

CLAIRES COURT SCHOOLS

**Clares Court
The College
Ridgeway
Nursery
Holiday Club
Out of School Care provision**

HEALTH and SAFETY POLICY

Claires Court Schools Ltd
1 College Avenue
Maidenhead
Berkshire
SL6 6AW

HEALTH and SAFETY POLICY STATEMENT

- a) The Principals and Heads are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Principals, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Principals or Heads.

Signed
H StJ Wilding
Principal

Signed
J T Wilding
Principal

Dated 1st September 2009

RESPONSIBILITIES

PRINCIPALS

- a) Will ensure that there is an effective policy for Health and Safety within the Schools and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Heads of the Schools and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

RESPONSIBILITIES

HEADS

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, each term.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

RESPONSIBILITIES

BURSAR

- a) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations under his control.
- c) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
- e) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the Heads, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- h) Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place.
- i) Will, in conjunction with the Heads, ensure that all areas of the School are inspected, from a Health and Safety point of view, regularly.
- j) Will, in conjunction with the Heads, review the Health and Safety Officer's reports and take action where appropriate.

RESPONSIBILITIES

PART TIME HEALTH and SAFETY ADVISER

- a) Will supervise the School Health and Safety Programme.
- b) Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Principals and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Principals, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Heads.
- h) Will ensure that all areas of the School are inspected from a Health and Safety point of view regularly.
- i) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

RESPONSIBILITIES

HEAD OF NURSERY

- a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe procedures, written where appropriate, for the Nursery.
- c) Will, as far as reasonably practicable, ensure that all classrooms/work areas are safe before they are used by any person.
- d) Will, as far as reasonably practicable, ensure that all equipment is safe before it is issued by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar without delay.
- g) Will ensure that all Nursery Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- h) Will ensure, as far as reasonably practicable, that the Nursery is safe and secure for all pupils.
- i) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within her control.

RESPONSIBILITIES

HEADS OF DEPARTMENT

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department with Risk Assessments as required.
- c) Will, as far as reasonably practicable, ensure that all classroom/work areas are safe before they are used by any person.
- d) Will, as far as reasonably practicable, ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Heads or Bursar without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES

TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situation are reported to the Head or Bursar without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES

ALL OTHER STAFF

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.
- d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Heads of Department, Head or Bursar without delay.
- e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire Procedures.
- i) Will look after all Health and Safety equipment properly and report any defects immediately.

RESPONSIBILITIES

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

METHODS and PROCEDURES

SAFE SYSTEMS

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

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

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- c) Where appropriate, details of the correct sequence of operations involved.
- d) Identification of safe procedures, both routine and emergency.
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- a) ART & TECHNOLOGY
 - use of equipment
 - room rules
- b) SCIENCE LABORATORY
 - safety procedures
- c) SCHOOL GROUNDS
 - use of hazardous equipment

METHODS and PROCEDURES

TRAINING

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

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

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

METHODS and PROCEDURES

PLAYGROUND SAFETY

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

Playground areas at The College, Ridgeway and The Nursery are fully enclosed which ensures that safety is ensured and if Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work. The area at Claires Court is not fully enclosed as the configuration is such that full enclosure is impractical. Supervision on this site is such that the entry can be observed by staff at Break Times.

In all cases the School ensures that staff, supervising the playground activities, are competent to undertake the task.

METHODS and PROCEDURES

SPORT - General

Sport in the Schools is co-ordinated and organised by the Heads of Sport at each site. They have devised full policies for sport activities complete with Risk Assessment as required. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

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

For all sports, the School requires that the relevant protective equipment be worn.

Where sport is undertaken off site, full assessments are in place to cover the venue and the activities.

SPORT - Injuries

There is a full procedure in place for injury in sport activities. Sport Staff are First Aider trained and will handle the situation provided that it is within their sphere of competence. Where appropriate, the First Aid co ordinator at the site will be involved and if it is deemed appropriate then an Ambulance will be summoned as appropriate. Staff are required to assess the situation and make a reasoned judgements as to whether an Ambulance is required and in such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

SWIMMING

Swimming is carried out at the School's Pool at The College or the Pool at Ridgeway when operational. Staff are appropriately trained for swimming tuition and full Risk Assessment has been carried out for activities.

METHODS and PROCEDURES

SPORTS HALLS & GYMNASIUM

The Sports Halls are normally only used by the School itself and pupils are not permitted into the Halls without supervision. The Hall at The College is a multi purpose Hall and is used for PE as well as other activities. In this situation care is exercised in the selection of activities so that injury from other non sport equipment in the Hall is minimised.

EQUIPMENT

All equipment in the Halls used for Sport is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

SHOES

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

In the event of injury, emergency equipment will be used as required and where appropriate, the First Aid co ordinator at the site will be involved.

METHODS and PROCEDURES

FIRE

The Schools are regularly inspected to ensure that they comply with all relevant requirements.

GENERAL

Fire Procedures for each site are posted in all classrooms and call points with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

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

FIRE DRILLS

Fire practices are carried out each term and these practices are recorded in the site Fire Log.

METHODS and PROCEDURES

OFF SITE ACTIVITIES -Field Trips, Visits etc

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

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

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

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

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e) Risk Assessment of any hazards that are likely to be encountered

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

METHODS and PROCEDURES

FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the control of the School Nurse at The College, the Matron at Claires Court and a designated First Aider at Ridgeway and Office Staff.

First Aid Boxes are always kept topped up from a supply kept by the person in charge of First Aid at each site.

Pupils who are on medication are required to hand their medicine to the person in charge of First Aid for it to be administered as appropriate. The only exception to this is for pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor.

The following items are also controlled by the person in charge of First Aid:

- 1) The Accident Book - filled in for any injury, however minor, requiring treatment.
- 2) Pupil's Medicines - kept in a locked cabinet and administered as directed.
- 3) Medicines Book - detailing what has been given to whom, for the record.
- 4) A small stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

METHODS and PROCEDURES

CATERING & CLEANING

The School undertakes its own catering arrangements at each site and the activities in the Kitchens are under the control of the Domestic Bursar.

The Domestic Bursar ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- 1) Cleaning schedules are established and details recorded.
- 2) Equipment temperature checks are carried out daily and the results recorded.
- 3) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- 4) Equipment is maintained as required.
- 6) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- 7) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
- 8) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- 9) General hygiene inspections are carried out on a regular basis.
- 10) Full Risk Assessment for activities is in place.
- 11) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

Cleaning is under the control of the Domestic Bursar who ensures that all areas of each site are cleaned in an appropriate manner in line with an established schedule.

METHODS and PROCEDURES

MINIBUSES

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

Checks required before each journey are carried out and confirmation recorded in log book. Any repairs carried out to the vehicle are also recorded in the log book.

EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

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

The School subscribes to a Fleet Rescue Service, thereby ensuring that the buses are recovered in the event of a breakdown

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- a) The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
- b) The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- c) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

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

The Driver will summon help by using a mobile telephone which is always taken on journeys and will remain with the minibus but in a place of safety until assistance arrives.

METHODS and PROCEDURES

CONTROL OF VEHICLES

Control of vehicles is of paramount importance within the School's site. Speed limits are employed to control the speed of vehicles in the grounds.

In order to assist safety the vehicle areas are separated from the playground areas by fencing and gates at The College and Ridgeway. At Claires Court, the configuration of the site is such that vehicles and pedestrians cannot be separated.

In all cases, the following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there may be pedestrians crossing roadways
- c) Parking only to be carried out in designated areas

METHODS and PROCEDURES

SECURITY OF SITES

The School has taken all reasonable steps to prevent unauthorised entry into its premises.

Ridgeway has controlled entry, via a voice link, to the site and through the main door. The College has outer doors locked during School Hours and entry is only by the main entrance and the School Office. Claires Court has an open site which cannot be closed on account of access requirements.

In all cases, visitors are required to report to reception on arrival to book in and receive a Visitor Badge.

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

The responsibility for ensuring that the premises are secure is as follows:

Details to follow

METHODS and PROCEDURES

MACHINERY and PLANT

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

- 1) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- 2) Annual servicing of Fire Alarm System.
- 3) Annual Service of Heating Equipment.
- 4) Annual service of Fire Extinguishers.
- 5) Annual service of extraction systems and fume cabinets.
- 6) Servicing of Lifts under contract.
- 7) Servicing of Catering Equipment as required.
- 8) Regular checks on Portable Electrical Equipment.
- 9) Five yearly checks on fixed wiring installations.

METHODS and PROCEDURES

ENVIRONMENTAL CONTROL

CLASSROOMS and GENERAL AREAS

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

ART ROOM and SCIENCE LABORATORY

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 2002. These areas use dilution ventilation and local exhaust ventilation as necessary.

METHODS and PROCEDURES

WASTE DISPOSAL

GENERAL WASTE

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

FOOD WASTE

This waste is similarly disposed of via the local authority.

CHEMICAL WASTE DISPOSAL

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

METHODS and PROCEDURES

REPORTING PROCEDURES - Accidents and Near Misses

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

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

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

b) REPORTING:

- 1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c) REPORTING FORMS:

F2508 - for injuries and dangerous occurrences

F2508A - for diseases

d) RECORD KEEPING:

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

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

METHODS and PROCEDURES

HAZARDOUS SUBSTANCES

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

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

- c) Record all information on relevant assessment form.

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

METHODS and PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT

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

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

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

METHODS and PROCEDURES

DISPLAY SCREEN EQUIPMENT

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

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

METHODS and PROCEDURES

RISK ASSESSMENT

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

The Assessment will establish the following:

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

The Assessments will be carried out by the Health and Safety Adviser or School Staff as appropriate.

METHODS and PROCEDURES

MANUAL HANDLING

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

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

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

METHODS and PROCEDURES

CONTROL of CONTRACTORS

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

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

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

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

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

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

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

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

continued.....

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory
Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

METHODS and PROCEDURES

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- a) Select and appoint a CDM Coordinator and Principal Contractor.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

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

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

METHODS and PROCEDURES

SAFETY COMMITTEE

The School has a Safety Committee which meets on a regular basis and its purpose is to carry out the following:-

- a) To promote Health and safety throughout the School
- b) To receive reports from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

CONSULTATION WITH EMPLOYEES

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

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

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

METHODS and PROCEDURES

MONITORING POLICY

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

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