



# Health and Safety Policy

Created April 2021

Review due April 2023



# HEALTH & SAFETY POLICY STATEMENT

## Christ Church Academy

**Christ Church Academy** is committed to ensuring the health, safety and welfare of its employees, parents, young persons, visitors and contractors as far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times and there are progressive improvements in health and safety performance.

It is **Christ Church Academy** policy, as far as is reasonably practicable, to:

- Provide safe systems of work;
- Provide and maintain safe plant and equipment;
- Provide a safe place of work with safe access and egress;
- Provide for the safe use, handling, storage and transport of all articles and substances used;
- Provide a safe working environment;
- Provide adequate and sufficient information, instruction, training and supervision; and
- Provide continual improvements in health and safety awareness.

Adequate facilities and arrangements will be maintained for there to be effective communication and consultation regarding health and safety issues.

**Christ Church Academy** recognises that contractors have a major influence on the School's health and safety performance. Contractors, and sub-contractors, will be selected on the basis of health and safety competence and will be provided with the necessary instructions and information to allow them to carry out their tasks in a safe and healthy manner. Contractors will be expected to cooperate with the School and comply with their statutory health and safety duties.

Competent people will be appointed to assist us in meeting out statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must cooperate with us to enable all statutory duties to be complied with. Employees have a legal obligation to take reasonable care of their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

The School's performance will be monitored to ensure that the health and safety objectives are achieved. The Health and Safety Policy will be regularly reviewed and, if necessary, revised in the light of legislative or organisational changes.

Signed

Date:

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**Philippa Foster**  
**Headteacher**

## Section 2 – Management system components

### 2.1 Key Roles

<b>1. Headteacher</b>	<b>Philippa Foster</b>
<b>2. Business Manager</b>	<b>Paul Chell</b>
<b>3. Site Manager</b>	<b>Nathan Wilson</b>
<b>4. Governor with responsibility for Health and Safety</b>	
<b>5. Educational Visits Coordinator</b>	<b>Fran Best</b>
<b>6. Medical Needs</b> <b>Safeguard Lead</b> <b>Care Plans</b>	<b>Katie Bellwood</b> <b>Leanne Grimshaw</b> <b>Philippa Foster</b>
<b>8. Person with responsibility for accident and incident reporting</b>	<b>Katie Bellwood First Aid</b> <b>Paul Chell – Overall responsibility.</b>

### 2.1 Key Roles and Responsibilities

#### Governing body

- To take overall responsibility for the implementation of this policy.
- To support at all times, the objectives of this policy.
- To demonstrate commitment by taking a proactive approach in health and safety matters.
- To allocate resources to enable the requirements of this policy to be fulfilled.

- To ensure that procedures are in place for all employees to receive necessary health and safety training and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- To monitor and review the effectiveness of this policy.
- To be aware of statutory health and safety requirements sufficient to discharge these duties.
- Ensure the health and safety management system is subject to periodic external audit and that recommendations and corrective actions are identified and remedied.
- To bring to the attention of the Academy Governors and BDAT trustees the findings of any health and safety audit where matters of concern are raised.

### **Headteacher**

- To oversee the implementation of this policy.
- To nominate a competent person to fulfil key health and safety roles as a coordinator.
- To recognize the importance of employee consultation on health and safety matters through health and safety committees.
- To demonstrate commitment by taking a proactive approach in health and safety matters, ensuring that health and safety is a standing agenda item at all appropriate meetings.
- To ensure that all school-based employees and other employees are aware of and undertake their duties and responsibilities with regard to health and safety.
- To ensure that procedures are in place for all employees to receive necessary health and safety training and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- To monitor and review the effectiveness of this policy.
- To nominate the school business manager to report termly to Governing Body, identifying success in the prevention of work-related accidents and illness and action taken to promote safety.
- To bring to the attention of the Governing body any serious health and safety matters of concern which may have implications for the Academy.
- To ensure that all accidents, incidents and ill health are reported in accordance with Academy procedures.
- To ensure that the school/home has an effective risk assessment process and that risk assessments are recorded, monitored and reviewed.

### **Governor with responsibility for health and safety**

- To support the Headteacher on all matters of health, safety and welfare.
- To receive and act on information received by the Governing Body on health and safety matters.

### **Business Manager**

- Informing the Headteacher on standards of health and safety management.
- Organizing health and safety training needs for all school employees in accordance with the schools' training matrix.
- Maintaining the schools' accident and safety concern reporting procedures.
- Organization of all maintenance, servicing and inspection of buildings and equipment.
- Contractor selection and management.
- Completing half termly site inspections with the Site Manager.
- Management of the schools' risk assessment process.

- Maintenance of the schools' emergency plan, developed by the Headteacher.

### **Site Manager**

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- To manage and ensure the security of the academy premises at all times, ensuring the premises are open for use as and when required and securing the premises at the end of each shift.
- To work alongside the Business Manager to create and maintain a facilities management program for the academy.
- To ensure the lighting and heating of premises are functioning appropriately.
- To oversee the cleaning of the building including liaising with external cleaning contractor.
- Responsible key holder for the site and communicate with external call out company.
- Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Monitor onsite traffic reporting any issues as necessary to the Business Manager.
- Responsibility for the security of the building(s) and their contents including site walks, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly.
- Requesting unknown persons on site to provide proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary; where appropriate, to prevent unauthorized parking on the school site.
- Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty each evening.
- Carry out daily perimeter and pathway visual checks and playground inspections for any hazards.
- To ensure that areas contaminated with bodily fluids are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning provider is aware when to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Business Manager as quickly as possible.
- To create and maintain a chemical inventory and COSHH assessment file. To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies and to provide cleaning staff with instruction in safe use of products.
- To test and record fire alarm systems and emergency lighting on a weekly basis
- To undergo training in relation to fire marshal responsibilities, including examination, safe use and inspection of fire equipment.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use. To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To notify the Business Manager of any repairs or maintenance work required.

### **Educational Visits Coordinator**

- To liaise with the Headteacher and Business Manager on the selection of educational visits.
- To develop risk assessment for educational visits.
- To ensure all higher risk educational visits have been approved by the Educational Visits Advisor.
- To maintain records including trip evaluations and near misses.

- To ensure each educational visit has appropriate numbers of First aid trained staff and that pupil medication has been planned for.

### **Medical Needs Coordinator**

- Development of individual healthcare plans for pupils with medical needs.
- Liaison with parents, school nurses and doctors on agreed standards of care required.
- Ensuring written parental approval is gained before any medication is administered.
- Ensuring staff where required are trained in the administration of pupil medication, EpiPens and asthma inhalers.
- Development of personal emergency evacuation plans.
- Ensuring all staff are provided with half-termly updates on pupils with significant medical needs including any specific First<sup>t</sup> aid procedures.
- Informing temporary staff of specific medical needs in their classes.
- Checking medication expiry dates.
- Reviewing and updating individual healthcare plans.

### **Employee general duties**

The following general duties apply to all employees:

- To be familiar with the contents of this policy and any other policies affecting their area of work.
- Co-operate with all relevant policies, procedures and safe systems of work.
- To assist as required with the completion of risk assessments.
- To report any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- To report to their manager of any reason instructions on health and safety cannot be implemented.
- To cease work where there is imminent danger of harm, and to report immediately to a member of the management team.
- To use all equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- To report any identified equipment defects and to report anything where maintenance or repair is necessary.
- To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance the school's procedure.
- Not to interfere with or misuse anything provided for health, safety or welfare.
- To take reasonable care of themselves and others whilst at work.
- To follow and comply with all training and instruction.

## **2.2 Identifying, assessing and controlling risk**

We have developed a register of all the significant risks that are posed by our activities. All issues contained in this register are subject to our risk assessment process.

Findings from our risk assessments are introduced into our methods of working and these are subject to periodic checks both by the senior leadership team, and by our health and safety consultants.

## **2.3 Health and safety objectives and safety plans**

Each year we develop our health and safety objectives. These objectives enable us to continually improve our health and safety performance and take into account a number of issues including results of previous audits, near misses and feedback from our employees and others.

Our annual health and safety objectives are put into our health and safety plan. This plan is approved by our Governors and BDAT. Resources are approved and provided so that our objectives can be achieved.

## **2.4 Internal and external communication**

We ensure that relevant health and safety information is communicated to all employees and other interested parties. In addition, we encourage all employees to report to us health and safety issues that could affect themselves and others.

The main ways of communicating health and safety issues at Christ Church Academy are via central shared files, weekly staff newsletters, notice boards and through letters to other interested parties.

## **2.5 Health and Safety training and awareness**

We ensure all employees are competent to perform the tasks required of them. We have developed a health and safety training matrix and plan that demonstrates the courses we use for our staff at all levels.

Records of all our training are maintained.

## **2.6 Monitoring health and safety performance**

We have developed procedures to monitor and measure our health and safety performance through a combination of methods. Our main methods of measurement are:

- Informal, monitoring by all staff for any hazards and concerns;
- Periodic monitoring by key staff using basic checklists;
- Governing body inspections;
- Using our contractors to assist us in specialist issues;
- Termly inspections by our Leadership Team;
- Annual audit of health and safety by BDAT.

Our health and safety committee are responsible for addressing any areas of weakness and ensuring corrective actions are put in place.

## **2.7 Management of our subcontractors**

We recognize that the selection and use of subcontractors in our Academy is an important issue for us. Within this category we also include service providers such as those who provide curricular support.

We will keep a current register of all our sub-contractors who work on our behalf. All our sub- contractors will be subject to annual review.



## **2.8 Accidents, incidents, near misses and safety concerns**

We have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence.

Accidents and incidents are reported to the senior leadership team. The Business Manager is responsible for reporting significant accidents and events to BDAT head office.

The Business Manager is responsible for reporting RIDDOR reportable events to the Health and Safety Executive.

We also encourage all employees, pupils and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

## **2.9 Reasonably foreseeable emergency planning**

Through our risk assessment process, we have assessed the potential for any reasonably foreseeable emergency situations that pupils, visitors and employees could be faced with as part of their involvement with this Academy.

Using this information, we have developed an emergency plan that describes our responses to them so that we can prevent and mitigate the likely illness and injury that could occur.

Our plan is subject to periodic drills where appropriate to ensure our responses are effective; any weaknesses in our responses will be subject to corrective actions by the senior leadership team.

## **2.10 Record keeping, data and document control**

Christ Church Academy uses the Every software to monitor, record and store information. This software is part of BDAT's assurance that Health and Safety is being maintained and appropriate. Reports from Every are shared with Governors at each meeting and is part of every meeting's agenda.

## **2.11 Management review**

During the summer term our senior leadership team, through the members of the Health and Safety Sub Committee, review our health and safety performance and develop new targets and plans that will enable us to continue to ensure the health, safety and welfare of all who use our Academy.

## Accident, Incident and Near Miss Investigation

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## Introduction

General duties under the **Health and Safety at Work etc Act 1974** and the **Management of Health and Safety at Work Regulations 1999** require the health, safety and welfare of employees and other persons to be ensured and for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. By investigating accidents, incidents and near misses, the immediate and root causes of these events can be identified so that recurrences can be prevented.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- All accident, incident and near miss investigations are carried out using the investigation checklist;
- The people undertaking the investigation are trained in the investigation process, competent to undertake the work and are of a level within the School appropriate to the actual and potential severity of the event. Support will be provided by the health and safety consultants as required;
- An investigation report is produced as soon as possible, but within 7 days. The report is circulated to appropriate persons within the School;
- The investigation report identifies corrective actions that address both immediate and root causes. The corrective actions are implemented within the recommended timescales; and
- Investigation records and records of the implementation of the corrective actions are retained for at least three years subsequent to the accident.

## Legislation and Guidance

Legislation	Management of Health and Safety at Work Regulations 1999
Guidance	Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance

Factual data should be recorded as part of the investigation process. Typical details to be gathered include:

- Site conditions including lighting, weather conditions;

- Task description including the injured persons competence and authorisation, plant, equipment and any substances being used;
- The use of any safety equipment such as personal protective equipment, guarding etc.;
- Compliance with any safe systems of work or permits to work; and
- The status of any equipment for which inspection and maintenance programmes are in place or statutory examinations are required.

Statements should be taken from any eye witnesses as soon as practicable after the event. Investigations should be supported by photographs and sketches.

## Record Keeping

A standard accident investigation format should be used to ensure all relevant information is recorded. The report should be retained so as to be available for inspection by all interested parties.

# Accident, Incident and Near Miss Reporting

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## Introduction

All employers are required by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR) to notify the appropriate enforcing authority when particular dangerous occurrences, personal injuries or illnesses have occurred. The employer's duties extend to employees, non- employees (e.g. contractors, visitors etc.) and to people not at work.

Full details of reportable dangerous occurrences, diseases and personal injuries are listed in the above regulations and in guidance documents listed below. Dependent on the severity of the incident or accident, reports may need to be made as soon as reasonably practicable online using the template provided by the HSE. The HSE have produced a standard form (F2508) available.

All accidents in the workplace should be recorded in the accident book and records must be kept for a minimum of three years after the last recorded entry and be available for inspection by the enforcing authority.

Near miss reporting should be encouraged as it is best practice as it allows an employer to learn lessons from an incident in order to prevent an accident occurring in the future. Health and safety legislation requires employees to co-operate with their employers and to advise the employer of an unsafe condition in the workplace that they are aware of.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- All accidents and ill- health cases, however minor, must be reported to line managers;
- Where possible, the injured person completes the accident book. When the person is unable to complete the book, a competent person completes the book;
- It is determined whether the accident, ill- health case or dangerous occurrence is reportable by consulting the health and safety consultant or guidance if necessary;
- Where a reportable accident or dangerous occurrence has occurred, the enforcing authorities are informed, if necessary by the quickest practicable means and, in a written report using form F2508 within 15 days;
- A copy of the completed form should be kept with other records and documents relating to the accident investigation, and the School insurers are advised of a potential claim;

- Where accidents or dangerous occurrences occur away from the School's premises, they are reported to the person in control of the premises and are also entered in the School's accident book;
- All staff are trained in the internal accident, incident and near miss reporting procedure, as part of the induction training procedure;
- All visitors and contractors at the School's premises are informed of the requirement to report all accidents. Accidents involving these people are also entered in the School's accident book;
- The accident, incident and near miss investigation procedure is initiated;
- Near misses are investigated using the Near Miss Investigation Report; and
- Details of all accidents, incidents and near misses are sent by e-mail to the PIB Risk Management incident monitoring service at [service@pibrm.com](mailto:service@pibrm.com) .

## Legislation and Guidance

<b>Legislation</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>Guidance</b>	<p>A brief guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 <a href="#">INDG453</a></p> <p>RIDDOR Explained (HSE 31 (rev1)) <a href="http://www.hse.gov.uk/pubns/hse31.pdf">www.hse.gov.uk/pubns/hse31.pdf</a></p> <p>Types of Reportable incidents <a href="#">Link</a></p> <p>How to make a RIDDOR report <a href="#">Link</a></p> <p>RIDDOR Reporting: What the Incident Contact Centre can do for you! <a href="http://www.hse.gov.uk/pubns/misc310.pdf">www.hse.gov.uk/pubns/misc310.pdf</a></p> <p>Report of an injury or dangerous occurrence form (F2508) <a href="http://www.hse.gov.uk/forms/incident/f2508.pdf">www.hse.gov.uk/forms/incident/f2508.pdf</a></p>

Incidents can be reported to the local HSE office or the local Environmental health office as appropriate to your industry, or to the Incident Contact Centre (ICC). Contact details for the ICC are:

- On- line: [www.riddor.gov.uk](http://www.riddor.gov.uk) or link in via the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk);
- E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com); and
- Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

## Near Misses

A **'near miss'** is an unplanned event, which has the potential to cause injury, but for whatever reason, actual injury does not occur. Examples of near misses would be:

- Stock being knocked off shelf by staff but not hitting anyone;
- Tripping over a trailing lead in the admin office but not being injured; and

- Clothing getting snagged by a hoist but pulled clear before an injury could occur.

Every time they occur, even if they have been reported before, the near miss should be reported.

Gathering evidence on potential accidents helps the School to be pro-active in its approach to Health and Safety, and to design hazards and risks out of the system before they can cause harm.

### Reportable Events

The following table shows events that will require the enforcing authorities to be informed. A full list can be seen in the schedules to the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

Incident	Reporting requirements	Reporting Means	Comments
Fatality	By quickest practicable means and in written form within 15 days.	F2508, on- line report	
Major Injury	By quickest practicable means and in written form within 15 days.	F2508, on- line report	e.g. fracture other than fingers, thumbs or toes; amputation; dislocation of hip, knee or spine; loss of sight (temporary or permanent); chemical or hot burn to the eye or any penetrating injury to the eye; injury requiring admittance to hospital for more than 24 hours.
Non- worker taken to hospital	By quickest practicable means and in written form within 15 days.	F2508, on- line report	e.g. member of the public injured at the workplace and taken to hospital.
7+ day accident	Send written report within 15 days.	F2508, on- line report	Employee unfit for normal duties on the 8 <sup>th</sup> day after the day of the accident. (Note: 8 <sup>th</sup> day, not 8 <sup>th</sup> working day).
Dangerous occurrence	By quickest practicable means and in written form within 15 days.	F2508, on- line report	e.g. collapse, overturning or failure of load bearing parts of lifts and lifting equipment; explosion of any closed vessel or associated pipe work; plant coming into contact with overhead power lines etc.

Reportable disease	Send a report when a written diagnosis is received.	F2508A, on- line report	e.g. skin diseases (e.g. occupational dermatitis, skin cancer); lung diseases (e.g. occupational asthma); infections (e.g. leptospirosis, legionellosis) etc.
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# Asbestos

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## Introduction

The **Control of Asbestos Regulations 2012 (CAR)** places duties on employers and persons in control of premises as to the risk of exposure from asbestos. Although the **Health and Safety at Work, etc Act 1974 (HSWA)** places a general duty of care on employers, the CAR regulations expand on this duty. The CAR place duties on employers who may be responsible for maintenance or repairs, or those in control of a non-domestic building such as the landlord, managing agent etc. to:

- Find out if there is asbestos in the premises and assess its amount and condition;
- Presume there is asbestos present unless there is strong evidence that there is not;
- Make and keep up to date a record of the location and condition of any asbestos containing material (ACM) or presumed ACM;
- Assess the risks from the ACM;
- Prepare a detailed plan for managing this risk;
- Implement the plan;
- Review and monitor the implementation of the plan; and
- Provide information to those people who may disturb or work on the ACM.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- An assessment is made for the presence, condition and location of asbestos containing materials in the premises under the School's control. This assessment can be through a survey or from an examination of documents relating to the property provided by the owner, builder/designer etc.;
- The person undertaking the assessment is competent to do so. Advice will be sought from the health and safety consultants as required;
- A register is kept based on the findings of the assessment. If no asbestos is found, this will be recorded in the register;
- If asbestos is present, or is assumed to be present, an asbestos management plan is drawn up by a competent person and arrangements are made to implement the plan;





- Information is provided to any person who may disturb or work on any asbestos containing materials or presumed asbestos containing materials;
- Asbestos containing materials are clearly signed;
- No work is carried out on identified or suspected asbestos containing materials by employees or contractors without specialist advice being sought;
- The arrangements for managing the risk of asbestos exposure in the workplace are reviewed annually; and
- Any inspections or maintenance of any asbestos containing materials are recorded.

## Legislation and Guidance

<b>Legislation</b>	Control of Asbestos Regulations 2012
<b>Guidance</b>	The management of asbestos in non- domestic premises – Regulation 4 of the Control of Asbestos Regulations 2012 – Approved Code of Practice and Guidance (L127) A short guide to managing asbestos in workplace premises (HSE INDG223 <a href="http://www.hse.gov.uk/pubns/indg223.pdf">www.hse.gov.uk/pubns/indg223.pdf</a> ) A comprehensive guide to managing asbestos in premises (HSE HSG227)

### Asbestos

Asbestos can occur in a very wide range of locations within a building. It can occur in loose form in ceiling voids, as lagging around pipes and boilers, in ducts and partitions, in ceiling tiles, electrical distribution equipment, asbestos cement products such as roofing sheets, textured coatings and floor tiles.

It is only when the asbestos fibres are released do they cause a risk to health. A survey should not only identify the presence of asbestos containing materials, but also its location and condition as this will have a bearing on the appropriate decision regarding removal or in- situ management.

The person undertaking an asbestos survey should be competent to do so. For modern building (after 1985), the likelihood of asbestos being present is lower than older buildings and a survey of construction information may be adequate to determine the presence or otherwise of asbestos. For older buildings, a more thorough assessment may be necessary and samples may need to be taken to determine the type of asbestos present.

The competence and assessment methodology should be agreed before the survey is carried out. An UKAS accredited organisation should be used and a survey in accordance with MSDS100 should be specified.



The competent persons should be required to give advice and a management scheme regarding any asbestos containing materials produced. This scheme should be implemented and regular reviews carried out.

### Asbestos Register

All commercial properties must have an asbestos register to inform occupants, contractors and the emergency services of the location of any asbestos containing materials at the property. If a survey has been carried out, the report can be used as the basis of the register. If a survey finds no asbestos is present, the survey report can be used as a "nil register" to confirm the absence of asbestos.

If no information is available and a survey has not been carried out, it is necessary to presume that all materials that are not obviously non- asbestos containing materials, such as brick, plasterboard, wood etc., may be asbestos containing materials. An asbestos register should be used to pass this information on to interested parties who can then take the appropriate action when their work involves the disturbance of these suspect materials.

### Record Keeping

The register should be completed for the property or part of the property to which it refers.

The register could be based on information provided by a survey carried out by employees or contractors, or documents provided by property owners, maintenance staff, builders etc.

Enter the location, condition and type of any asbestos containing materials. If no information is available, indicate that this is the case and that any person who is to disturb materials that may potentially be asbestos-containing should contact the person responsible for this asbestos procedure.

The register should be signed and dated and a date set for the register to be reviewed.



# Consultation with Employees

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## Introduction

The Health and Safety (Consultation with Employees) Regulations 1996 was designed to encourage improvements in the health and safety of employees at work. Under these regulations, all employees must be consulted by their employers on health and safety matters.

Employers can consult employees individually, or through safety representatives elected by groups of employees in their place of work. Safety representatives can discuss with their employer concerns about possible risks and/or dangerous occurrences and general matters of health and safety affecting those they represent.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- Employees are encouraged to elect persons to represent them on matters concerning health and safety at work;
- Employees who are not members of a recognised trade union are consulted on health and safety related matters individually or where applicable via their health and safety representative;
- Employees who are members of a recognised trade union are consulted through their trade union representatives; and
- Records of consultation exercises, news bulletins, provision of information, health and safety meeting minutes etc. will be kept.

## Legislation and Guidance

<b>Legislation</b>	The Management of Health and Safety at Work regulations 1999 The Health and Safety (Consultation with Employees) Regulations 1996
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance



	Consulting Employees on Health and Safety – A guide to the law (HSE INDG232 <a href="http://www.hse.gov.uk/pubns/indg232.pdf">www.hse.gov.uk/pubns/indg232.pdf</a> )
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Consultation with employees must be carried out on matters to do with their health and safety at work, including:

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



# Control of Contractors

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## Introduction

Although all contractors have duties to take all reasonably practicable steps concerned with their activities to ensure the health and safety of themselves, an employer appointing the contractor also has responsibility for the actions of the contractors whilst carrying out the employer's instructions.

By selecting contractors on the grounds of health and safety competence and ensuring adequate arrangements for safety are in place before work commences and/ or the contractor arrives on site, risk to contractors, employees, visitors etc. can be more easily controlled.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A health and safety questionnaire is sent to each contractor and adequate responses are received before a contractor is awarded an order to undertake works on behalf of the School;
- Only authorised and competent persons conduct the approval assessment and add new contractors to the approved list. Assistance is to be provided by the health and safety consultants if required;
- Approved contractors are added to the approved Contractor List;
- The completed questionnaires and associated documents are kept on file;
- Where a contractor appoints a sub- contractor, this sub- contractor is only appointed after having successfully completed the approval process;
- Contractors are provided with adequate health and safety information (including emergency information, accident reporting requirements, communication routes etc.) prior to or on arrival on site. Contractors are adequately supervised once on site, with permits to work if appropriate;
- Activities of contractors, employees and visitors are co-ordinated to maintain adequate levels of health and safety in the work place; and
- The contractor's performance is monitored during their time on site, making reference to any agreed risk assessments or safe systems of work.



## Legislation and Guidance

<b>Legislation</b>	Health and Safety at Work etc., Act 1974
<b>Guidance</b>	Managing Contractors - A guide for employers (HSG159) Working Together – Guidance on health and safety of contractors and suppliers (INDG268 <a href="http://www.hse.gov.uk/pubns/indg268.pdf">www.hse.gov.uk/pubns/indg268.pdf</a> )

It is advisable to have written agreed arrangements between employers and contractors to maintain good levels of health and safety control. In order to demonstrate effective management of contractors, the occupier may also need to maintain some or all of the following records in addition to the usual health and safety records:

- Contractor appraisals, questionnaires and assessment records (covering safety policy documents, general reliability, competence, conditions of equipment, daily communication, etc.);
- Clear contracts, specifications and “method statements” (which describe the safety precautions at each stage of the job) to be supplied by contractors;
- Record of issue of occupier site safety rule book (covering hours of work, access/vehicle restrictions, permits to work, emergency procedures, etc);
- Content and attendance lists for induction briefing on rules and arrangements;
- Minutes of pre-contract and formal meetings between the occupier and contractor (including any equipment loan or shared access agreement such as waivers enabling use of scaffolding supplied under other contracts);
- Copies of statutory inspection records, e.g. regarding lifting gear, pressure systems, portable electrical inspections and driver certificates; and
- Records of personal protective equipment that has been issued and associated inspection, maintenance, training and instruction.

## Record Keeping

### Contractor Questionnaire

This form should be sent to each contractor and work not permitted to start until all relevant information and documentation has been provided.

### Contractor Approval List

Once a contractor has provided the necessary information and documentation, the contractor can be added to the approved list. The list should be kept up to date and the approval periodically re-confirmed with the request for and receipt of the most recent documentation



# Control of Substances Hazardous to Health

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## Introduction

Section 2 of the **Health and Safety at Work, etc. Act 1974** (HSWA) requires all systems of work that involve the use of substances to be safe, as far as reasonably practicable. Further to this, the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) (as amended by the Control of Substances Hazardous to Health (Amendment) Regulations 2004) require employers to make specific arrangements to control the exposure of employees to any and all substances which may affect their health. **The Classification, Labelling and Packaging 2008 (CLP)** require chemical suppliers to identify the hazards of the chemicals and to provide information, in the form of a material safety data sheet.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A register is kept up to date of all hazardous substances used or stored in the workplace;
- Safety data sheets are obtained from manufacturers or suppliers of the hazardous substances. These sheets are kept so as to be readily available to those persons exposed to the substances;
- A COSHH assessment is carried out for each substance on the register specific to the use and storage arrangements at the School's premises. The assessments will be reviewed periodically;
- Where practicable, an alternative substance will be used, the substance will be obtained in a safe form or the process will be modified to reduce exposure;
- Control measures, as appropriate to the health risks, identified within the assessments are implemented, monitored and maintained as appropriate;
- Exposure of people to the hazardous substances is monitored. Competent assistance will be obtained as necessary;
- Where personal protective equipment is identified as a control measure, it will be managed in accordance with the Personal Protective Equipment procedure;
- Hazardous substances are kept within secure and containers and storerooms and appropriate hazard warning signs are displayed;
- The findings of the COSHH assessments and information and training on health risks and appropriate control measures are provided to all employees exposed to the hazardous substances. Training records are kept;



- Any hazardous substances introduced into the workplace by contractors are managed to the standard as required by this procedure; and
- Where the work activities necessitate health surveillance, appropriate surveillance programmes are implemented and confidential health records kept for at least 40 years. Competent people will undertake health surveillance tasks.
- Will abide by all global regulations which govern the business operations and will maintain a safe, clean environment.

## Legislation and Guidance

<b>Legislation</b>	The Control of Substances Hazardous to Health Regulations 2002 Control of Substances Hazardous to Health (Amendment) Regulations 2004 The Classification, Labelling and Packaging Regulations 2008 ( <a href="#">CLP</a> ) Global Regulations
<b>Guidance</b>	The Control of Substances Hazardous to Health Regulations 2002 Approved Code of Practice and Guidance ( <a href="#">L5</a> ) v6 COSHH Essentials – Controlling exposure to chemicals <a href="#">Link</a> COSHH – A Brief Guide to the Regulations ( <a href="#">HSE INDG136 v 5</a> )

The principles of good practice for the control of exposure to substances hazardous to health are as follows:

- (a) Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health;
- (b) Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures;
- (c) Control exposure by measures that are proportionate to the health risk;
- (d) Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health;
- (e) Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment;
- (f) Check and review regularly all elements of control measures for their continuing effectiveness;
- (g) Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks; and
- (h) Ensure that the introduction of control measures does not increase the overall risk to health and safety.





Many substances used in working practices can pose a risk to the health and safety of the people using them. Such substances may include liquids, vapours, fumes, gases, biological agents such as bacteria and even airborne dust. As both the long term and short term hazard to health posed by many substances is unknown, it is good practice to use working methods to minimise exposure.

COSHH does not dictate the control measures that should be used, but the Approved Code of Practice does list alternatives. All the listed alternatives should be considered in hierarchy order as below:

- Elimination:
  - Are all the substances in use actually necessary?
- Substitution:
  - Is the provision of a less hazardous alternative (substance type or alternative form) possible?
- Engineering controls:
  - These may include enclosures of the process, automation and ventilation of the work area.
- Personal protective equipment:
  - This should cover all items of PPE required for use in the area or process including respiratory protective equipment, gloves and impervious overalls.

### Use of controls

COSHH places a duty on employers to ensure that control measures are provided and used. COSHH also places a duty on employees to use them. Visual inspection of the area and process, and information provided by supervisors and operatives will greatly assist in the monitoring of control measure effectiveness and the level of actual usage and compliance.

### Maintenance of controls

Where control measures adopted include local exhaust ventilation and respiratory protection equipment adequate maintenance programmes are required to ensure performance standards are maintained.

### Workplace air monitoring

Where workplace air monitoring may be required in areas where levels of exposure are to be controlled.

### Health surveillance

COSHH specifies certain substances for which health surveillance in the workplace must be carried out. This includes circumstances where an identifiable disease or adverse health effect is associated with exposure to a hazardous substance and where this is reasonably likely to occur under normal working conditions. Appropriate techniques for detecting the resultant health condition must also exist and health records made for these purposes must be kept for a minimum of 40 years.



The Management of Health and Safety at Work Regulations also require health surveillance of employees to be carried out where identified necessary by risk assessment – although health surveillance already addressed under COSHH does not have to be repeated.

### Information, instruction and training

Where operators require identified instruction and training, it is important that full details are recorded.

### Record Keeping

#### Register of Assessments

This record can be used as a master sheet for all substances used or stored in the workplace. This ensures that they are all listed and the hazards considered.

#### COSHH Assessment

Information should be extracted from the manufacturer's safety data sheet and included in the assessment form. The details of how the substance is used and by whom in the workplace should be gathered and also entered on the form.

An assessment should be made of the potential risks to the health of people in the workplace from the substance, after considering the specific use conditions and the existing control measures. Where new controls are required or further improvements to existing control measures are identified, these should be recorded. A responsible person and timescale for implementation should be allocated for each action. The use of personal protective equipment should be seen as a control of last resort.

#### Health Surveillance Record

A record should be kept of checks made on employees to detect health symptoms from exposure to the hazardous substances to which they may be exposed.



# Display Screen Equipment

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## Introduction

The **Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002** require employers to carry out an analysis of workstations and to assess all risks, in particular the risks of muscular-skeletal discomfort, visual disturbance and mental stress. All workstations must meet technical requirements listed in the Schedule to these Regulations and risks must be reduced to the lowest extent reasonably practicable.

The assessment will assist in defining particular employees as 'users'. These people are entitled to a free eye and eyesight test and to corrective appliances where necessary for display screen equipment (DSE) work. Employers must ensure that the work routine of DSE users is organised in such a way as to break up periods of DSE work. Employees who work with DSE must also be given appropriate training before they begin to work on DSE or whenever the task significantly changes or the workstation is substantially modified. All employees (and self-employed people) who work with DSE must be given adequate information about health and safety at the workstation so as to enable the safe use of DSE.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A suitable and sufficient workstation assessment is carried out for all DSE Users and records of the assessment are kept. Assessments are undertaken on the commencement of employment;
- The assessment is carried out by a competent person or by the DSE User if they are competent;
- The assessment is reviewed when there is reason to suspect the assessment is no longer valid, for example when:
  - There are reports of ill-health associated with the workstation;
  - There have been significant changes in the workstation due to new equipment or change in the working environment or software used;
  - There has been a change to the work process and users now spend longer at the equipment; and



- It has been three years since the last assessment.
- Defects noted in the assessments are addressed in an appropriate manner and records kept of the action taken;
- The workstation equipment provided complies with the requirements of the Schedule within the Health and Safety (Display Screen Equipment) Regulations, and this equipment is routinely cleaned and maintained as necessary;
- Eye and eyesight tests and special corrective glasses are provided to all DSE users in accordance with the regulations. The cost of the test and where identified by the optometrist, the cost of a pair of the basic, single prescription spectacles will be borne by the company; and
- Information and training is provided to employees covering all aspects of health and safety relating to the layout and use of the workstation, workstation assessment and eyesight policy. Training records are kept.

## Legislation and Guidance

<b>Legislation</b>	Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
<b>Guidance</b>	Guidance on Regulations to Health and Safety (Display Screen Equipment) Regulations 1992 Amended H & S Miscellaneous Regulations 2002 (L26) Working with VDUs (HSE INDG36 <a href="http://www.hse.gov.uk/pubns/indg36.pdf">www.hse.gov.uk/pubns/indg36.pdf</a> )

### Eye and Eyesight Test

All employees who work with DSE are entitled to a regular eye and eyesight test. Tests will be repeated at appropriate intervals as recommended by the person who carried out the initial or previous test. All tests are specifically for users of DSE and must be arranged through the company.

### Rest Breaks

There is no prescribed frequency or duration for rest breaks away from DSE work, however, to help prevent the onset of fatigue, changes of activity away from DSE work will be incorporated into work schedules. Users of DSE are encouraged, and will be expected, to take the opportunities for changes of work activities.

### Record Keeping

#### Workstations Assessment

Assessments can be carried out by the DSE user if they have been given sufficient information and training on the hazards associated with display screen equipment and the correct way of setting up and using a workstation. This training should be recorded using the Training procedure in this manual. Any



corrective actions identified should be included in the action plan and implemented. It should be ensured that the corrective actions produce the desired effects.

## Driving at Work

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### Introduction

Employers also have a responsibility to ensure, so far as is reasonably practicable, that employees and other people are not put at risk from work-related driving activities. An assessment of the risks to the health and safety of employees, while they are at work, and to other people who may be affected by their work activities, must be carried out.

The health and safety legislative requirements are in addition to the duties under road traffic law, e.g. the Road Traffic Act and Road Vehicle (Construction and Use) Regulations, which are administered by the police and other agencies such as the Vehicle and Operator Services Agency (VOSA).

Companies with large goods vehicles (LGV) or passenger service vehicles (PSV) may also be subject to specific legislative requirements that take precedence over the general advice given here.

### Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- An assessment of at work driving activities is carried out and appropriate risk control measures are implemented;
- Suitable vehicles are provided as appropriate to the specific task. (Suitability includes issues such as tax, insurance and MoT certificate in addition to the physical features of a vehicle);
- All vehicles provided by the School, by employees or by other parties are inspected, serviced and maintained so as to be roadworthy. The “vehicle” includes all accessories provided as part of the vehicle such as tail lifts, passenger lifts, cranes etc. (There may be specific requirements for inspections and maintenance imposed by legislation or operator’s licences etc.);
- Drivers receive appropriate training in driving the vehicle and use of all accessories. Instruction and training is also given regarding planning journeys and taking breaks, reporting accidents and incidents, use of mobile telephones, actions to take in the event of a breakdown, accident



or emergency, the effects of tiredness, alcohol and drugs on driving etc. This training is recorded;

- Drivers hold the appropriate licences for driving their allocated vehicle;
- Driving licences are checked at least annually, including the licences of employees who use their own vehicles for business activities;
- Drivers are instructed in company rules regarding the use of mobile phones when driving. If hands- free use is allowed, appropriate equipment is provided for drivers who may take or accept business calls when driving. Drivers should be instructed to avoid making unnecessary calls and to limit the length of calls made or accepted; and
- Journeys are planned to ensure regular breaks are taken and sufficient time is allowed so journeys can be completed in safety. (There may be limits placed on some drivers regarding periods of unbroken driving, length of working day, rest days required etc. imposed by specific legislation).

## Breaks and Driving Limits

After a driving period of no more than 4.5 hours a driver must immediately take a break of at least 45 minutes unless he / she takes a rest period. A break is any period during which a driver may not carry out any driving or any other work and which is used exclusively for recuperation. A break may be taken in a moving vehicle, provided no other work is undertaken (e.g. a colleague takes over the driving duties). A break taken in this way must not be interrupted e.g.:

Driving 4.5 hours	Break 45 minutes		
Driving 2.5 hours	Other work 1 hour	Driving 2.5 hours	Break 45 minutes

Alternatively, a full 45 minute break can be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes. The breaks must be distributed over the 4.5 hour period. Breaks of less than 15 minutes will not contribute towards a qualifying break, but neither will they be counted as duty of driving time. The second period of break must be at least 30 minutes e.g.:

Driving 2 hours	Break 15 minutes	Driving 2.5 hours	Break 30 minutes
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The maximum daily driving time is 9 hours e.g.:

Driving 4.5 hours	Break 45 minutes	Driving 4.5 hours	Break 45 minutes
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The maximum weekly driving limit is 56 hours which applies to a fixed week starting at 00:00hrs on Monday and ending at 24:00hrs on the following Sunday.

The maximum driving time over any two-weekly period is 90 hours.

A driver must take a daily rest period within each period of 24 hours after the end of the previous daily or weekly rest period – this daily rest period must be at least 11 hours. A rest is an uninterrupted period where a driver may freely dispose of his / her time. Time spent working in other employment or under obligation or instructed, regardless of the occupation type, cannot be counted as rest, including work where an employee is self-employed.

<b>24 hour period</b>	
<b>Driving + other work + breaks = 13 hours</b>	<b>Regular daily rest = 11 hours</b>

## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999 Global Regulations
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21) Management of work related road safety RR018 HSE Books 2002 Department for Transport (DfT) website: <a href="http://www.dft.gov.uk/roadsafety">www.dft.gov.uk/roadsafety</a> and <a href="http://www.thinkroadsafety.gov.uk">www.thinkroadsafety.gov.uk</a> Driving at work – Managing work- related road safety ( <a href="#">HSE indg382</a> )

## Reducing At- Work Road Safety Risks

### Mobile Telephone Use

The use of hand- held equipment such as mobile telephones when driving is an offence under road traffic legislation. The use of hands- free equipment may be permitted but can still distract the driver and lead to accidents. Even where hands- free equipment is provided, drivers should avoid making or receiving unnecessary calls and limit the length of calls made or received. Strategies such as using an answering service and collecting calls at the end of the journey or during a break stop should be



considered. Employers who require drivers to receive or make calls when driving may be open to prosecution should this activity contribute to an accident.

### Avoiding Driving

Where possible, at-work driving should be avoided. This can be done by avoiding travel altogether by holding meetings remotely using conference telephone calls, video links etc. Car driving can be avoided by use of public transport.

### Journey Planning

The Highway Code recommends that drivers should take a 15-minute break every two hours. Professional drivers must of course comply with drivers' hours rules. Consideration should be given to planning overnight breaks or using public transport for part of the journey.

Sufficient time should be allocated to each journey so that the driver is not obliged to drive too quickly or avoid taking breaks. Line managers should be aware of the driving patterns of the employees in their control and should monitor journey length and duration.

### Drivers

Drivers should be instructed not to attempt to drive should they be under the influence of alcohol or drugs. Similarly if a driver feels too tired to drive safely, they should take a break or not attempt to drive. This is particularly relevant for drivers who need to start their journey early in the morning.

### Training

Drivers should be familiar with the vehicle and all of its accessories. Where the vehicle is to be used to carry goods, the driver should be trained in best practice in loading the vehicle, any loading aids such as tail lifts and procedures for safely unloading the vehicle to take account of goods that may have moved in transit.

Driver instruction should include requirements for vehicle inspection and maintenance, taxation and insurance, action to follow in the event of a breakdown or accident, and the reporting of any road traffic accident during business activities even if no injury resulted.

Many larger companies provide additional training covering issues such as advanced driver training or defensive driving techniques for the higher risk drivers. Such drivers may include those drivers who complete high annual mileages, young/ inexperienced drivers or drivers who have a poor accident record.

### Private Vehicles

Where employees are permitted to use their own vehicle for business activities, the employer should ensure these vehicles are maintained and used to the same standard required for School-supplied





vehicles. This standard will extend to tax, insurance and MOT requirements. Employees should be required to maintain the vehicle in a safe, roadworthy condition at all times and should be required to provide their driving licence for inspection as School vehicle drivers are required.

## Record Keeping

It is good practice and often a requirement of a fleet insurer to inspect the licences of employees who drive School vehicles or use their own vehicles for School use.

The date of the inspection should be recorded and comments made regarding any endorsements that are still applicable, type of vehicles applicable to the licence etc. The person inspecting the licence should sign against the inspection details.

NB: You can now get 6 points and a £200 fine [LINK](#)



# Electricity at Work

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## Introduction

Both the **Health and Safety at Work, etc Act 1974** (HSWA) and the **Electricity at Work Regulations 1989** (revised 2000) (EAWR) place duties on employers and employees with regard to electrical safety at work. EAWR requires that:

- Employers ensure that all electrical equipment is suitable for the environment in which they are to be used, properly constructed, installed and maintained;
- If appropriate, suitable personal protective equipment should be provided and maintained in good condition; and
- Persons carrying out electrical work must be competent for the tasks to which they are assigned.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A register is kept of all portable electrical appliances is retained and is kept up to date whenever new appliances are purchased or equipment is disposed of;
- All portable appliances are labelled with a unique identification number and a test status label;
- A programme of portable appliance testing is implemented for all appliances on the register. The frequency of testing is appropriate to the type and use of the appliance and re-testing may be required if the equipment is modified, damaged or used in different conditions;
- All portable appliance testing results are recorded and kept on site. Any equipment as identified as requiring corrective actions by the testing programme shall be addressed in an appropriate manner;
- The portable appliance testing shall be carried out by a competent employee or contractor selected from the Approved Contractor list;
- Any portable appliances brought on to the premises by employees or contractors is tested to the standard as required by this procedure. Equipment leased or hired is tested by the leaser/ hirer to ensure electrical safety;



- The fixed electrical installation in the premises undergoes 5 yearly inspections or as often as is indicated on the previous inspection certificate;
- The installation is inspected by a competent contractor from the Approved Contractor list;
- Records of the installation inspection are kept on site and any corrective actions identified from the inspection are addressed within the appropriate timescale indicated on the report;
- Doors to electrical distribution equipment rooms or cupboards are kept locked and display signs warning of an electrocution hazard;
- Electrical distribution equipment rooms and cupboards are kept free from unnecessary combustible materials; and
- Appropriate insulating mats are provided in front of 415 volt or higher distribution panels.

## Legislation and Guidance

<b>Legislation</b>	Electricity at Work Regulations 1989
<b>Guidance</b>	Memorandum on guidance on the Electricity at Work regulations 1989 – Guidance on regulations (HSR25) Electricity at work – safe working practices (HSG85) Electrical safety and you (HSE INDG231 <a href="http://www.hse.gov.uk/pubns/indg231.pdf">www.hse.gov.uk/pubns/indg231.pdf</a> )

Electrical equipment includes every type of electrical equipment from, for example, a 400 kV overhead powerline to a battery powered hand lamp. Health and safety legislation requires that work equipment, including electrical equipment, is routinely inspected for safety and an appropriate planned maintenance programme is in place.

## Record Keeping

### Inventory of Electrical Equipment

An inventory should be used to record the details of all portable electrical equipment and fixed plant electrical equipment. This inventory will help to ensure that an item is not overlooked during the safety testing programme.



# Emergency Procedures

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## Introduction

Under the **Management of Health and Safety at Work Regulations 1999** (MHSWR), employers are required to establish suitable procedures to cater for serious and imminent danger at work. The exact length to which employers must go to meet requirements will vary but procedures must specify:

- Under what circumstances workers are expected to stop work and proceed to a place of safety (e.g. assembly point); and
- Information and training, which is appropriate to individuals and easy to understand. This should include information for non-employees to enable them to recognise nominated persons for the purpose of emergency evacuation.

It is recommended, and seen as good practice, that long term contractors and visitors are included in the standard training programmes provided to School employees.

The **Regulatory Reform (Fire Safety) Order 2005** also has requirements with regard to fire emergency plans and staff training in these plans.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- Procedures are developed to deal with each reasonably foreseeable serious and imminent danger situation;
- A person is nominated as being responsible for the implementation of each emergency procedure;
- Staff are provided with training in the implementation of the procedures and the procedures are routinely practiced. Training records are kept;
- Each procedure includes the actions required to limit the impact of the situation without endangering personnel; and
- Contact information is readily available to call the emergency services or contractors to assist in recovery of the situation.



## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005 Global Regulations
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21) Fire safety – An employer's guide (ISBN 0 11 341229 0)

Reasonably foreseeable circumstances involving serious or imminent danger will vary from School to School. Fire emergencies and workplace accident emergencies would be applicable to the majority of companies.

Consideration should be given to the possibility of gas leak emergencies, flooding, broken glazing, damage from natural disasters such as lightning strikes, falling trees etc.

By planning for these circumstances and having procedures in place, by training staff and providing to them suitable equipment and contact information, these situations can be dealt with effectively.



## External Areas

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### Introduction

The working environment and issues relating to external areas under an employer's control are covered by the **Workplace (Health, Safety and Welfare) Regulations 1992** (WHSWR). Although the **Health and Safety at Work, etc Act 1974** (HSWA) places a general duty of care on employers, the WHSWR regulations expand on this duty. The scope of the WHSWR is wide, making provision for many workplace factors, which may affect health and safety, such as:

- Condition of floors and traffic routes; and
- Organisation etc. of traffic routes.

These regulations require that floors are suitable for use, routes are kept free from slip, trip and fall hazards and suitable hand railing is provided where appropriate. Pedestrian and vehicular traffic routes must be suitably controlled, of an appropriate size and laid out so as to protect both pedestrian and drivers.

### Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- The external areas of the workplace are laid out in accordance with the statutory requirements and guidance. Suitable traffic flow arrangements, traffic control and calming measures, signage etc. should be in place;
- The external areas are monitored and controlled by a competent person;
- The external areas and equipment (such as signs, lighting etc.) within them are maintained to ensure acceptable levels of health and safety at all times;
- Regular inspections of the workplace are carried out by a competent person and records are kept; and
- Where defects are noted in workplace inspections, corrective actions are implemented within appropriate timescales.



## Legislation and Guidance

<b>Legislation</b>	Workplace (Health, Safety and Welfare) Regulations 1992 Global Regulations
<b>Guidance</b>	Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance (L24) Workplace transport safety – Guidance for employers (HSG136) Managing vehicle safety at the workplace – Leaflet for employers (HSE INDG199 <a href="http://www.hse.gov.uk/pubns/indg199.pdf">www.hse.gov.uk/pubns/indg199.pdf</a> )

### Layout

The traffic routes should be laid out to ensure there is adequate separation between pedestrians and vehicles. It may be necessary to exclude pedestrians from some vehicular work areas. Where pedestrians need to cross vehicular routes, adequate crossing points should be provided.

The external areas should be laid out so that car parking arrangements are controlled. Traffic management arrangements should be enforced, possibly through one-way systems, so that manoeuvres such as reversing are kept to a minimum.

### Traffic Routes

The traffic routes themselves should be suitable in terms of width, slope etc. They should be routinely maintained with appropriate maintenance measures in place during adverse weather conditions.

### Safety Features

Safety features appropriate to the specific external area should be implemented and maintained. These features may include road markings, signs, speed humps, barriers and vision mirrors.

### Record Keeping

Records of routine inspections should be made as evidence of monitoring of the external areas being carried out.



# Fire

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## Introduction

The **Regulatory Reform (Fire Safety) Order 2005** for England and Wales and the **Fire Safety (Scotland) Act 2006** require that that an employer undertakes reasonable levels of fire precaution in every workplace in order to avoid loss of life and property. This legislation requires the responsible person to:

- Take appropriate fire safety precautions to protect employees;
- Carry out a suitable and sufficient fire risk assessment to identify fire precautions necessary to comply with legislation;
- Record, regularly review and keep up to date the fire risk assessment;
- Plan, organise, control, monitor and review the fire safety precautions;
- Provide adequate means for the fighting fire, detecting and warning of fire and for fighting a fire;
- Provide and maintain suitable means of escape;
- Provide fire emergency procedures;
- Ensure the premises and fire safety equipment is maintained; and
- Train employees and other relevant people.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A fire risk assessment that is reviewed annually has been carried out;
- The means of escape from the building are adequate and are clearly indicated and maintained;
- Where a lack of artificial lighting may make an escape difficult to use, emergency lighting is provided that is tested and maintained in accordance with statutory requirements and industry best practice;
- An appropriate means for detecting a fire and raising the alarm throughout the premises is provided and this is tested and maintained in accordance with statutory requirements and industry best practice;
- Fixed firefighting equipment and/ or portable fire extinguishers are provided at suitable locations around the property. This equipment should be tested and maintained in accordance with statutory requirements and industry best practice;





- Fire safety training is delivered to all employees as part of the induction process and at regular intervals thereafter;
- Staff selected to use the firefighting equipment will receive appropriate training. Staff who are not trained are instructed not to use the extinguishers;
- The fire emergency plan and/ or fire action notices are displayed throughout the workplace at conspicuous positions;
- Competent people are appointed and trained to take control in a fire emergency and to assist in the implementation of the fire emergency procedure;
- Fire drills are carried out at least annually to practice the fire emergency procedure. Fire drill reports are kept and issues requiring corrective actions arising from the drills are addressed; and
- All training events and testing, inspection and maintenance work is recorded.

## Legislation and Guidance

<b>Legislation</b>	Regulatory Reform (Fire Safety) Order 2005 Fire Safety (Scotland) Act 2006
<b>Guidance</b>	Fire safety: An employer's guide. (ISBN 0 11 341229) Fire Safety Risk Assessment – Offices and shops <a href="http://www.firesafetyguides.communities.gov.uk">www.firesafetyguides.communities.gov.uk</a> (ISBN 987185112815-0) <a href="http://www.communities.gov.uk/index.asp?id=1162101">www.communities.gov.uk/index.asp?id=1162101</a>

## Fire Fighting Equipment

Where portable extinguishers are provided, they should be located on escape routes and at fire exits so that an employee does not have to travel more than 30 metres to reach an extinguisher of a suitable type. Extinguishers should be wall mounted at an appropriate height, or placed on floor stands. Annual servicing should be recorded on the labels on the body of each extinguisher. A fire extinguisher register will assist in ensuring no extinguishers are missed at the annual service visit.

Competent persons should carry out testing and maintenance of fixed firefighting equipment such as sprinklers, gas suppressant systems, dry or wet risers etc. Documentation should be kept for this maintenance work.

## Fire Alarm and Detection Systems

A fire alarm system should be tested weekly by activating the alarm from a different call point in rotation. The test should be held at the same time each week, preferably during working hours. A record of the weekly test should be made.



A competent person should carry out routine maintenance of the fire alarm and detection system. Typical maintenance programmes involve quarterly or six monthly visits. All work on the system, planned visit or fault repairs, should be recorded.

### Emergency Lighting

Emergency lights used to illuminate fire escape routes, fire exits, fire extinguishers, fire escape signage and call points have an independent power source to the mains supply. This independent source can be tested by monthly activations, six monthly duration tests where lights are left on for one- third of their rated time and annual tests where emergency lights operate for the full rated period. Any defects noted should be addressed immediately. The tests should be recorded.

### Fire Drill

The frequency of fire drill training exercises will be dependent on the complexity of the building, staff familiarity with the building, presence of visitors and members of the public etc. Annual or six monthly drills are commonly adopted.

It is advisable to alert key staff members prior to the drill and a de- brief carried out afterwards to identify problems and suggest improvements. A fire evacuation drill report should be made.

### Emergency Procedures

Fire emergency procedures must be specific to the building and are designed to provide basic information for employees, contractors, visitors etc. to follow in a fire emergency. The procedures should cover actions for people discovering the fire, for people hearing the fire alarm, additional requirements for fire wardens, any special arrangements for contacting the emergency services, general arrangements with regard to the evacuation of people with disabilities and the location of the assembly point(s).

It is not acceptable to gather people with disabilities at a fire refuge within the building and to rely on the emergency services to evacuate them. Planning and devising appropriate emergency plans must be carried out where applicable.

The procedures should be displayed at appropriate, prominent locations, for example at call points. The procedures should be included in induction and refresher training and brought to the attention of visitors and contractors.

### Record Keeping

A visiting Fire Officer will expect to see evidence of fire training and testing, inspections and maintenance work on all equipment provided as part of the fire precautions.



# First Aid

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## Introduction

The **Health and Safety (First Aid) Regulations 1981** (HSFAR) require all employers to ensure that there is adequate and appropriate first aid provision for employees who may become ill or injured at work.

The first aid provisions made depends on the circumstances of each workplace. There is no fixed level but the employer should assess the requirements based various criteria including workplace hazards and risks, the number and location of employees, the remoteness of the site from emergency medical services, the needs of travelling, remote and lone workers and annual leave and other absences of any appointed persons and qualified first aiders.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- An assessment is carried out of the workplace and for employees working away from the premises to determine the minimum levels of first aid provision requirements in terms of first aiders and first aid equipment;
- The level of first aid provision is maintained at all times;
- First aid boxes are provided in the premises, they are regularly inspected and re-stocked, and the first aid box locations are well signed within the premises. Records of inspections are recorded;
- First aiders and appointed persons are trained and receive refresher training as necessary to maintain their competence. The names of the first aiders are displayed at conspicuous points throughout the premises and training records are kept; and
- Staff receive training in the procedure for calling assistance, both from first aiders and the emergency services in the event of an accident or ill- health emergency. Training records are kept.

## Legislation and Guidance

Legislation	The Health and Safety (First Aid) Regulations 1981
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<b>Guidance</b>	<p>First aid at work The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance (L74)</p> <p>Basic advice on first aid at work (HSE INDG347)  <a href="http://www.hse.gov.uk/pubns/indg347.pdf">www.hse.gov.uk/pubns/indg347.pdf</a></p> <p>First aid at work – Your questions answered (HSE INDG214)  <a href="http://www.hse.gov.uk/pubns/indg214.pdf">www.hse.gov.uk/pubns/indg214.pdf</a></p>
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In organisations where the risk assessment identifies a comparatively low risk to health and safety, employers may only need to provide a suitably stocked and marked first aid container and an 'Appointed Person' to look after first aid arrangements and take charge should an accident occur (e.g. ring for an ambulance). It is recommended that all Appointed Persons undergo basic (4 hour minimum) first aid training to a Health and Safety Executive recognised syllabus.

Where the work involves particular risks, for example work with hazardous substances or dangerous tools or machinery, first aid needs will be greater. Employers may need to:

- Provide a sufficient number of appropriately trained and qualified first aiders;
- Train first aiders in special procedures;
- Inform the local emergency services, in writing, of the site where hazardous substances or processes are in use; and
- Provide first aid room(s).

There is no prescriptive level for the number of first aiders required, but guidance to the HSFAR advises the following:

Category of Risk	Number Employed at any Location	Suggested Number of First Aid Personnel
Lower Risk e.g. offices, shops etc.	Fewer than 50 50 to 100 More than 100	At least one appointed person. At least one first aider One additional first aider for every 100 employed.
Medium Risk e.g. light engineering and assembly work, food processing, warehousing.	Fewer than 20 20 to 100 More than 100	At least one appointed person. At least one first aider for every 50 employed (or part thereof). One additional first aider for every 100 employed.
High Risk e.g. most construction, slaughterhouse, chemical manufacture, extensive work with	Fewer than 5 5 to 50 More than 50	At least one appointed person. At least one first aider. One additional first aider for every 50 employed.



dangerous machinery or sharp instruments.		
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### First Aid Personnel

First aid personnel are employees who have volunteered for the role and who are considered through training and assessment to be competent. The School will ensure that sufficient first aid personnel are available at all times and that they will be given adequate training to the guidance suggested Health and Safety Executive (HSE) and undergo retraining at regular intervals. NB: The HSE no longer approves First Aid training rather it offers guidance to training providers.

### First Aid Boxes

First aid boxes are provided within the workplace to ensure that there are adequate and appropriate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies that are required under law. The location of first aid boxes and the name of the person responsible for the their upkeep will be clearly indicated on notice boards throughout the workplace.

### Record Keeping

#### First Aid Box Checklist

This can be used to check the contents of all first aid boxes and to ensure that they are stocked appropriately.



# Health and Safety Policy Review

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## Introduction

Under the **Management of Health and Safety at Work Regulations 1999**, every employer must implement appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. It is through the review process that the employer can assess whether the preventative and protective measures are being implemented and whether they are effective in ensuring health and safety. Annual or more frequent reviews of the School's health and safety performance can use information gathered from workplace monitoring and inspection processes, the internal accident and near miss reporting systems and from the reports issued by visiting enforcement inspectors and competent persons.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A competent person is appointed to carry out a review of the health and safety management system that includes the protective and preventative measures implemented;
- A report of the review findings is produced that includes any recommended corrective actions;
- A Health and Safety Review Action Plan form is completed to allocate corrective actions to responsible people and to provide timescales for completion;
- The report is distributed to appropriate managers for information and to implement the corrective actions; and
- Relevant excerpts from the review are distributed to all employees as part of the School's consultation process.



## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21) Successful Health and safety Management (HSG65)

Annual or more frequent reviews of the School's health and safety performance can use information gathered from workplace monitoring and inspection processes, the internal accident and near miss reporting systems and from the reports issued by visiting enforcement inspectors and competent persons.

The person appointed to carry out the review could be from within or from outside the School. The reviewer must be familiar with the health and safety management system and with the organisation and activities of the School to effectively undertake the review.

The progress since the previous year's review could be included with reference made to the action plan resulting from the previous review report.

## Record Keeping

### Health and Safety Review Action Plan

The form should be completed to record the corrective action plan resulting from the review process. It can be used to allocate responsibilities to named staff for the implementation of the action and to set deadlines for completion.

## Hot Work

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### Introduction

Many aspects of maintenance and engineering work involve welding, burning, cutting and grinding. When these activities are carried out in direct contact or in close proximity to flammable or combustible substances there is the risk of explosion, fire and the production of toxic substances. There is the potential consequences of serious injury, ill health and or damage to property and the environment.



Health and safety legislation requires that these risks to employees and other people are adequately controlled.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- The risks associated with the hot work activity are assessed and to decide whether a permit to work is required;
- The Competent Person receives all refresher training required to keep their skill updates and in line with addition global regulation and UK law.
- The appropriate documentation is issued to the Competent Person, agreeing the practicalities of the safety precautions and control measures required;
- The work area will be made as safe as possible before the work starts and all the control and preventative measures in the permit to work are rigorously followed by the Competent Person and other members of the team, where appropriate;
- There is reasonable monitoring of the work during the activity so that the hot work is carried out in line with the permit to work; and
- On completion of the hot work the Competent Person has left the area in a safe condition, has carried out a fire watch one hour after completion of the work and has cancelled a permit if issued.

## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005 Fire Safety (Scotland) Act 2006 Global Regulation
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance Fire safety: An employer's guide. (ISBN 0 11 341229) Fire Safety Risk Assessment – Offices and shops <a href="http://www.firesafetyguides.communities.gov.uk">www.firesafetyguides.communities.gov.uk</a> (ISBN 987185112815-0) <a href="http://www.communities.gov.uk/index.asp?id=1162101">www.communities.gov.uk/index.asp?id=1162101</a>





## Permit to Work

A Permit-to-Work involves a methodical assessment of the task to identify and specify the precautions to be taken. Examples of situations for which a Permit-to-work will be issued are as follows:

- Work on vessels, including tanks and pipes, that have contained flammable materials or are lined or coated with flammable or combustible materials;
- Work on vessels that may release harmful gases, fumes or vapours;
- Work in areas that contain flammable or combustible materials; and
- Work in locations that could expose other users of the area to hazards.

The Permit-to-Work will be issued by an Authorised Person responsible for carrying out the risk assessment of the job. They are responsible for specifying the necessary precautions, e.g. isolations, site preparations, emergency procedures. The precautions will be discussed with the senior person carrying out the hot work (Competent Person) to ensure that the nature of these and the hazards is clearly understood. It is the joint responsibility of the person issuing the Hot Work Permit and the Competent Person receiving it to fully understand the contents, limitations and scope of the Permit and its full implications, prior to commencement of work.

The Permit-to-Work will be validated for a maximum of seven hours only. If the work is not completed within the expiry limit of the Permit, a new permit will be issued.

## Record Keeping

A Permit to Work should be issued when assessed a permit is necessary, and should be completed, signed and returned at the completion of the works.

## Lifting Equipment

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### Introduction

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) cover issues relating to lifting equipment. The Provision and Use of Work Equipment Regulations 1998 (PUWER) will also cover lifting equipment and lifts, but in more general terms than LOLER includes regulations covering:

- Strength and stability;
- Lifting equipment for lifting persons;
- Positioning and installation;
- Marking of lifting equipment;



- Organisation of lifting equipment;
- Thorough examination and inspection;
- Reports and defects; and
- Keeping information.

Lifting operations should be planned and undertaken by competent persons. Schemes of thorough examinations and inspections must be in place for all lifting equipment and duties are imposed on inspectors and employees to report defects and to keep records.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A register of all workplace lifting equipment and lifting appliances is kept up to date;
- A written scheme of examination is available and implemented so that all workplace lifting equipment and appliances receive appropriate thorough examinations. Equipment for lifting people and lifting are examined on a six monthly basis and lifting equipment not to be used for lifting people is examined annually;
- Equipment is inspected and examined by competent persons, reports are produced and records kept in accordance with statutory requirements;
- Defects noted at inspections and examinations are remedied within appropriate timescales as required by the examination/ inspection report;
- All lifting equipment is suitable for its intended use, and is marked with safe working loads and lifting arrangements as appropriate; and
- All lifting operations are planned and supervised by competent persons. Training records are available.

## Legislation and Guidance

<b>Legislation</b>	Lifting Operations and Lifting Equipment Regulations 1998 Provision and Use of Work Equipment Regulations 1998
<b>Guidance</b>	Safe use of lifting equipment - Lifting Operations and Lifting Equipment Regulations 1998 – Approved Code of Practice and Guidance (L113) Provision and Use of Work Equipment Regulations 1998 – Approved Code of Practice and Guidance (L22)



Simple guide to LOLER (HSE INDG290 [www.hse.gov.uk/pubns/indg290.pdf](http://www.hse.gov.uk/pubns/indg290.pdf))

Lifting equipment will include passenger and goods lifts, lifting beams and hoists, shackles and chains and equipment such as fork lift trucks, mobile elevated work platforms and vehicle inspection platforms.

The equipment must be suitable for the intended task in terms of stability and strength.

Persons authorised to use lifting equipment must be competent to select the correct equipment and competent to use it. All lifting operations must be planned and controlled by competent people. Adequate training should be provided for all persons involved with using and inspecting the equipment and records of this training should be kept.

A scheme of thorough examinations should be in place to ensure compliance with LOLER, with examinations taking place at frequencies as below:

Six-monthly – lifting accessories and passenger lifts

Annual – lifting equipment (non- passenger)

Inspections and examinations should be carried out by competent persons. Competent maintenance staff could carry out visual inspections but it is probable that thorough examinations would be carried out by competent persons from outside of the School such as engineers working for insurance companies.

## Record Keeping

The competent person undertaking the examinations should provide certificates of thorough examination. It is the employer's responsibility to ensure the examinations are carried out. A summary sheet can assist in tracking when examinations have been completed and when the next examination is due.



# Manual Handling

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## Introduction

The **Manual Handling Operations Regulations 1992** (MHOR) require the employer, so far as is reasonably practicable, to avoid the need for hazardous manual handling activities. Where it is not possible to eliminate hazardous manual handling, the employer is required to carry out an assessment to determine the level of risk presented. Following the assessment, the employer must then implement control measures to ensure that the risk of injury is reduced to the lowest level reasonably practicable. This may be achieved by:

- The use of automation in work processes;
- The use of mechanical aids; and
- Redesigning the system of work or even the workplace itself.
- Ensuring a safe, clean environment to operate in.

An assessment should take into consideration all the factors which may affect safe lifting and handling, including:

- The task;
- The load;
- The individual;
- The environment; and
- The use of personal protective equipment where appropriate.

Assessments should be reviewed when any of the handling factors change or if accident statistics show that the original control measures were ineffective.

All tasks should be assessed on the basis of an ergonomic approach to manual handling operations in the workplace, for example, fitting the task to suit the personal abilities and limitations of the individual.

All employees who undertake manual handling activities should be provided with adequate and appropriate information, instruction and training to enable them to carry out their manual handling activities in a safe manner.



## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- All manual handling activities are avoided where possible;
- The tasks where manual handling activities involve a risk of injury and which cannot be avoided are identified and a risk assessment carried out. The risk assessment is reviewed annually or when there are reasons to suspect it is no longer applicable;
- The significant findings of the risk assessment are recorded and made known to the relevant employees;
- Safe systems of work are implemented to reduce the risks of injury from manual handling as far as is reasonably practicable. Employees are routinely monitored to ensure safe systems are being followed;
- All manual handling aids are routinely serviced and maintained as appropriate; and
- All staff involved with manual handling activities are given training in safe systems of work and basic good manual handling techniques.

## Legislation and Guidance

<b>Legislation</b>	Manual Handling Operations Regulations 1992
<b>Guidance</b>	Manual Handling Operations Regulations 1992 Guidance on regulations (L23) Getting to grips with manual handling – A short guide for employers (HSE INDG143 <a href="http://www.hse.gov.uk/pubns/indg143.pdf">www.hse.gov.uk/pubns/indg143.pdf</a> ) Manual handling – Solutions you can handle (HSG115)

## Elimination of Hazardous Manual Handling Activities

The School will ensure that, so far as is reasonably practicable, operations which involve manual handling are eliminated. Measures to achieve this will include ergonomic design of the workplace and workstations, assessment and redesign of activities and the provision of automated or mechanical aids such as trolleys, conveyors and hoists.

## Assessment of Risk

Competent persons will be responsible for carrying out assessments of manual handling activities where there is a risk of injury, in order to identify risks. Identified risks will then be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment:



- **The Task**

The risk of injury to the back is significantly increased when poor posture and techniques such as bending and stooping are used. To reduce the potential risk to the back, items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside of this range, lifting capacity is reduced and the risk of injury is increased. Tasks that require twisting of the body should be redesigned in such a way as to eliminate these movements.

Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. If an item is to be pushed or pulled, it should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

The distance over which items are carried should be minimised, as should repetitive tasks. All manual handling operations, in particular those which involve lifting and carrying should be designed in such a way as to allow for adequate rest breaks.

- **The Load**

In order to reduce strain on the body, the load should be kept as near as possible to the body trunk and should not be of such size as to obscure vision. If appropriate, the load should be clearly marked with an indication of its weight and centre of gravity. Unstable loads should be handled with particular caution as the change in the centre of gravity is likely to result in overbalancing.

Where possible, secure handholds should be used in order to maintain a firm grip on the load and protective gloves should be used where necessary to protect the hands against sharp edges or splinters.

- **The Individual**

Consideration must be given to age, body weight and physical fitness of the person(s) performing the task. Personal limitations of the individual(s) must be observed and persons must not attempt to handle loads that are beyond their individual capability. If necessary, assistance must be sought to enable the task to be performed in a safe manner.

Individuals with genuine physical or clinical reasons for avoiding lifting should not be expected to perform hazardous lifting or carrying tasks, e.g. pregnant women.

It is important that all individuals involved in manual handling tasks have sufficient knowledge and understanding of the work involved as this is an important factor in reducing the risk of



injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information in order to minimise the risk to health and safety.

- **The Working Environment**

Adequate space must be available to ensure that the task is performed in a safe manner and where an object is to be moved or carried, the transportation route must be free from obstructions. Floors and other working surfaces must be in a safe condition and lighting, heating, ventilation and where appropriate weather conditions must be taken into account.

- **Other Factors**

Some manual handling tasks may require the use of personal protective equipment (PPE), e.g. gloves and boots. If the use of PPE restricts safe and easy movement, the task should not be undertaken and the problem should be reported to a responsible person immediately.

### **Force Guidelines**

These guideline figures are designed to assist in determining if a manual handling operation is risky and requires an assessment. They relate to men and women and will give 95% of them reasonable protection. These guidelines are *not* limits. If this more detailed assessment shows that it is appropriate, they may be exceeded. However, even after a full assessment the guidelines should never be exceeded by more than a factor of two, even in ideal conditions, and when the individual capability of the handler is high. Even where the weight of the load comes within the guidelines, it should be reduced or the operation avoided if it is reasonably practicable to do so.

## Record Keeping

### Manual Handling Assessment

Assessments should be carried out for all hazardous manual handling activities to identify possible improvements to the activities being carried out. The assessment is a two-stage process. The first stage assesses whether the activity is within the guidelines and if so no further assessment is required. If any aspect of the activity is outside of the guidelines, a detailed manual handling risk assessment must be completed. Any corrective actions identified should be included in the action plan and implemented. It should be ensured that the corrective actions produce the desired effects.



# Noise at Work

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## Introduction

The **Control of Noise at Work Regulations 2005** places specific duties on employers and employees regarding noisy environments at work. These duties include a requirement to assess risks from exposure to workplace noise and to eliminate the risk at source or where this is not reasonably practicable, to ensure risk is reduced to as low a level as is reasonably practicable. Information and instruction should be provided to employees and others exposed to risks from high noise level zones. As a last resort, personal protective equipment should be provided to protect hearing. The **Personal Protective Equipment at Work Regulations 1992** covers hearing protection.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- If levels of noise in the workplace are likely to exceed the lower exposure action value, an assessment is made of the workplace areas and high noise source equipment. It should:
  - Identify where the high noise level areas are and who is at risk;
  - What the exposure levels are and how these relate to the action and limit values;
  - Identify what actions are required to control noise; and
  - Identify any health surveillance programme required.
- The assessment is regularly reviewed and repeated as necessary;
- Control measures are implemented to eliminate or reduce the level of noise to a low a level as is reasonably practicable and these measures are maintained. Control measures may include changes to processes and equipment, engineering controls, workplace design and limiting numbers of people exposed to high noise levels and the durations of exposure;
- Information and instruction is provided to employees and others at risk of exposure to high levels of noise;
- Signs are displayed at the perimeter of and within high noise zones indicating the noise levels and mandatory or advisory ear defender signage as appropriate;
- Employees are trained in the workplace risks from noise and the appropriate actions to take with regard to operation of noise reduction measures and wearing of hearing protection equipment. Training records are kept; and





- A health surveillance programme is implemented if necessary.

## Legislation and Guidance

Legislation	Control of Noise at Work Regulations 2005
Guidance	Noise at Work – Guidance for Employers on the Control of Noise at Work Regulations 2005 (HSE indg362rev1) <a href="http://www.hse.gov.uk/pubns/indg362.pdf">www.hse.gov.uk/pubns/indg362.pdf</a> Protect your hearing or lose it HSE indg363 (rev1) <a href="http://www.hse.gov.uk/pubns/indg363.pdf">www.hse.gov.uk/pubns/indg363.pdf</a> <a href="http://www.hse.gov.uk/noise">www.hse.gov.uk/noise</a>

An indication of a potential noise problem is when people have to shout to be heard from 2 metres apart, employees use noisy powered tools or machinery for more than half an hour each day, there are loud impact noises in the workplace or people's ears ring after being in a noisy area. Employers have a legal duty to control the risk of damage to employees' hearing.

There are three action values at which employers must take specific actions:-

### Lower Exposure Action Values

Where daily or weekly exposure levels are likely to exceed 80 dB(A) or daily peak sound pressure of 135dB(C), an employer must provide ear protection for employees who ask for them.

### Upper Exposure Action Values

Where daily exposure is likely to exceed 85 dB(A) or daily peak sound pressure of 137dB(C), noise must be reduced to a low a level as is reasonably practicable other than by using ear protection.

Where an employer is unable to reduce exposure by other means, hearing protection must be provided and the employer must ensure it is worn. An employer must ensure that all 85 dB(A) noise zones are marked as Hearing Protection Zones and, as far as is reasonably practicable, ensure persons who enter a marked 85 dB(A) Hearing Protection Zone use ear protection.

### Exposure Limit Values

Exposure limit values of 87dB(A) averaged over a day or week and peak sound pressure of 140 dB(C) must not be exceeded. These limit values take account of any reduction provided by hearing protection. Where the limit value is exceeded, it should be reduced forthwith to a level below the limit value and action taken to prevent a recurrence.



## Hearing Protection

Hearing protection should be selected so as to eliminate the risk to hearing or to reduce the risk to as low a level as is reasonably practicable. Employees should be consulted on the types of protective equipment provided. The employer should ensure, as far as is reasonably practicable that the equipment is fully used, and that it is maintained.

Employees must wear protective equipment provided and report defects to the employer.

## Information, Instruction and Training

Where employees are exposed to noise which is likely to be at or above a lower exposure action value, the employer shall provide those employees and their representatives with suitable and sufficient information, instruction and training. This may include:

- The risks from exposure to noise and the significant findings of the risk assessment, with an explanation of those findings;
- The control measures in place or planned to adequately control exposure to noise;
- The arrangements for hearing protection equipment;
- Health surveillance programmes;
- Safe working practices to minimise exposure to noise, and
- Employees' responsibilities under the Control of Noise at Work Regulations 2005.

## Health Surveillance

Hearing checks should be provided for employees exposed to noise levels above the upper exposure action values, and to any employees at particular risk. New starters should be provided with hearing checks to establish a baseline level.

Annual hearing checks are recommended for the first two years of an employee's programme, followed by checks every three years. Should hearing problems be identified, the programme should be amended following the advice of a competent person.

Employees should be provided with the results of the checks and records should be kept confidentially.

The results of hearing checks should be reviewed to identify any problems within the workplace and to assess the effectiveness of the noise control measures.



# Personal Protective Equipment

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## Introduction

The **Personal Protective Equipment at Work Regulations 1992 (PPER)** cover issues regarding personal protective equipment including:

- An assessment of personal protective equipment;
- Provision and compatibility of personal protective equipment;
- Storage and maintenance of personal protective equipment; and
- Staff instruction and training.

PPER places duties on employers to provide suitable protective equipment for employees that are suited to the level of risk and are suited to the individual wearer. Individual items of equipment must be compatible. Facilities must be provided for employees to store items of PPE and items should be readily available and maintained in good condition. Employees must be trained and instructed in the use of equipment issued to them.

Employees also have duties under PPER. Employees must use any items of PPE provided to them in accordance with any instruction and training. An employee must also report any loss or obvious defects so that the employer can take appropriate action.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- An assessment is carried out for each task and work area to identify any requirements for the provision of personal protective equipment;
- The assessment is recorded and reviewed regularly;
- A supply of the appropriate items of PPE is maintained and made readily available to those employees who are required to use it;
- A register of all items of PPE issued to employees is kept up to date;
- Arrangements are in place for the storage and maintenance of items of PPE;
- Regular inspections of PPE are carried out and records kept; and
- Employees required to use PPE are trained and competent to do so. This training includes the correct use of the equipment, activities and areas for which PPE is required, the School's



arrangements for storage, inspection and maintenance of the equipment and procedures for reporting defects and obtaining replacement equipment. Training records are kept.

## Legislation and Guidance

<b>Legislation</b>	Personal Protective Equipment at Work Regulations 1992 Provision and Use of Work Equipment Regulations 1998
<b>Guidance</b>	Personal protective equipment at work – Personal Protective Equipment at Work Regulations 1992 – Guidance on regulations (L25) Provision and Use of Work Equipment Regulations 1998 – Approved Code of Practice and Guidance (L22) A short guide to the Personal Protective Equipment at Work Regulations 1992 (HSE INDG174 <a href="http://www.hse.gov.uk/pubns/indg174.pdf">www.hse.gov.uk/pubns/indg174.pdf</a> )

The provision of personal protective equipment should be seen as a last resort measure when all other reasonably practicable means to ensure an employee's health and safety have been implemented.

When carrying out an assessment for the need and selection of personal protective equipment, the following issues should be considered:

- Those residual workplace health and safety risks that have not been avoided by other means;
- The characteristics the equipment must have to protect employees from these risks;
- The specific characteristics of the selected items;
- Any constraints imposed by existing PPE being used by the employee; and
- Any special considerations relevant to the individual who is to use the equipment or to the specific task.

All items of PPE supplied should be CE marked.

It is the employer's duty to ensure that PPE is maintained in an efficient state, working order and good repair. It is only through inspections of the equipment that this duty can be effectively discharged. The frequency of inspections should be appropriate to the type of PPE and its usage. The more likely the equipment is to become damaged, the more frequent the inspections should be.



## Record Keeping

### Personal Protective Equipment Assessment

An assessment should be carried out to identify which items of personal protective equipment are required to control the residual risks present in areas of the workplace or presented by work equipment or activities.

### Personal Protective Equipment Issue Register

As a record of having issued items of personal protective equipment, an issue register should be maintained including employees' signatures for having received the equipment.

### Personal Protective Equipment Inspection Record

It is good practice to periodically check employees' equipment is still available and in good condition. A record of these inspections should be kept.



# Personal Safety

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## Introduction

Employers are also under a duty to take suitable protective and preventive measures, as far as is reasonably practicable, for their employees carrying out all aspects of their work duties. This applies to both working conduct at the employer's premises and during work away from the base, for example when at or travelling to a client's site or carrying out a survey.

Under regulation 3 of the **Management of Health and Safety at Work Regulations 1999** (MHSWR), employers are required to make an assessment of the risks involved with activities at work. Working away from the employer's premises should be included in the risk assessment process.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- An assessment of work activities where there is a risk to employees' personal safety is carried out. The Risk Assessment process within this manual is used by a competent employee or an assessment is carried out by an external competent person;
- For those activities where a risk to an employee's personal safety is present, any modifications to the activity to reduce the risk as identified in the risk assessment are implemented;
- All staff involved in activities where there is a risk to personal safety are provided with adequate training in safe systems of work relevant to their duties and in dealing with threatening situations. Training records are kept;
- Adequate facilities (personal alarms, mobile telephones etc.) are provided to staff in line with the risk assessment findings;
- A system of recording all events threatening personal safety is implemented;
- A system for supporting employees who have experienced threats to their personal safety is implemented; and
- The risk assessments are reviewed periodically or when there is evidence to indicate that the risk assessment is not relevant or is not suitable.
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## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21) Violence at work – A guide for employers (HSE INDG69 <a href="http://www.hse.gov.uk/pubns/indg69.pdf">www.hse.gov.uk/pubns/indg69.pdf</a> )

### Who is at risk?

Those employees who deal with the public, provide security services and deal with cash are the most common types of people who suffer verbal abuse, threats or violence. Their activities should be given priority when undertaking risk assessments.

### Is there a problem?

To determine if there is a problem an employer should consult with staff or staff representatives, and examine documentary evidence such as security incident reports and accident books. (A workplace violence incident may be a reportable event under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

A system for recording all threats to personal safety can provide information to assess the level of risk to personal safety and any changes in the risk levels.

### What can be done?

The existing arrangements should be reviewed for adequacy. This will include levels of training and information. Staff training should be provided to all staff at risk.

The work environment could be improved through better lighting levels, physical security measures and wider counters or screens in public areas. The provision of better information to the public can reduce the sources of personal safety threats.

It may be possible for the job to be re-designed. Jobs may be classified as “two man” jobs. The handling of cash could be removed by using automated banking services. Safe systems of work could be introduced so that initial client meetings are always held in public places or at the office.

Additional facilities may be useful, such as the provision of mobile telephones or personal alarms.



### What about the victims?

Victims of threats or attacks to personal safety should be offered rapid support and de-briefing meetings. Longer terms support arrangements should also be available in terms of time off work or legal help. Staff not directly involved in an incident should also be considered as they may be affected or may need information so that they can react appropriately.





# Pressure Systems

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## Introduction

Issues relating to pressure vessels are covered by the **Pressure Systems Safety Regulations 2000** (PSSR). The PSSR includes regulations covering:

- Design and construction;
- Provision of information and marking;
- Installation;
- Safe operating limits;
- Written scheme of examination;
- Action in case of imminent danger;
- Operation, maintenance modification and repair; and
- Keeping records.

The aim of the PSSR is to prevent serious injury from the hazard of stored energy. They are concerned with steam at any pressure and gases and vapours that may exert a pressure in excess of 0.5 bar above atmospheric pressure. If a pressure vessel containing relevant fluids (other than steam) has a product of pressure x volume of less than 250 bar litres it may be excluded from some regulations, notably the requirement for written schemes of examination.

The **Provision and Use of Work Equipment Regulations 1998** (PUWER) will also cover pressure vessels, but in more general terms than PSSR.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A written scheme for periodic examinations for the non-exempt equipment is written by a competent person;
- The pressure system equipment is inspected in accordance with the written scheme and examination certificates are kept;
- All pressure system equipment is designed, installed, marked and operated so as to comply with the PSSR;



- Equipment is tested, serviced and maintained in accordance with the manufacturer's recommendations or in line with industry best practice; and
- Defects noted at inspections and examinations are remedied within appropriate timescales and as required by the examination/ inspection report.

## Legislation and Guidance

<b>Legislation</b>	Pressure Systems Safety Regulations 2000 Provision and Use of Work Equipment Regulations 1998 Global Regulation
<b>Guidance</b>	Safety of pressure systems - Pressure Systems Safety Regulations 2000 – Approved Code of Practice (L122) Provision and Use of Work Equipment Regulations 1998 – Approved Code of Practice and Guidance (L22) Pressure systems safety and you (HSE INDG261 <a href="http://www.hse.gov.uk/pubns/indg261.pdf">www.hse.gov.uk/pubns/indg261.pdf</a> ) Written schemes of examination – Pressure System safety Regulations 2000 (HSE INDG178 <a href="http://www.hse.gov.uk/pubns/indg178.pdf">www.hse.gov.uk/pubns/indg178.pdf</a> )

Competent persons are required to draw up schemes of examination and to carry out the periodic examinations. A School may not have such competence within its staff and may need to seek the assistance of a suitably qualified and experienced independent competent person. A competent person should have staff with practical and theoretical knowledge and actual experience of the relevant systems; access to specialist services, effective support and professional expertise within their organisation and proper standards of professional probity

## Record Keeping

The competent person undertaking the examinations should provide certificates of thorough examination. It is the employer's responsibility to ensure the examinations are carried out. A summary sheet can assist in tracking when examinations have been completed and when the next examination is due.



# Risk Assessment

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## Introduction

In accordance with regulation 3 of the **Management of Health and Safety at Work Regulations 1999** (MHSWR), employers must carry out a formalised risk assessment to determine the risk associated with working operations. The assessment must identify risks to both employees and to any other person who may be affected by working operations, such as contractors, visitors, members of the public etc.

Risk assessments enable employers to identify the risks presented by their work activities and determine the preventative and protective measures that are necessary to ensure compliance with the relevant statutory provisions.

Risk assessments for manual handling, DSE/ workstations, personal protective equipment, homeworking and work at height are typical risk assessments required by an organisation, covered elsewhere in this manual.

Risk assessments must be kept up to date and be reviewed in response to any significant change that affects risk. For example, the introduction of a new employee, machine or work practice should be followed by a re-assessment of the risk. In addition, risk assessments must be updated when changes in circumstances happen to employees. For example, if an employee becomes disabled or when a female employee becomes pregnant or has recently given birth.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- Suitable and sufficient risk assessments are carried out for all workplace activities and facilities;
- The significant findings of the risk assessments are recorded where there are non-trivial risks to health and safety;
- The risk assessments are carried out by competent persons who are familiar with the risk assessment process and the workplace activity or facility;
- The significant findings of the risk assessments are brought to the attention of the appropriate people;



- The corrective actions identified within the risk assessment are implemented within a reasonable timescale; and
- The risk assessments are reviewed at appropriate frequencies or when there is evidence that they are no longer suitable or sufficient.

## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999
<b>Guidance</b>	Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21) Five steps to risk assessment (HSE INDG163 <a href="http://www.hse.gov.uk/pubns/indg163.pdf">www.hse.gov.uk/pubns/indg163.pdf</a> ) A guide to risk assessment requirements - Common provisions in health and safety law (HSE INDG218 <a href="http://www.hse.gov.uk/pubns/indg218.pdf">www.hse.gov.uk/pubns/indg218.pdf</a> )

The risk assessment process includes identifying hazards. A hazard is something with the potential for causing an accident or injury. Examples of workplace hazards would include being trapped in machinery, falling from height, electrocution, tripping and slipping etc.

The risk rating is assessed by considering the likelihood of an accident i.e. the chances of the accident happening, and the consequences of the accident i.e. the seriousness of the injuries that would result.

The decision for the risk rating should be based on the control measures currently in place that should be recorded. These measures can include physical measures such as guarding, handrails, mechanical interlocks etc. but also management controls such as staff training and competence, maintenance and inspections, safe systems of work etc.

## Record Keeping

### Risk Assessment Form

There is no standard form for recording a risk assessment. A simple form is provided which allows the facility/ activity, the people at risk, the assessment date and the names of the assessors to be recorded.

The form then requires the hazards to be listed and the health and safety control measures in place to control the hazards to be recorded. A simple tolerable, moderate, substantial or intolerable risk rating is required for each hazard, this being based on the severity and likelihood of the hazard causing an injury or ill-health.



Where it is reasonably practicable to reduce the risks further, the corrective actions to achieve this risk reduction should be inserted in the Action Plan section of the form with responsible people identified and appropriate timescales for completion indicated.

A review date should be determined so that the implementation and effect of the corrective actions can be reviewed and the resultant risk assessed.



# Safe Working Procedures

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## Introduction

An employer's duty to provide safe systems of work is included in the Health and Safety at Work Act 1974. The Management of Health and Safety at Work Regulations 1999 requires that each employer must implement appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. The implementation of safe working procedures can assist an employer in controlling safety measures.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- Where a safe working procedure is required to ensure appropriate risk control measures are implemented, a written safe working procedure is provided;
- Safe working procedures are drawn up by competent persons familiar with the activity and the necessary risk control measures;
- The safe working procedures are regularly reviewed to assess their effectiveness in controlling health and safety risks;
- The safe working procedure identifies the necessary risk control measures that are to be followed; and
- Employees who are to undertake the activity are trained in the safe working procedure and training records are kept.

## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999
<b>Guidance</b>	Management of health and safety at work - Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance. (L21)



Safe working procedures are required for tasks that involve risks to health and safety that can be adequately controlled provided that a number of risk control measures are implemented.

These risk control measures may include:

- The selection and use of specific items of equipment;
- Isolation and lock- off of machinery and equipment;
- Posting of signs and notices;
- Means of prohibiting access to unauthorised persons;
- Workplace checks prior to starting and after completion of the task; and
- Minimum levels of competence for persons undertaking the activity etc.

Reference should be made to the health and safety risk assessment when devising the safe working procedure as this assessment should identify the necessary risk control measures.

## Record Keeping

### Safe Working Procedure

A competent person is to write a safe working procedure for each activity where a procedure needs to be established to ensure the appropriate risk control measures are identified. The form should specify exactly what the task is, where it is to be carried out and the control measures that must be implemented.

The form should have a review date so that periodic checks are made on the system of work to ensure the systems remain effective and appropriate.



# Stress at Work

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## Introduction

Although there are no specific legislative controls relating to psychological hazards such as stress in the workplace, employers must still recognise their general duty of care towards employees under the **Health and Safety at Work, etc 1974** (HSWA). Section .53 of the Act defines 'personal injury' as "any disease and any impairment of a person's physical or mental condition". This clearly indicates that the employer's duty of care under the HSWA includes the control of working conditions likely to result in mental stress. Under regulation 3 of the **Management of Health and Safety at Work Regulations 1999** (MHSWR), employers are required to make an assessment of the risks involved with activities at work. The risk of work related stress should be included in the risk assessment process.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- A Workplace Stress policy is made available to all employees;
- A workplace stress risk assessment is carried out as part of the risk assessment process;
- Systems are in place to detect indicators of workplace stress such as reviewing sickness and absence data, discussing stress issues in personnel appraisals etc.;
- Corrective actions arising from the risk assessment or data gathering processes are implemented within appropriate timescales;
- Records of risk assessments and stress monitoring exercises are kept;
- Information will be provided to employees regarding stress-counselling services;
- Workplace stress risk assessments are being routinely reviewed;
- Competent assistance is obtained when this is not available within the School to identify factors leading to workplace stress or to implement stress reduction methods; and
- Managers and employees are trained in recognising symptoms of stress, the internal reporting and support systems, and measures to reduce the factors causing workplace stress.

## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999
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<b>Guidance</b>	<p>Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21)</p> <p>Work related stress – A short guide (HSE INDG281  <a href="http://www.hse.gov.uk/pubns/indg281.pdf">www.hse.gov.uk/pubns/indg281.pdf</a>)</p> <p>Tackling work related stress – A guide for employees (INDG341)</p> <p>HSE Work related Stress <a href="http://www.hse.gov.uk/stress/index.htm">www.hse.gov.uk/stress/index.htm</a></p>
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Stress in the workplace can be caused or heightened by a combination of a number of quite diverse factors, such as:

- Demands – issues like workload, work patterns and the work environment;
- Control – how much say the person has in the way they do their work;
- Support – the encouragement, sponsorship and resources provided by the organisation, line management and colleagues;
- Relationships – conflict and unacceptable behaviour;
- Role – whether people understand their role within the organisation and whether there are conflicting roles; and
- Change – How organisational change (large or small) is managed and communicated in the organisation.

Problems outside of the workplace may also cause an employee to suffer from the negatives effect of stress, and that this may affect an employee's health and performance at work.

The work related stress risk assessment should identify those factors that can lead to stress, and those employees who might be harmed. The level of work related stress present in the workforce should be assessed. This assessment can be carried out in a number of ways including:

- Checking reasons for absence from work;
- Exploring reasons for low productivity by employees;
- Conduct exit interviews;
- Explore levels of excessive pressure in performance appraisals;
- Assess current performance in team meetings; and
- Conduct employee surveys.

Findings of risk assessments should be recorded and fed back to employees. Issues of confidentiality should be considered in any communications. Action plans should be developed to address causes of work related stress. Actions should be monitored against the plan and evaluated for effectiveness.



# Training

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## Introduction

Employers have a duty under the **Health and Safety at Work, etc Act 1974 (HSWA)** to ensure that information, instruction and supervision as is provided to protect the health and safety of employees at work. This duty is comprehensive and requires that appropriate training is given in all aspects of safety in the workplace and during any working activity. The extent of training that will be needed is dependent on many factors such as the size and type of organisation and the extent and potential severity of hazards associated with work activities.

Regulation 13 of the **Management of Health and Safety at Work Regulations 1999 (MHSWR)** specifically requires employees to be provided with adequate health and safety training:

- On joining the School; and
- When risks are increased due to:
  - A change in their task or responsibilities;
  - A change in equipment or technology; and
  - A change in the system of work.

Regulation 10 of MHSWR requires an employer to provide relevant and easy to understand information to employees and the scope of this requirement includes, where appropriate, training. The specific needs of trainees will dictate exactly how much time and effort should be invested in their training.

There are many examples of specific health and safety regulations that require that adequate information, instruction and training is provided. Examples include the **Control of Asbestos Regulations 2012**, the **Control of Substances Hazardous to Health Regulations 2002**, the **Electricity at Work Regulations 1989** and the **Health and Safety (Display Screen Equipment) Regulations 1992** as amended by the **Health and Safety (Miscellaneous Amendments) Regulations 2002**.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person summary sheet at the beginning of this section.

The Responsible Person will ensure that:

- All new employees, temporary workers, visitors and contractors receive appropriate site induction training, including training in emergency procedures;



- Employees receive appropriate training before undertaking activities or entering areas of the workplace where training is necessary for the health and safety of employees;
- Each employee has a training needs assessment carried out annually and a training programme developed from this assessment, in consultation with the employee. Each subsequent programme is developed from the previous year's programme. Refresher training is incorporated in the training programme;
- All training is recorded; and
- A training matrix is kept up to date to identify additional or refresher training that is required and to identify current competencies in the workforce.

## Legislation and Guidance

<b>Legislation</b>	Management of Health and Safety at Work Regulations 1999
<b>Guidance</b>	<p>Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice and Guidance (L21)</p> <p>Five steps to information, instruction and training (HSE INDG213 <a href="http://www.hse.gov.uk/pubns/indg213.pdf">www.hse.gov.uk/pubns/indg213.pdf</a>)</p> <p>Health and safety training: What you need to know (HSE INDG345 <a href="http://www.hse.gov.uk/pubns/indg345.pdf">www.hse.gov.uk/pubns/indg345.pdf</a>)</p>

Training is an essential element to any School's health and safety plan. Effective training can enhance the confidence and performance of employees and may even help increase productivity. Well-trained employees work confidently, with full knowledge and understanding of the job requirements, why it is being carried out and how to do it in a safe manner.

For training to be defined as adequate, it must provide sufficient instruction and practice to enable the trainee to understand the purpose of the desired standard or action, and to achieve a satisfactory level of competence. In the workplace, the purpose of competence-based training is to bring a person to a desired standard of practice or level of understanding to enable tasks to be carried out effectively and safely.

## Induction Training

All staff will need to receive induction training on joining the School. This training will cover:

- The School's health and safety policy. New members of staff will be issued with a copy of the School's written health and safety policy;
- Workplace safety rules and procedures;
- Fire safety and emergency evacuation procedures;
- Employees' duties under health and safety law, e.g. reporting problems;



- Identification of employees with specific health and safety functions, e.g. safety manager, first aiders, fire wardens and safety representatives; and
- First aid arrangements.

### Training Needs

In addition, a training needs analysis will be carried out on new employees in order to identify any other specific training needs which may be required. Training needs will also be periodically reviewed:

- At annual appraisal;
- Following any changes in work practices;
- Following any changes in the employee's capability; and
- Following any changes in technology.

### Competent Persons

The School will ensure that employees are competent to carry out their jobs safely, particularly for those who provide health and safety assistance (as required by the MHSWR) and those working on electrical systems (as required by the Electricity at Work Regulations 1989).

### Refresher Training

Where necessary, refresher training will be provided to all employees to ensure that their knowledge and skills in specific areas remain up to date and reflecting any changes in legislations, practice and policy.

### Record Keeping

#### Training Record

As evidence of providing training and to assist in the training review process, all training should be recorded. When informal, in-house training is provided, simple records should be kept that include the trainees' signatures.



# Work at Height

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## Introduction

Working at height issues in the workplace are covered by the **Work at Height Regulations 2005** (WAHR). Specific regulations cover:

- Organisation and planning;
- Competence;
- Risk avoidance;
- Selection of work equipment; and
- Inspection of work equipment.

The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. An employer must do all that is reasonably practicable to prevent anyone falling. Where reasonably practicable, work at height should be avoided. Where this is not reasonably practicable, work equipment or other measures to prevent falls should be used. Where the risk of a fall cannot be eliminated, work equipment should be used to minimise the distance and consequences of a fall.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- All work at height activities are planned, supervised and carried out in a safe manner;
- All employees carrying out work at height are competent to the level required for the task in hand;
- Working at height is avoided where possible and if not possible, the work activity is risk assessed to select the most appropriate work equipment and method;
- The work equipment for work at height is of the appropriate standard;
- Where work is on or close to fragile surfaces, falls through the surface is prevented by the use of covers, guardrails and signage. Fall arrest equipment should be used to mitigate the effect of a fall should other control measures not be applicable;
- Measures are in place to protect people from falling objects;
- Work equipment associated with work at height is inspected by a competent person at suitable intervals and records are kept; and



- Places of work at height are inspected by a competent person at suitable intervals and records are kept.

## Legislation and Guidance

<b>Legislation</b>	Work at Height Regulations 2005
<b>Guidance</b>	The Work at Height Regulations 2005 – a brief guide <a href="http://www.hse.gov.uk/pubns/indg401.pdf">www.hse.gov.uk/pubns/indg401.pdf</a> Tower Scaffolds (CIS 10) General access scaffolds and ladders (HSE CIS49) <a href="http://www.hse.gov.uk/pubns/cis49.pdf">www.hse.gov.uk/pubns/cis49.pdf</a> Health and safety in roof work (HSG33) Working on roofs (HSE INDG284 <a href="http://www.hse.gov.uk/pubns/indg284.pdf">www.hse.gov.uk/pubns/indg284.pdf</a> ) Top Tips for Ladder and Stepladder Safety (HSE INDG405) <a href="http://www.hse.gov.uk/pubns/indg405.pdf">www.hse.gov.uk/pubns/indg405.pdf</a>

### Work at Height Risk Assessment

A risk assessment for undertaking work at height should always consider how the work activity at height could be avoided. Where it is not reasonably practicable to avoid work at height, a risk assessment should be carried out and recorded. Work at height that is repeatedly carried out without changes to the circumstances of the work, the risk assessment need only be carried out for the first time (and reviewed at appropriate intervals). One- off tasks should be carefully assessed before being carried out.

Issues to consider in the risk assessment include the work activity in hand, people affected by the activity, the competence and capabilities of the people working at height, the proposed work equipment to be used, the duration of the work, the work location in respect to other hazards such a power lines, the working environment (including weather conditions), existing surfaces etc.

The risk assessment process should help in deciding whether the existing precautions are adequate or whether more should be done. Where further actions are identified, a plan for implementing these actions should be devised.

### Access Equipment Considerations

The Work at Height Regulations 2005 imposes a hierarchy of control for determining how to work at height safely. Work at height must be avoided where reasonably practicable. Where this is not the case, work equipment (or other measures) should be used to prevent falls. Where the risk of a fall cannot be eliminated, work equipment (or other measures) to minimise the distance or consequences of a fall should be used.



### Fall Prevention Equipment

Fall prevention equipment includes existing places of work such as a flat roof with permanent edge protection or a platform with fixed guardrails. Collective fall prevention equipment includes access equipment fitted with guardrails such as mobile elevated work platforms and tower scaffolds. Collective equipment must be used in preference to personal fall prevention equipment, such as work restraint systems.

### Fall Mitigation Equipment

Collective fall mitigation equipment such as nets, air bags positioned close under the work surface should be selected in preference to personal fall mitigation systems such as personal fall arrest systems.

### Fall Mitigation Measures

Where it is not reasonably practicable to use fall prevention or mitigation equipment, training and instruction should be relied upon. Ladders are specifically included within the regulations and can still be used in appropriate circumstances provided they are of a standard detailed within the schedules to the regulations and users are competent.

### Inspection and Maintenance

Access equipment should be inspected before every use and a programme of more thorough inspection and maintenance implemented. The details of the programmes will vary with the type of equipment, but records should be kept for all work.

### Competence

People carrying out work at height should be competent to do so by having the necessary practical and theoretical knowledge, training and experience. The level of competence should be appropriate to the task involved and the access equipment selected. Training records should be kept.

### Record Keeping

#### Work at Height Risk Assessment

This form is a record of the risk assessment process. It allows the information used as the basis for the decision for selecting the specific method of work at height to be recorded.

If it is not reasonably practicable to avoid work at height, this should be recorded (No). If it is reasonably practicable, this alternative way of working should be adopted and the assessment does not need to be completed.



## Work at Height Equipment Inspection Record

This form is to record inspections of the workplace access equipment.

# Work Equipment / Machinery

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## Introduction

Issues relating to workplace equipment are covered by the **Provision and Use of Work Equipment Regulations 1998** (PUWER). The scope of the PUWER is wide but in general terms the Regulations require that equipment provided for use at work is:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- Used only by people who have received adequate information, instruction and training; and
- Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

Work equipment can be almost any equipment used at work. This will include hand tools; machinery from a circular saw to a forklift truck; lifting equipment; access equipment and a combination of individual items of equipment to form an installation, such as a printing press. Equipment provided by employees for use at work is included in the scope of the regulations and is the employer's responsibility.

"Use" of equipment includes starting and stopping, repairing, modifying, maintaining, servicing, cleaning and transporting.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- The work equipment is suitable for their intended use and is in accordance with the statutory requirements and guidance;
- The work equipment is inspected and maintained, as appropriate, to ensure acceptable levels of health and safety at all times. Records are kept;
- Employees are given adequate instruction, information and training in the use of the work equipment. Training records are kept;
- Arrangements are in place to ensure only competent employees use work equipment;





- Safety features, including guarding, are fitted to each item of work equipment as appropriate to its design and use;
- safe systems of work are in place for each item of work equipment for normal use, breakdowns and inspections where safe systems must be followed to ensure health and safety;
- The use of work equipment is monitored and controlled by a competent person;
- Where defects are noted in work equipment, corrective actions are implemented within appropriate timescales; and
- Work equipment is fitted with appropriate controls including emergency stop controls, markings and warnings.

## Legislation and Guidance

<b>Legislation</b>	Provision and Use of Work Equipment Regulations 1998 Global Regulation
<b>Guidance</b>	Provision and Use of Work Equipment Regulations 1998 – Approved Code of Practice and Guidance (L22) Simple Guide To The Provision And Use Of Work Equipment Regulations 1998 INDG291 ( <a href="http://www.hse.gov.uk/pubns/indg291.pdf">www.hse.gov.uk/pubns/indg291.pdf</a> )

Work equipment may include a whole range of items. The health and safety issues regarding this equipment will differ greatly but it is important that they are all considered on an individual basis.

## Safety Features

The safety features associated with workplace equipment will be designed specifically for the item of equipment. The design should protect equipment users and those persons who may be exposed to the equipment. Safety features may include guards to protect dangerous parts of the equipment, screens to restrain potentially ejected materials or covers and barriers to isolate hot or cold surfaces from people. Additional features may include systems such as flashing beacons or start- up alarms.

## Inspection and Maintenance

Work equipment must be maintained in a safe condition. This can be ensured by implementing routine inspections, statutory inspections and maintenance. This work should address not only the operation of the equipment but also the safety features. Records should be kept of this work.

## Training

Only competent persons should be allowed to use hazardous items of work equipment. Employee competence should be specific to the type and model of equipment provided and the way it is to be



used. Arrangements should be in place, such as key security, to prevent unauthorised persons using hazardous work equipment.

## Record Keeping

This record is a form to record inspections of the work equipment. The inspection frequency and features to be inspected will depend on the type and use of the equipment and advice should be sought from a competent person such as the equipment supplier.

# Workplace

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## Introduction

Working environment and issues relating to good housekeeping in the workplace are covered by the **Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)**. The scope of the WHSWR is wide, making provision for many workplace factors, which may affect health and safety, such as:

- Temperature;
- Ventilation;
- Lighting;
- Workspace;
- Cleanliness and waste materials;
- Floors and traffic routes;
- Facilities for changing;
- Facilities for rest and eating; and
- Facilities for washing and sanitation.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- The workplace is laid out in accordance with the statutory requirements and guidance;
- Regular inspections of the workplace are carried out and records are kept;
  
- Persons undertaking the inspections are familiar with the required standards and training records are kept; and



- Where defects are noted in workplace inspections, corrective actions are implemented within appropriate timescales.

## Legislation and Guidance

<b>Legislation</b>	Workplace (Health, Safety and Welfare) Regulations 1992 Global Regulations
<b>Guidance</b>	Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance (L24) Workplace health, safety and welfare – a short guide for managers (HSE INDG244 <a href="http://www.hse.gov.uk/pubns/indg244.pdf">www.hse.gov.uk/pubns/indg244.pdf</a> )

### Lighting

The WHSWR require that lighting should be sufficient to enable people to work and as far as is reasonably practicable, this should be by natural light. Regulation 8 also requires that suitable and sufficient emergency lighting is provided in any rooms where a person works, especially where the failure of artificial lighting could expose the person to danger.

### Ventilation

Effective and suitable measures must be taken to ensure that enclosed workplaces are adequately ventilated. Ventilation includes both openable windows and mechanical systems. Stale air that is hot or humid should be replaced at a reasonable rate and where possible, unpleasant smells and exhaust fumes must be avoided.

### Temperature

Although no specific upper temperature limit is specified, indoor working temperatures should be “reasonable for the comfort of persons employed”. Exceptions to this may be made where it is impractical, for example where hot or cold work processes are performed, but the exposure of people to temperature extremes should be limited to short periods. As a guide, the temperature for sedentary work (e.g. in an office) should be no less than 16°C, and a minimum of 13°C for a workplace requiring strenuous effort.

### Workspace

Working space requirements includes the general need to ensure that enough free space is provided to allow people to get to and from a workstation and to move with ease within a room. Regulation 10 and the accompanying Approved Code of Practice suggests a minimum working space of 11 cubic metres, to a height of 3m, or around 2.0m x 2.3, of floor space per person. It is usual for floor space



within a workspace to be taken up by furniture and other equipment, but there should always be sufficient unoccupied space to allow ease of access and escape.

### Cleanliness and waste materials

Waste materials must not be allowed to accumulate, except in suitable receptacles.

The workplace and inherent furniture, furnishing and fittings must be kept sufficiently clean. Wall and ceiling surfaces of internal workplaces must be capable of being cleaned. Workplace floors and traffic route surfaces, as far as is reasonably practicable, to be kept free from obstructions, articles or substances likely to cause slips, trips or falls.

### Washroom and toilet facilities

Sanitary convenience must be adequately ventilated, lit accessible and be maintained in a clean and orderly condition. Additionally, separate facilities should be provided for men and women, or at least separate cubicles that can be locked from inside. Disabled employees may require special provisions to be made to ensure they have access to suitable facilities.

### Washing facilities

Washing facilities must be in the immediate vicinity of every sanitary convenience and changing room (even if others are provided elsewhere in the premises). They must be adequately ventilated and lit, be accessible and be maintained in a clean and orderly condition. Soap and towels (or similar) must be provided.

### Record Keeping

#### Workplace Inspection record

This form allows workplace inspections to be recorded. The Inspection Feature column is used to identify the parts of the building or facilities being inspected to be recorded.



# Workplace Vehicles

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## Introduction

Issues relating to workplace vehicles are covered by the **Provision and Use of Work Equipment Regulations 1998** (PUWER). The scope of the PUWER is wide but Part III Mobile Work Equipment includes regulations covering:

- Employees carried on mobile work equipment;
- Rolling over of mobile work equipment;
- Overturning of fork lift trucks;
- Self- propelled work equipment;
- Remote controlled self- propelled work equipment; and
- Drive shafts.

## Responsibilities

The person responsible for the implementation of this procedure is identified in the Responsible Person Summary at the beginning of this section of the manual.

The Responsible Person will ensure that:

- The workplace vehicles are suitable for their intended use and are in accordance with the statutory requirements and guidance;
- Safety features are fitted to each workplace vehicle as appropriate to its design and use;
- Safe systems of work are in place for each vehicle taking note of the vehicle type, use and working environment;
- Arrangements are in place to ensure only competent drivers use workplace vehicles and evidence of competency including training records is available;
- The workplace vehicles are monitored and controlled by a competent person;
- The workplace vehicles are inspected and maintained to ensure acceptable levels of health and safety at all times. Records are kept;
- Persons undertaking the inspections and maintenance are familiar with the required standards and training records are kept;
- Where defects are noted in workplace vehicles, corrective actions are implemented within appropriate timescales; and



- The workplace vehicles are included in the School's risk assessment process and risk assessment records are available.

## Legislation and Guidance

<b>Legislation</b>	Provision and Use of Work Equipment Regulations 1998
<b>Guidance</b>	Provision and Use of Work Equipment Regulations 1998 – Approved Code of Practice and Guidance (L22) Rider operated lift trucks – Operator Training – Approved Code of Practice and Guidance (L117) Workplace transport safety – Guidance for employers (HSG136) Managing vehicle safety at the workplace – Leaflet for employers (HSE INDG199 <a href="http://www.hse.gov.uk/pubns/indg199.pdf">www.hse.gov.uk/pubns/indg199.pdf</a> )

Workplace vehicles may include a whole range of vehicles including School cars, forklift trucks, self-propelled mobile access platforms and landscaping vehicles such as ride- on lawn mowers. The health and safety issues regarding these vehicles will differ greatly but it is important that they are all considered on an individual basis.

## Safety Features

The safety features associated with workplace vehicles will generally include lights, steering and braking systems. Additional features will vary with the type and use of the vehicle but may include seat belts, roll over or falling object protection systems, warning systems such as horns, flashing beacons, reversing sirens and driver aids such as reversing cameras.

## Inspection and Maintenance

Workplace vehicles must be maintained in a safe condition. This can be ensured by implementing driver inspections, usually carried out on a daily basis, and routine servicing and maintenance. This work should address not only the vehicle systems but also the safety features. Records should be kept of this work.

## Drivers and Training

Only competent persons should be allowed to drive workplace vehicles and evidence of driver competence should be retained. Driver competence should be specific to the vehicle and the work environment and a driver should be trained in safe working procedures relevant to the vehicle.

Arrangements should be in place, such as key security, to prevent unauthorised persons using workplace vehicles.



## Record Keeping

This record is a form to record inspections of the workplace vehicle. A Workplace Vehicle Inspection Record should be completed for each vehicle. The inspection frequency and features to be inspected will depend on the type and use of the vehicles and advice should be sought from a competent person such as the equipment supplier.