
Safety, Health and Environment Manual



Signature



C. Huddart

Position

Head of Risk Management

Date

September 2022

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General Policy Statement

This statement should be read in conjunction with the Group Health and Safety Policy.

1. The Head Teacher of **Hall Cliffe School** regards the promotion of Health and Safety measures as a mutual objective of management and employees at all levels.
2. It is therefore **Hall Cliffe School** policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards, including the public.
3. In particular **Hall Cliffe School** has a responsibility:
 - To provide and maintain healthy and safe working and learning conditions taking into consideration any statutory requirements.
 - To provide training and instruction to enable employees to perform their work safely and efficiently.
 - To make available all necessary safety devices and protective equipment and to supervise their use.
 - To maintain a constant and continuing interest in Health and Safety matters applicable to the School's activities and for its management to set an example in safe behaviour.
4. Employees have a duty to co-operate in this objective.
 - By working safely and efficiently.
 - By using the protective equipment provided and by meeting statutory obligations.
 - By reporting incidents that have led or may lead to injury or damage.
 - By adhering to the School's procedures jointly agreed on their behalf, for securing a healthy and safe workplace.
 - By assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
5. The School Safety, Health and Environment Policy will be kept constantly under review and will be modified and updated as circumstances and experience dictate.

Responsibilities (Delegation of Duties)

Overall and final responsibility for the Safety, Health and Environment of is that of:

Regional Operational Director – Marcella Bird

Regional Director – Kerry Maynard

Head Of Risk Management – Colton Huddart

Senior Group Risk Manager – Lyndsay Halliday

Head Teacher Andrew Cutts-Makay

Site Supervisor – Joe Jordan

1. Because of the size of the School it is felt that a 'safety agenda' heading be permanently added to School Advisory Board meetings. All issues relating to the health and safety of the Group and school in general and its employees will be discussed. A Health and Safety Officer will also be nominated, dedicated to the safe running of the school. An indepth list of delegated duties within Health and Safety is given in the Witherslack Group (Education) Safety Policy under the heading 'Organisation'.
2. All employees have the responsibility to co-operate with the Site Manager and Senior members of staff to achieve a healthy and safe workplace and to take reasonable care of themselves and others. (Health and Safety at Work etc., Act 1974, section 7).
3. Whenever an employee notices a health or safety problem which they are not able to put right, they must immediately inform the School's Health and Safety Officer – **Joe Jordan**

Accidents

All incidents whether involving injury or not must be reported to the Head Teacher and the School's Safety Officer. All incidents and accidents will be discussed at the following safety meeting.

All accidents/incidents are to be detailed on an accident form (see appendix) and recorded in the appropriate accident book, separate Book/Serial Number for Staff and Pupils.

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It is the responsibility of the **School Safety Officer** to ensure the prompt notification of reportable accidents to the Health & Safety Executive (HSE) either by phone or E-Mail within 15 days. More detailed information on RIDDOR can be found on page 10 of this manual.

School Safety Officer will ensure that all accident records are maintained and all relevant sections correctly completed, original copies filed in separate books with a copy placed in relevant personal records with address details blanked out for data protection and safeguarding compliance, when required conduct investigations into any accidents that merit it.

Fire Safety

The School Safety Officer in conjunction with Group Risk Management will conduct an annual inspection of the premises and act upon any anomalies found.

The 'Safety Officer' is responsible for carrying out an internal Fire Risk Assessment in accordance with 'The Regulatory Reform (Fire Safety) Order 2005' recording the results, this includes:

- **Testing the fire alarm system**
- **Checking all exits to ensure that they are free from obstruction, in good working order and that the correct signage is in place**
- **Checking all Fire fighting equipment is in good working order, unobstructed and properly maintained.**
- **Checking the emergency lighting**
 - **Monitoring housekeeping standards and ensuring the Smoke-Free Policy is being observed**

We have a contract with a reputable company who conduct Bi-annual inspections on all of our fire fighting equipment i.e. Fire Extinguishers

Rules for Contractors

1. Before allowing any Contractor to site, the Management must arrange to brief the Contractor and must take reasonable steps to satisfy themselves that he/she is competent and has the ability to carry out the work to Establishment standards.
2. Before any work is commenced the Contractor must provide details of satisfactory insurance cover for employer's liability and public liability. Any information however acquired is not to be released to any third party without specific permission from Establishment
3. The Contractor, sub-contractor and personnel must comply at all times with all statutory regulations and Establishment rules.
4. The Contractor is required to provide all materials and equipment to carry out the work unless specifically included in the contract. The Contractor must not use any equipment belonging to Establishment unless authorised to do so.
5. All equipment brought on to site by the Contractor must be in good condition, of sound construction and fully safeguarded and protected to comply with relevant regulations to ensure the safety of our personnel.
6. The Contractor is required to provide any safety equipment for the use of his employees to comply with regulations and Establishment rules.

7. The Contractor must report immediately any dangerous occurrence or accident, whether involving injury or not, to the Establishment Management or Safety Officer.
8. The Contractor will be responsible for maintaining a satisfactory standard of tidiness in the work area and for leaving the area in a safe, tidy condition on completion of the work.

Any practice, act or condition likely to endanger the contractors or Establishment staff cannot be tolerated and all Establishment staff have the authority to take any immediate action considered necessary to ensure safe conditions. We will demand the removal and replacement, at no cost to Establishment of Contractor's personnel to enable the contract to be completed.

Employees Duties

All employees will:

- a) By working safely and efficiently.
- b) Use the protective equipment provided and meet their statutory obligations.
- c) Report incidents that have led or may lead to injury or damage.
- d) Adhering to School procedures jointly agreed on their behalf, for securing a healthy and safe workplace.
- e) Assist in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

Visitors Duty of Care

All visitors must fill in the visitors log, observe the School's safety rules & be accompanied at all times.

School Vehicles

The School policy is quite clear on alcohol and drug abuse. No vehicle will be driven whilst under the influence of either. The breakage of this rule is a disciplinary offence and will result in disciplinary action. A policy dedicated to school transport and a Witherslack Group of Schools Driver's Handbook has been developed for the continued safety of our staff and pupils.

Outwork on another Premises

- a) You must follow the safety instructions and observe the rules of the host site.
- b) You must undertake any training the host site wishes to give you.
- c) In the event of an accident you should report it to your host site contact and to your Safety Officer without delay.
- d) You are expected to conduct yourself in a safe and proper manner and you should report any Occurrences or unsafe acts by others to your host site contact.

Work-related Stress

Should any member of staff feel they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- at first instance, the employee should inform the Site Manager. He or she will treat the matter with sympathy and in confidence.
- If necessary, we will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description.
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced.
- If appropriate, the employee will be referred to a doctor of the Group's choice for a medical assessment. Alternatively, the employee may be offered counselling.

Non-related problems

- Whilst we are not responsible for causes of stress outside the working environment, we recognise that it can impact on an employee's attendance and work performance. Therefore we would encourage employees to make us aware of any problems which are causing them concern

Slips and Trips

People rarely slip on clean dry floors. Floors in poor condition and bad housekeeping are responsible for most trip injuries at work.

Measures in place to minimise the risk of slipping or tripping whilst at work.

- Cleaning management system in place.

- Contamination control:
 - Preventing contamination,
 - Choosing the right cleaning method,
 - Ensure cleaning does not introduce new slip hazards.
- Obstacle removal

All of the above are practised within the school to help prevent slips and trips.

Management of Health & Safety at Work Regulations 1999

These regulations are designed to protect anyone from harm as a result of anything which is carried out in connection with the business. It helps management to recognise and control the risks to employees, contractors and visitors. You are required to make a suitable and sufficient assessment of these risks which must be written down and reviewed if there are any changes.

Definitions.

Risk - the likelihood of a hazard causing harm.

Hazard - a source of possible harm.

Risk Assessment- a qualitative or quantitative evaluation of the chance that a hazard will cause harm. It identifies and takes account of all the significant factors that can affect the chance and extent of the harm and reaches a conclusion whether and how the management of such factors needs to be improved to eliminate or lessen that chance.

The first step in complying with these regulations is to list the hazards which occur on the site, the people exposed and the length of time that they are exposed for. Some are easy to categorise depending on the type of hazard e.g. dust, noise, and fumes.

The level of exposure to these can be monitored and compared with the occupational exposure standard listed in HSE publication EH40. Others may be more difficult to categorise because they are subjective but will generally fit into a low, medium or high-risk category.

This assessment should then identify the highest risks and measures can then be decided that will control the risks:

E.g.

Gloves to be worn when handling Hazardous Substances (Bleach, Coastic Soda) etc.

Or

Displaying the designated speed limit, reducing the outcome of vehicle/pedestrian collision

When the assessment is complete and such control measures are in place they should be communicated to all employees, regular contractors and visitors. Irregular short-term contractors/visitors should be accompanied at all times by an employee.

Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)

It is most essential that we:

1. Classify the accident/dangerous occurrence correctly.
2. Keep written reports of any notifiable accidents/dangerous occurrences.
3. Investigate the accident/dangerous occurrence in detail.
4. Give a short, but detailed report to the authorities.

The System.

a) Dangerous Occurrences.

Under RIDDOR certain dangerous occurrences have to be reported to the Health and Safety Executive. A copy of the accident form F2508 should be fully completed by the School Safety Officer after investigating the occurrence. This now can be completed online.

b) Minor Accidents (First Aid accidents).

These are defined as any incident involving injury from the most minor cut to an accident involving up to seven days off work. The incident must be recorded in the accident book by the First Aider at the time of the accident. For any accident involving more than one hour off the job a copy of F2508 should be fully completed after investigating the accident.

c) Reportable Accidents.

For all incidents involving death, major injury or absence from work for more than seven days, a notification should be completed and sent by e-mail to the local Health and Safety Executive within ten days. Death or major injury should also be reported by telephone immediately. The accident book must also be completed as for minor accidents. Details must also be forwarded to insurers via the Group Risk Management in case of a subsequent claim for compensation. Three day absences from work are to be recorded separately for audit purposes but not reported to HSE.

N.B. If a fatality occurs the scene of the accident must be secured and kept totally undisturbed and the police informed immediately as well as the Health and Safety Executive. The School Safety Officer must also be informed immediately.

Certain diseases are also notifiable, for definitions of reportable injuries see pages 25 – 26.

If you need assistance with investigation or form filling in contact **Group Risk Management**.

It is the responsibility of the **School Safety Officer** to ensure the prompt notification of reportable accidents to the Health & Safety Executive (HSE) either by phone or E-Mail within 15 days. A copy of all RIDDORS will be emailed to **Group Risk Management** & a copy held won site in the **'Accident Investigation' folder Section 3**.

Control of Substances Hazardous to Health Regulations 2002

All substances used with in the School have been listed; their properties reviewed and a general risk assessment written. Safety Data sheets are on file and any first aid actions required highlighted.

Control of Noise at Work Regulations 2005

To comply with these regulations we are required to make an assessment of noise levels. The assessment must be written of the likely exposure of employees to noise levels which could damage their hearing highlighting the first and second action levels as defined in the regulations.

For any reading above 80dB(A) hearing protection must be provided to employees with advice that they should wear it when working in the particular area.

For any reading above 85dB(A) the wearing of hearing protection is mandatory and the area must be delineated and signs displayed to show wearing is mandatory.

Control of Asbestos at Work Regulations 2012

It is required to manage the risk from asbestos in non-domestic premises following from a suitable and sufficient assessment that has been carried out. The assessment is to consider specific factors such as: type of asbestos, the nature and the degree of exposure and the results of monitoring.

An asbestos management plan has been produced for Establishment and is kept alongside the safety policy and safety manual.

Electricity at Work Regulations 1989

These regulations were introduced to apply the same standards to all workplaces and to stress the need to switch off before working on or near exposed conductors.

An outside contractor is likely to be used for compliance testing for these regulations. Contractors should be registered with an organisation that checks the work of their members. Their electricians should be competent. These regulations apply to all electrical equipment even VDU terminals, electric kettles and radios brought in by employees.

Portable Appliance testing.

You must ensure that portable equipment is sound, electrically correct, regularly tested and the test results recorded. Establishment policy ensures that visual inspections are carried out as part of the inspection system with earth checking of portable equipment every twelve months.

Fixed Appliance testing.

Existing fixed electrical wiring and equipment is tested at five years from new and every five years thereafter and the test results are recorded.

First Aid

Under The Health and Safety (First Aid) Regulations, 1981 and The Health and Safety Commission Code of Practice, 1990 workplaces must have first aid provisions.

The number of first aiders required depends on the hazards in the workplace.

There are currently **ALL STAFF** first aiders on the premises.

A first aid treatment room is provided. All first aiders are trained and retrained every three years on a Witherslack Group approved course.

First aid boxes are checked regularly by an appointed person, contents should be as follows:

- a) Guidance Card
- b) Washproof plasters x 100
- c) Eye pad dressings with sterile bandages x 4
- d) Foil blanket x 3
- e) Large HSE dressing 18cm x 18cm x 2
- f) Medium HSE dressing 12cm x 12cm x 8
- g) Nitrile gloves pair x 12
- h) Mouth to mouth resus device x 2
- i) Finger dressing x 4
- j) Conforming bandage 7.5cm x 4m x 2
- k) Micro porous tape 2.5cm x 5m x 1
- l) Cleansing wipes x 40
- m) Safety pins x 24
- n) Triangular bandage 90cm x 127cm x 4
- o) Universal shears x 1

Where tap water is not available for eye irrigation, sterile water/sterile saline in sealed disposable containers is provided each containing from 300 to 600 ml.

Manual Handling of Loads Regulations 1992

Employers are required to avoid manual handling so far as is reasonably practicable, assess operations that cannot be avoided and remove or reduce the risk as well as providing guidance to employees.

New duties are placed on employees to inform their employers of any health conditions that affect their ability to lift loads. The regulations do not stipulate maximum safe weights but the guidance note does indicate guidelines for help in assessing handling situations.

Ask the following questions:

- a) Is it a manual-handling problem?
- b) Is there a risk of injury?

If there is

- 1) Don't move it.
- 2) Automate.
- 3) Mechanise.
- 4) Beware new hazards from the changes.

List the manual handling carried out in each area and then write an assessment of each using the method outlined under The Management of Health and Safety at Work Regulations.

Health & Safety (Display Screen Equipment) Regulations 1992

The regulations will apply to all those who "habitually" use display screens as a significant part of their work i.e. people who use them for more than 1 hour.

Employers will be required to assess and reduce risks in relation to the above, meet minimum requirements for the workplace, ensure employees have the right to free eye tests and corrective appliances, provide for workbreaks and consult, inform and train them. The purchase of DSE equipment to BS 7179 should ensure compliance.

Users of Visual Display Screen Equipment are entitled under the regulations to an eyesight test by an optician. If tests show that corrective spectacles are required these will be provided appropriate for the work to be carried out. The cost of the provision of spectacles including the eyesight test will be borne by the Company to correct the middle distance focal range of the user. Any other eyesight correction would be at the employee's expense as now.

See appendix for assessment guidelines.

Personal Protective Equipment (PPE)

The regulations requires employers to provide PPE where health and safety cannot be adequately controlled by other means, assess the risks to select suitable equipment, instruct, inform and train employees in its use.

Establishment supply all necessary PPE including overalls, goggles, ear plugs or muffs, dust /vapour masks, food preparation wear and disposable gloves.

Record keeping on who was supplied with what and when is kept.

Provision & Use of Work Equipment Regulations 1998

The regulations place general duties on employers in relation to any equipment used for work. Employers must ensure that working conditions and hazards are taken into account during equipment selection, its suitability for the intended use, proper maintenance and use restricted to suitably trained persons, where there is a specified risk, who have adequate information and instruction. Particular attention will have to be paid, if not already, to:

- a) Ensuring all operatives have access to equipment manuals clearly detailing method of use, risks and guidance.
- b) Control devices-clearly visible, marked, located outside the danger zone.
- c) Controls for safe and complete stoppage.
- d) Protection against risk due to failure so far as is reasonably practicable.
- e) Work must be clamped or stabilised.
- f) Dangerous parts must be securely guarded but where not practical, stringent procedures, including training and work systems must be taken to protect workers.
- g) Suitable lighting, guarding of hot parts, warning devices, maintenance logs and the protection of energy sources are all included.
- h) New items of mobile plant must have rollover protection fitted when bought or hired.

These regulations apply to all the equipment in Establishment. The use of dangerous equipment is restricted to personnel who have been trained in its use and wear the correct PPE.

Faults found by a regular inspection system are repaired as soon as possible.

Lifting Operations & Lifting Equipment Regulations 1998

These regulations require risk assessment to determine the frequency of statutory inspections. All lifting equipment, Pallet trucks, strops and slings etc. will be examined at the required statutory intervals by an appointed contractor.

Minimum Workplace Requirements for Teachers, Pupils and Visitors

The Workplace (Health, Safety and Welfare) Regulations reflect the principles of The Health and Safety at Work etc., Act, modernise pre-1974 legislation and extend welfare provisions to all workplaces in buildings. It makes explicit that which is already there in the 1974 Act and associated legislation such as requirements on window cleaning, rest periods and facilities for pregnant women and the safety of visitors and contractors. Establishment aims to do all that is reasonably practicable to ensure these and other Health and Safety related regulations are strictly followed.

The Regulatory Reform (Fire Safety) Order 2005

These new regulations require an assessment of the likelihood of a fire and an emergency plan including means of escape. A separate Fire Risk Assessment has been produced to satisfy this Order.

Safety Inspections

All reasonable action is taken to ensure a healthy and safe working environment. This is achieved by proper planned safety checks carried out by competent staff in addition to external safety audits by Group Risk Management and Ofsted (DCSF).

The **Safety Officer** or appointed nominee will carry out the inspections and will take into account the following:

- a) Housekeeping of the premises to ensure general tidiness, cleanliness and serviceability.
- b) Check all the equipment to ensure that there are no obvious defects.
- c) Check on all access, egress, and fire exits, protective equipment and the general condition of electrical equipment and wiring.
- d) Play area equipment and Play area surfaces.

See appendix for Safety Check-off list.

School Risk Assessments Overview

Fire

Risk: The situation is controlled by fire precautions therefore a very low incidence of fire is likely. Refer to the separate in depth 'Fire Risk Assessment' of Establishment.

Control: A brief synopsis of the fire precautions include fire-fighting equipment, fire exits, an electronic zoned alarm and fire evacuation training. Escape is via nominated fire exit points with appropriate fire extinguishers available so that the decision to fight the fire is taken at an escape point. Regular testing and inspection of appliances is carried out and recorded.

Manual Handling

Risk: The main risk is one of back/upper arm injury when lifting. This low risk is backed up by a programme of Manual Handling Awareness Training given at induction and regular intervals thereafter.

Control: There are handling aids provided on site and further aids and training will be carried out when any areas are identified. All liquid supplied come in five litre or less containers. All personnel are aware of their own abilities and should not hesitate to ask assistance if required. Items in the offices are small and low weight.

Electric shock.

Risk: The main hazard from electrical equipment arises from mis-use but providing items are checked regularly then this is again classed as a low risk.

Control: Regular visual inspections of wiring, plugs etc. will show faults and this is supplemented by the annual testing of all portable appliances and a fixed wiring test is carried out every five years.

Hazardous substances

Risk: Skin contact, inhalation, and ingestion of hazardous substances

Control: The precautions and procedures make contact with irritant substances very low and therefore will not affect the health of staff and pupils.

Control of Noise Regulation 2005

Risk: Noise induced hearing loss.

Control: The background levels in the classrooms and administration rooms will be regularly monitored to ensure activities never surpass the lower limit of 80dB(A) thus preventing the likelihood of damage to staff and pupils hearing.

Machinery

Risk: All the equipment used are low risk providing procedures are followed and correct maintenance is carried out.

Control: Machinery is adequately guarded and tested to prevent the possibility of machine/man contact. Integrity is maintained by regular safety inspections i.a.w. The Provision of Work Equipment Regulations 1998.

Health & Safety (Display Screen Equipment) Regulations 1992

There are VDUs situated in the majority of offices and some classrooms. All staff have completed a VDU questionnaire and no further action is required except where specified on individual sheets.

The Regulatory Reform (Fire Safety) Order 2005 School overview

There is a small risk of fire in the offices due to the amount of paper, files etc. Supervisory discipline ensures that opportunities for fires to occur are reduced to an absolute minimum. The situation is controlled by fire precautions. The Safety Officer ensures all staff receive 'Fire awareness training' either at induction or every three years thereafter. All fire exits are clearly sited and signed with the "running man" pictogram. During the day all administration offices are continually manned; therefore any fire starting would be instantly noticed and dealt with immediately. A fire drill is held once per term and recorded. Fire alarm tests are carried out weekly and also recorded. See Fire Logs.

Mobile phones

There is an obvious risk in using a mobile whilst driving and staff are required to not use one unless stationary.

Water Disinfection

Because of the publicity from the recent outbreak in Edinburgh (2012) we record our water treatment and temperatures checks in a separate 'Water quality hygiene' log book.

Our hot water system heats our water above 60 degrees centigrade which kills the bacteria. Whilst hot water is mixed with cold none of our taps are left for long periods without being used.

We have assessed the risk from bacteria suspended in water droplets and the chance of someone breathing in large enough quantities of bacteria to cause illness from using a tap is extremely low.

Driving:

Our vehicles are driven only by qualified members of staff. Driving licences are checked annually to ensure that they remain valid. Vehicles are fitted with driving aids e.g. outside mirrors etc. Only drivers with a full licence are permitted to drive for the School i.e. they have been trained and tested. Vehicles are maintained to the highest standard and are regularly tested to MOT standard.

Young Persons

We do not normally employ people age 16-18 but if we do we will carry out a specific risk assessment. All our equipment is properly guarded and electrically safe with inspection and maintenance programmes in place. If they need to use any equipment they will be taught how to use it safely before being allowed to operate it. They will be supervised to ensure that they only carry out tasks suitable for them.

Personal Emergency Evacuation Plan (PEEP)

A bespoke 'escape plan' will be raised for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of an emergency.

PEEPs may be required for individuals with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e. Broken leg)
- Temporary medical condition
- Those in the later stages of pregnancy

COSHH 2003

See separate Folder for information -

Risk Assessments (COSHH):

Assessment Area:	Adminstration offices.
Type of Work:	General office duties.
Frequency of exposure:	Up to eight hours per day - Low
Substances Used:	See Above
Controls in place:	None
Assessment:	All materials are generally in household use. Because of the low frequency of exposure and small amounts used all situations assessed as non-hazardous to Health.
Action Required:	None
Date of Assessment:	Next Assessment:

Assessment Area:	Workshop (Boiler room)
Type of Work:	General Maintenance.
Substances Used:	See Above
Frequency of exposure	Up to eight hours per day - low
Controls in place:	PPE provided
Assessment:	Because of low frequency of any exposure this is assessed as non-hazardous to health
Action Required:	None
Date of Assessment:	Next Assessment:

Assessment Area:	Science Classroom storeroom
Type of Work:	Storage of substances for use in Science Classroom
Substances Used:	See Above
Frequency of exposure	Up to eight hours per day – low
Controls in place:	As per safety data sheets and approved teaching methods
Assessment:	Because of teaching safety controls and the low frequency of any potential exposure this is assessed as non-hazardous to health
Action Required:	None
Date of Assessment:	Next Assessment:

Useful and Emergency Contacts

Health and Safety Executive,

Incident Contact Centre, Caerphilly Business Park, Caerphilly. CF83 3GG.

Telephone 0845 300 9923, Fax 0845 300 9924

Email: riddor@natbrit.com or go to www.riddor.gov.uk

Group Risk Management, Lupton Tower, Lupton, Kirkby Lonsdale, LA6 2PR.

Colton Huddart, PgC, C.M.I.O.S.H, EurOSHM.

Telephone 01595 67400 Mob 07775 847571

Email: colton.huddart@witherslackgroup.co.uk

Hospital:

Police:

Fire:

Gas:

Electricity:

Water:

Employer contact (outside hours):

Waste Disposal:

PAT Technician:

Statutory Tests:

Training Provider:

Noise:

Other Numbers:

Appendix

Fire Evacuation Procedure

Any person on discovering a fire should:

- SOUND THE FIRE ALARM
- DIAL 999 AND INFORM THE FIRE SERVICE
- LOCATE AREA OF FIRE FROM MAIN INDICATOR PANEL
- IF SAFE TO DO SO ATTACK FIRE USING CORRECT EXTINGUISHER

On hearing the alarm Staff and assisting Staff should:

- ESCORT THE PUPILS FROM THE BUILDING IN AN ORDERLY MANNER VIA THE SAFEST QUICKEST ROUTE
- WHERE POSSIBLE ALL DOORS AND WINDOWS SHOULD BE CLOSED
- REPORT TO THEIR ASSEMBLY POINT FOR ROLL CALL

ASSEMBLY POINT: Rear car park

DO NOT TAKE ANY RISKS, DO NOT RETURN TO THE BUILDING UNLESS AUTHORISED TO DO SO

Definitions of Major Injuries, Dangerous Occurrences & Diseases

Reportable major injuries are:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical / 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/asphyxia/exposure to harmful substance / 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 are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short-circuits 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.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; 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: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc) and offshore workplaces.

Reportable diseases include:

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

General Conditions for Contract Site Working

1. The conditions apply to all contractors, agents or sub-contractors.
2. Before any work is commenced the contractor must provide the Company with the details of satisfactory insurance cover, e.g. employers and public liability.
3. Any information acquired directly or indirectly from contact with the Company, however acquired, must not be disclosed to any third party without specific written permission from the Company.
4. Before any work is started written permission to access the site and to commence work must be obtained.
5. The contractors employees are only authorised to be in the area specified in the written permission. The contractor must also ensure safe access and egress in the area and to and from the area.
6. The contractor, his agent, sub-contractors and personnel must comply at all times with all statutory regulations and site rules.
7. Entry is prohibited in certain areas unless the appropriate protection is worn. The boundary of these areas and the protection to be worn is clearly indicated by notices.

8. All plant, machinery, equipment and tools brought onto the site by the contractor must be in good condition, of sound construction and fully safe guarded and protected to comply with relevant regulations to ensure the safety of all personnel.
9. The contractor is required to provide portable electrical equipment tested according to the Electricity at Work Regulations and to conform to site voltage.
10. The contractor is required to provide all equipment and materials to carry out the work unless specifically included in the contract. The contractor must not use any Company equipment and materials without formal authorisation.
11. The contractor must not commence excavations on the site until clearance has been obtained on the absence of buried services. Excavations must be properly fenced.
12. The contractor is required to obtain and comply with any safety permits before work commences.
13. The contractor is required to provide any safety equipment, e.g. personal protective equipment for the use of his employees to comply with regulations and site rules.
14. Contractors vehicles will observe the speed limits defined on sites and must be parked in the area designated by the Company manager or engineer.
15. The contractor must report immediately any accident or dangerous occurrence, whether involving injury or not, to the Managing Director or his site contact.
16. The contractor will be responsible for maintaining a satisfactory standard of tidiness in the work area and for leaving the site in a clean, tidy and safe condition on completion of the work.
17. Any practice, act or condition likely to endanger the contractors or Companies employees or property cannot be tolerated and the Company staff have the authority to take any immediate action considered necessary to ensure safe conditions. We will demand the immediate removal and replacement, at no cost to the Company, of contractor personnel to enable the contract to be completed.

Declaration

We have read and understand the General Conditions for contract site working and will abide by these.

Signed

Company

Position

Date

Disability Discrimination Act 1995 (as amended)

From October 2004 when the update to the Disability Discrimination Act 1995 came into force, all Schools and associated properties under the control of 'The Witherslack Group of Schools' were assessed to ensure compliance. Any School/property that fell below the Act 'Reasonable Adjustments' were made i.a.w. Regulation 4A Paragraph (1) Subsection (b).

Considerations taken:

- ✓ Special provision is made to ensure that persons with disabilities can be safely evacuated in the event of Fire or other emergency.
- ✓ The requirements of wheelchair users, those with hearing and sight impairments, and other disabilities.
- ✓ Physical features of buildings as per The Disability Discrimination (Services and Premises) Regulations 1999.

Disability School Action Plan

Establishment is developing a 'Disability Action Plan' where the following will be taken:

- Carry out an audit of both physical and non-physical barriers to access the school needs.
- Make any appropriate adjustments and record as such.
- Provide training to staff and volunteers and record as such.
- Inform staff of the adjustments and of any procedures for requesting assistance.
- Monitor the effectiveness of the adjustments and revise accordingly.

See Establishment Disability Action Plan.