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

3.15 Mobile Phones

3.15.1 It is St Edward's School policy that no member of staff should use a mobile telephone while driving on St Edward's School business. Any person prosecuted for such an act may be subject to disciplinary action.

3.15.2 Use of mobile telephones when driving, even when using a 'hands-free' kit is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.

3.15.3 Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the handbrake on. This includes the use of a 'hands free' kit.

3.15.4 Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.

3.16 Health & Safety Requirements for Pregnant Workers and for New Mothers

3.16.1 The School has Health and Safety obligations as stated in The Management of Health & Safety at Work Regulations, amended 1999.

3.16.2 Risk Assessments will be undertaken by the HSO to identify any hazards being detrimental to new or expectant mothers.

3.16.3 Upon notification of a worker becoming pregnant or a new or nursing mother, all activities being undertaken will be reassessed on a regular basis throughout the condition. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. Pregnant employees must consult with their own doctor.

3.16.4 All circumstances will be explored - risks posed to a pregnant or new mother can comprise:

- Working with some hazardous substances
- Stressful environments
- Unsuitable Manual handling
- Confined working space
- Using an unsuitable workstation

3.17 Reporting Arrangements

3.17.1 All Health and Safety concerns or problems must be reported immediately to the Head of Department or Department Manager, the H&S Committee or HSO.

3.17.2 The Head of Department/Manager will take appropriate action following discussions with the reporting person, the H&S Committee and the HSO.

3.17.3 Where there is a high chance of imminent injury, the problem will be addressed immediately by the Head of Department or Department Manager and HSO and appropriate action will be taken to minimise the risk of harm. A full report will be presented to the H&S Committee.

3.18 Workplace Risk Assessments

3.18.1 St Edward's School will carry out a suitable and sufficient assessment of the risks to Health, Safety and Welfare of employees and other persons including pupils who are affected by the work activities of the school. The risk assessment will be in accordance with the Management of Health and Safety at Work Regulations and follow current HSE guidance. Those carrying out the assessments will be trained.

3.18.2 St Edward's School will maintain records of all written Risk Assessments carried out, the assessments will record sufficient detail to satisfy the legislative requirements. If circumstances change the Risk Assessment will be reviewed and modified as necessary.

3.18.3 A responsible person will be instructed to complete any outstanding control measures or actions as well as being responsible for the programme of monitoring and reviewing. A deadline will be identified for the completion of each outstanding action and review date.

3.18.4 St Edward's School will take all preventative and protective measures necessary as identified in the Risk Assessment and apply the following principles:

- a. If possible to avoid the risk altogether.
- b. Combat risks at source.
- c. Wherever possible, adapt work to the individual.
- d. Take advantage of technological and technical progress.
- e. Form a coherent policy and approach.
- f. Give a priority to those measures, which protect the whole workplace.
- g. Risk Assessment of pregnant, new and nursing mothers, young employees and persons with specific disabilities will be addressed by the Head of Department or Manager and the HSO as required.

3.18.5 A defect reporting procedure will be maintained and all employees are urged to use the procedure to identify any health safety and welfare defects that they have observed.

3.18.6 Monitoring the suitability and sufficiency of risk assessments and associated action plans will be the responsibility of the appropriate line managers and H & S Committee.

3.19 Stress Management

3.19.1 As an Employer, St Edward's School is required to take reasonable care to protect the psychological Health and Safety of its employees.

3.19.2 The school's aims are to ensure that employees do not suffer unacceptable levels of stress at work and, if they become ill, to take all reasonable steps to accommodate them.

3.19.3 People react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The School has assessed the risks within its workplace and the risk control systems to prevent, lessen and alleviate stress are:

- i. Job Descriptions to bring certainty to the individual's tasks and responsibilities.
- ii. Performance. Management to regularly review staff performance and to identify early, problematic or stressful areas.
- iii. One to one interviews are available to all staff, to assist in promoting good communications and a positive Health and Safety culture.
- iv. A Managing Stress Policy in the Staff Handbook and on the Intranet.

3.20 Workplace Welfare

3.19.1 The Workplace (Health, Safety and Welfare) Regulations cover a wide range of basic Health and Safety issues.

3.19.2 St Edward's School will ensure that their premises and activities meets the health, safety and welfare needs of all its pupils, employees, contractors and visitors.

3.19.3 Senior Management will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, traffic routes, housekeeping, and general welfare. This will include the provision of toilets, washing facilities, drinking water, changing rooms and eating/rest facilities.

3.19.4 Management will ensure that so far as reasonably practicable workplace facilities and issues involving welfare are maintained to an acceptable level.

3.20.4 A defect reporting procedure will be maintained and all employees are urged to use the procedure to identify any health, safety and welfare defects that they have observed.

3.21 Visitors

3.21.1 All visitors to St Edward's School will be logged in and out at reception and given information relating to fire evacuation procedures and safeguarding information. The person organising the visit should also brief visitors with any specific information and instructions.

3.21.2 The visitors log will be checked in the event of an emergency.

3.21.3 In the event of out of hours meetings at St Edward's School, the person organising the meeting will be responsible for all visitors at that meeting.

3.21.4 All visitors must be accompanied upon entering and leaving the building with (the exception of workmen/contractors/maintenance people who will be supervised if appropriate). At all times visitors are the responsibility of the member of staff organising the meeting.

3.21.5 Employees should know and follow the school's policy on visitors to the school site. This can be found in the Staff Handbook and on the Intranet

3.22 Work Equipment

3.22.1 St Edward's School will comply with the requirements of the Provision & Use of Work Equipment Regulations (PUWER) 1998, It will ensure that the most suitable work equipment is being used, taking into account; who, where and how it is used.

3.22.2 All employees will be trained in the operation of machinery and equipment specific to their function and employees are required to use all equipment correctly and in accordance with their training and the manufacturers' recommendations, suitable records must be kept.

3.22.3 All employees shall:

- i. Never remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- ii. Never operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is completed and passed as safe to use.

3.22.4 St Edward's School will ensure that all work equipment is maintained in an efficient state, in efficient working order and in good repair. Suitable records of equipment and maintenance will be kept.

3.23 Lifting Operations and Lifting Equipment (LOLER)

3.22.1 St Edward's School will ensure that any equipment used for lifting and lowering loads, including passengers, is adequate for the task.

3.22.2 Lifting equipment will be regularly maintained, inspected, and certificated, this will be carried out as stated in the LOLER Regulations. Any major lift will be subject to an initial lifting plan using competent persons for the whole process.

3.22.3 St Edward's School will ensure that all operators of lifting equipment (i.e. fork lift trucks, cherry pickers etc) are properly instructed and trained in their use, and their training documented, monitored and reviewed.

3.24 Personal Protective Equipment (PPE)

3.24.1 St Edward's School recognises that the Personal Protective Equipment at Work Regulations 1992 clearly states that PPE should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. Line management shall ensure that there is sufficient supply of PPE where required and all employees are suitably trained in the correct use and maintenance of their PPE. Pupils, for instance those who may need PPE as part of their sports equipment, may be required to provide their own.

3.24.2 All PPE issued must be stored as per the manufacturers' specification.

3.24.3 It is the legal duty of employees and subcontractors to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

3.25 Noise

3.25.1 St Edward's School will regularly monitor noise levels. Senior Management (in consultation with the HSE and Estates Bursar as necessary) will decide if a noise assessment is required, and their first aim will be to reduce noise at source.

3.25.2 Following a noise assessment, the School will take action to attenuate the noise and provide ear protection if required. Pupils for instance those using amplified musical instruments may be required to provide their own.

3.25.3 It is the policy of St Edward's School that new tools and equipment purchased and used by employees, have noise reduction features built into the design as required by the Provision and use of Work Equipment Regulations (PUWER).

3.26 Health and Safety Requirements of Young Persons Including those on Work Experience

3.26.1 St Edward's School recognises that when engaging the services of people under the age of 18, or when arranging work placements for pupils an assessment of their proposed activities will need to be undertaken by the School or the placement provider.

3.26.2 The assessment will need to take into account their immaturity, inexperience and their lack of perception of danger, the nature of the work activities and any specific hazards.

3.26.2 Where the person is under the school leaving age, the parents or guardians will be notified of the outcome of the risk assessment and the control measures that are or will be put in place.

3.27 School Trips with Pupils

3.27.1 Members of staff should read and follow the guidelines when planning and supervising a school trip or any off-site activity. These guidelines can be found in the Staff Handbook and the Intranet.

3.27.2 A risk assessment must be completed and submitted to the Sub-Warden, and authorised before the trip leaves the school

3.27.3 If the trip involves high risk activities at a specialist centre the member of staff in charge of the trip must obtain the centre's license to operate and a copy of their Risk Assessment.

3.28 Disability Access

3.28.1 Subject to the constraints imposed by the building's structure, St Edwards School will make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors within the definition of the Disability Discrimination Act 1995 (DDA) and Equality Act 2010.

3.28.2 Staff who are, or become, disabled under the terms of the DDA are responsible for notifying Senior Management who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

3.29 Driving

3.29.1 St Edward's School has a comprehensive, separate driving policy and handbook to ensure that there are adequate measures in place to protect members of staff who are driving or driven from the risks of work related driving and to set a standard from which we can confidently operate.

3.29.2 The document applies to all members of staff who drive school vehicles, and does not diminish in any way from the individual's responsibilities with regards to the Highway Code and the law, when driving on the public highways; and includes:

- Those who are required to and are insured by the school as an essential part of their employment.
- Those who use their own vehicle to undertake some element of their role within their working day.

3.29.3 The Health and Safety at Work Act forces employers, as far as is reasonably practicable, to ensure the safety of the employees, and anyone effected by their work, and to control the risks from driving at work. These requirements go together with the responsibilities drivers have under road traffic law.

3.30 Asbestos

3.30.1 Asbestos is the single greatest cause of work-related deaths in the UK. Asbestos was extensively used as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. Any building built before 2000 (houses, factories, offices, schools, hospitals etc) can contain asbestos. Asbestos materials in good condition are safe unless asbestos fibres become airborne. This can happen when asbestos materials are damaged.

3.30.2 St Edward's School will comply with the Control of Asbestos at Work Regulations 2012 which supersedes previous asbestos regulations.

3.30.3 St Edward's School will commit to writing an asbestos management plan which will include as necessary:

- Carry out the required asbestos surveys, maintain an asbestos register and make it available to those who may require it. We will protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- Put in place measures, in the form of removal or plans to continually monitor and maintain existing asbestos containing materials (ACMs), in good condition and check that they are not likely to be damaged. If so, they may be left in place; their condition monitored and managed to ensure they are not disturbed.
- Ensure any work done is by a licensed contractor. This work includes most asbestos removal, all work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB).
- Training is carried out for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or disturb asbestos (e.g. cable installers).
- Ensure that the required work is notified to the relevant enforcing authority and keep a copy of such works.

3.31 Work at Height

3.31.1 Regulations apply to work at height where there is a risk of 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 (eg a contract with others to work at height to clean windows).

3.31.2 The Regulations require

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

3.31.3 The regulations apply to all access equipment which covers ladders, stepladders, roof safety systems, scaffolding and mobile elevating work platforms (MEWP).

3.32 Vibration Control

3.32.1 St Edward's is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- Equipment is selected carefully to ensure that the vibration level is as low as possible
- Vibration levels will be established by Vibration Consultants, manufacturers' guidelines or by comparison with similar machinery
- Attenuation measures such as vigilant attention to appropriate maintenance
- Exposure time by employees will be established to enable an assessment to be made to establish whether or not vibration exposure is satisfactory

3.32.2 Where risk assessment indicates that there is a risk to the health of employees who are, or are liable to be exposed to vibration St Edward's will ensure that the employees are placed under suitable health surveillance.

3.33 Ionising Radiation

3.33.1 St Edward's will appoint a Radiation Protection Advisor (RPA) and Radiation Protection Supervisor (RPS) in accordance with the Ionising Radiations Regulations 1999 (IR99).

3.33.2 The RPS must ensure that local rules and risk assessments have been drawn up and are kept up-to-date, ensure leak tests are carried out on the sealed sources and ensure appropriate records are kept.

3.33.3 All sources shall be stored securely in a lockable metal cabinet and signed with the radiation hazard warning sign.

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

3.34 Security and Lone Working

3.34.1 Personal security must be the subject of written and ongoing risk assessment. It is important to evaluate risk after taking into account all relevant factors such as the location of the premises, the physical layout of the site, the movement needed, the arrangements for receiving visitors, training etc. St Edward's will liaise with the police as and when necessary.

3.34.2 St Edward's will carry out Lone Working risk assessment taking into account the physical conditions of work and the likelihood of personal violence. Control measures will address the need for work safety before safety devices and additional manning are introduced.

3.34.3 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.

3.35 CCF and Firearms

3.35.1 The Ministry of Defence (MOD) controls Combined Cadet Forces (CCF) premises with details contained in the relevant Joint Services Publications. The following publications are available:

JSP375 – Storage of Weapons
JSP403 – Range Safety
JSP826 – Fire Safety
JSP515 - Hazardous Stores

3.35.2 The 11X Cadet Training Team (11X CTT) will carry out an annual inspection for the security of weapons and health and safety policies concerning the CCF. The MOD will issue the MOD Inspection Certificate as satisfactory proof of security. A copy of this certificate should be issued to the Health and Safety Officer at 11X CTT.

3.35.3 Weapons and ammunition used by the CCF should be stored in a securely locked, fire resistant store that is within a permanently locked room. The alarm system is annually checked by MOD contractors.

3.35.4 The CCF Contingent Commander and CCF School Staff Instructor should maintain risk assessments for all activities and for the secure use and storage of weapons and ammunition. These are reviewed annual by 11X CTT.

3.36 Water Hygiene Safety

3.36.1 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 HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems L8'.

3.36.2 The written risk assessments and control measures are the responsibility of the Statutory Duty Holder and the Responsible Person with the support of specialist consultants. Records of the legionella risk assessment and control records must be available on request.

3.36.3 All systems must have in place a fully compliant LT monitoring programme to include the following:

- Weekly flushing of intermittently used outlets
- Monthly monitoring of calorifier and hot and cold outlet temperatures
- Quarterly blowdown, base temperature and dipslide of calorifiers
- Quarterly descale and disinfection of all shower heads
- Six monthly inspection of cold water storage tanks
- Annual inspection of hot water calorifiers
- Annual review of all systems on site

3.37 Gas Safety

St Edward's School will comply with the regulations which 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.

No person will be allowed to work on gas storage vessel or fittings (including appliances) unless they are competent and in membership of a 'class of persons' approved by the Health and Safety Executive (currently this is Gas Safe).

3.38 Pressure Vessels and Associated Equipment

St Edward's School will comply with regulations concerning compressed air and steam systems, including steam equipment found in kitchens and air receivers used in maintenance and bulk LPG installations.