



# Health and Safety Policy

Head Teacher: Mr N Fisher  
Chair of Governors: Mrs J Johnson

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## HEALTH AND SAFETY POLICY

St Columba's recognises its health and safety duties under the Health and Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Head Teacher, Chair of Governors and Governing Body recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

St Columba's, so far as is reasonably practicable, proposes to pay particular attention to:

- The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment.
- The provision of such information and instruction as may be necessary to ensure the health and safety of its employees, students and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
- Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment.
- Making regular assessments of risks to employees and students.
- Taking appropriate preventative/protective measures as identified by risk assessments.
- Appointing Health and Safety Evolution to assist in compliance with statutory duties.

St Columba's has other policies that need to be read in conjunction with this Health and Safety Policy. These are referenced in this document and, where appropriate, attached as appendices.

In order that St Columba's can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves, students and of other persons. Employees should also co-operate fully with the school or anyone else concerned, to ensure that their obligations are performed or complied with.

All employees of St Columba's agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1999 and other legislation, and to generally co-operate with the School so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures (including other school policies as appropriate), and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work etc Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

## RESPONSIBILITIES

### The Governing Body

The Governing Body is responsible for ensuring that the Policy enables the School to fulfil its legal duties. It will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

The Governing Body will:

- Keep itself apprised of changes in health & safety legislation
- Ensure that systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Ensure sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Take all measures to ensure that the premises are safe for everyone
- Ensure it consider and addresses any potential health and safety implications of all its decisions before they are taken
- Lead by example in all matters relating to health and safety
- Approve and sign the School's health and safety policy.
- Authorise new and revised health and safety policy, procedure and guidance
- Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for health and safety are competent to carry out the role and will be given sufficient time and resources
- Receive and consider the School's annual report on health and safety performance against set objectives
- Undertake an appropriate level of health and safety training relevant to its position

### Head Teacher

The Head Teacher is responsible for ensuring that the Policy enables the School to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. The Head Teacher will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

In particular the Head Teacher is responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- Having responsibility for the health and safety of employees working in the School, students and of other persons who may be affected by the School's activities.
- The development and continual improvement of the School's health and safety performance by ensuring that an effective health and safety management system is implemented and maintained.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required. The associated procedures are:-
  - Accessibility Plan
  - Closing School Procedures
  - Display Screen Equipment Policy
  - Drugs and Alcohol Policy
  - Emergency Evacuation Procedures
  - First Aid and Medication Policy
  - Staff Code of Conduct
  - Staff Disciplinary Procedures

- Assigning responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures.
- Nominating a member of SLT for the role of health and safety champion within the School.
- Ensuring health and safety is recognised as a core function and fully integrated into the activities of the School with health and safety objectives being an integral component of school objectives.
- Assigning responsibilities for an annual report detailing the School's health and safety performance against set objectives and to set objectives for forthcoming periods.
- Being kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Undertaking an annual health and safety tour.
- Ensuring that each Governor and employee has the appropriate level of competency in health and safety to enable them to effectively undertake their role.

The Head Teacher is responsible for ensuring that health and safety standards are maintained. In particular, the Head Teacher will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged.
- All work carried out, and all equipment complies with the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998.
- All equipment is maintained in good working order, and any registered equipment carries valid certification.
- Information on safety, health and welfare matters is effectively communicated to all those concerned.
- All staff are conversant with the School and Health and Safety Executive accident reporting procedure (RIDDOR).
- Adequate first aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard (see First Aid and Medication in School Policy).
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained.
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements (see Emergency Evacuation Procedures).
- All staff are acquainted with the emergency evacuation procedures and emergency plan.
- All new employees undergo induction training by a competent person and receive a written copy of School and health and safety rules and guidance.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual.
- A personal example is set by following School rules and procedures.
- Trained and competent supervision is provided for employees (particularly trainees).
- The activities of all contractors working on the School's premises are monitored and recorded on a regular basis.
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled.
- Liaison is maintained directly with the School's professional health and safety advisers (Health and Safety Evolution) in respect of providing support in all areas of health and safety arrangements.
- The following statutory notices are displayed:
  - A signed copy of the Health and Safety Policy Statement of Intent
  - Employers liability insurance certificate
  - Health and Safety Law poster
  - First aid (notifying the names and locations of the first-aiders)
  - Fire procedure (with the assembly point)
- Simple records and information are kept on the health and safety performance.
- Health and safety improvement suggestions received from staff are given due consideration.

## Senior Leaders

In their areas of responsibility Senior Leaders are responsible for health and safety individually and also, as members of the Head Teacher's Leadership Team collectively.

Senior Leaders are supported in these roles by Governors, the Head Teacher, teachers, support staff and other stakeholders. In their areas of responsibility, and in addition to responsibilities specified in other associated School policies and procedures (see Page x), Senior Leaders are responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The effective monitoring, review, development and continual improvement of health and safety performance.
- Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required.
- Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken.
- Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate.
- Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities.
- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate.
- Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Ensuring that all accidents and incidents are reported, documented in the Accident Book, appropriately investigated and preventative measures put in place to avoid reoccurrences.
- Ensuring that health and safety is appropriately considered at the planning stages (for example during the development or introduction of new methods of work, equipment, buildings etc).

## Teachers and Support Staff

In their areas of responsibility, teachers and support staff are responsible for health and safety individually and also, as members of their relevant team collectively. Teachers and support staff are supported in these roles by Governors, Head Teacher, Senior Leaders and other stakeholders.

In their areas of responsibility, and in addition to responsibilities specified in other associated School Human Resources policies and procedures, all levels of teacher are proportionately responsible for:

- Setting a personal example at all times with respect to good health and safety practice.
- The health and safety of employees, students and of other persons who may be affected by the School activities.
- The measurement, monitoring, review, development and continual improvement of health and safety performance.
- Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements.
- Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented.
- Ensuring that health and safety objectives are an integral part of their team delivery plans.
- Ensuring that they consider and address any potential health and safety implications of all their decisions before they are taken.
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities.
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees, students and others as appropriate.

- Keeping themselves informed of all accidents and incidents that occur (ensuring that they are reported and documented in the School Accident Book), undertaking appropriate levels of investigation and implementing preventative measures to avoid a recurrence.
- Ensuring they inform the Head Teacher or Senior Leader of any significant health and safety failures, and of the outcome of the investigation into their causes.
- Providing adequate levels of supervision as identified for students and others as appropriate.
- The provision of timely feedback to their Line Manager regarding any deficiencies in health and safety policies, procedures, plans, systems etc.
- The identification and subsequent provision of employees' health and safety training requirements.
- The identification and provision of employees' personal protective equipment requirements, ensuring its correct use.
- Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, visually impaired etc).
- Undertaking appropriate health and safety inspections with the Head of Premises.
- Ensuring that new employees are informed of the hazards and risk control measures involved with the service areas activities.

### ***School Competent Person***

*Health and Safety Evolution has been appointed to the role of Competent Person and is responsible for advice on overall strategies for health, safety and welfare within the School.*

*Health and Safety Evolution will provide advice to the School as required in particular:*

- *Advice on interpretation of legal requirements.*
- *Assistance with strategy for implementation of the policy.*
- *Provide investigations of serious accidents.*
- *Revise the policy in the light of experience or legal change.*
- *Advice upon the visit of an Enforcement Officer.*

### **Every employee must:**

- Take reasonable care for the health and safety of themselves, students and others who may be affected by their acts or omissions at work.
- Co-operate with management with regard to agreed health and safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- If involved in an accident resulting in, or which may have resulted in an injury, report the details to the Head Teacher as soon as possible, and in all cases before the end of the day on which the incident occurs (Accident Reporting Procedures).
- Use equipment only if authorised and properly trained to do so.
- Fully familiarise themselves with the School health and safety policies and associated procedures (see Page 6), seeking clarification from line managers where necessary.
- Report any defects in plant or equipment to their line management.
- Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.
- Notify their line manager of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
- Wear protective clothing and safety equipment as required reporting any defect to their line management.
- Suggest possible amendments to existing practices or procedures which could improve health and safety.

- Set a personal example at all times.

## **ARRANGEMENTS**

### **Systems and Procedures**

St Columba's recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees, students and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Head Teacher and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that, in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance.
- Take all necessary steps to establish the causes of accidents and risks to health which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of employees and students will not be affected.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the School and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
  - abide by safe working systems;
  - make use of facilities and equipment provided for their protection;
  - refrain from any act which could endanger themselves or others;
  - refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare;
  - report any known defect, which could endanger the health or safety of themselves or others.

### **Arrangements for Implementing Policy**

#### **Employee Consultation**

Employee consultation is achieved as follows:

- Audits
- Safety Notice Boards
- Health and Safety Booklet

#### **Training Considerations**

The School recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. The Head Teacher will ensure safety training is provided and it will be incumbent upon the employer to ensure that 'on-the-job' training is given to new employees or those new to a job.

## **Fire**

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 has been undertaken, and will be kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on the Gateway to any member of staff. Equipment checks and evacuation drills will be held as appropriate.

Staff will be trained in fire safety and they will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency (see Emergency Evacuation Procedures).

## **Risk Assessment**

The Management of Health & Safety at Work Regulations (1999) requires employers to assess the risks to workers and students and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above Regulation is as follows:

*A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organisation).*

*Risk is the likelihood that the harm from a particular hazard is realised.*

*The extent of the risk covers the group of people which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.*

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfil their statutory obligations.

The School will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependent on the nature of the risks and the degree of change likely in the work activity. The School has a Risk Register which is updated and approved by Governors on an annual basis.

## **Method**

Risk assessments are to be undertaken by staff in varying departments. Additional assistance is provided by the *external Health & Safety Advisor* and the Head of Premises if required. Once completed, this information will be disseminated to relevant employees and the master copy filed for future reference.

Reviews to risk assessments as stated at the time of the initial assessment will be undertaken using the same form.

### **First-aid**

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes. A first aid rota is circulated to all staff and signage detailing the names of first aiders is displayed.

Details of the first aiders will be displayed prominently for the benefit of all employees, students and visitors, and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from School premises.

A register of certified first aiders will be maintained, and a minimum level of cover will be provided at all times.

The School will undertake a First Aid risk assessment as required by the regulations to ensure suitable and sufficient first aid provision will be provided at all times, to include out of hours activities.

### **Accident Procedure**

Details of accidents will be recorded in the School Accident Book and where appropriate investigated by the management team or Health and Safety Evolution. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

Following an accident where the person is absent from work for three consecutive days or unable to perform their normal duties, the internal School accident report form must be completed in every detail and records maintained.

### **Statutory Notification of Accidents/Dangerous Occurrences**

When a death, specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508 will be completed on line. Others to be notified as soon as possible are, *Health and Safety Evolution* and the School's insurers.

Notifiable occupational diseases will be reported to the HSE Incident Control Centre on line.

In the case of accidents involving employees who lose more than seven days from their normal employment, the HSE Incident Control Centre will be notified within fifteen days.

All reportable accidents or dangerous occurrences will be investigated and a report issued. In its role as the School's safety advisors, Health and Safety Evolution will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

### **Equipment and Maintenance**

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety of employees.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

### **Electricity**

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees' personal electrical apparatus is not to be used on School premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person", in accordance with the timescale laid down in the Regulations.

### **Premises**

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

Guidelines on site security have been issued to all staff. These guidelines cover day to day safeguarding responsibility and site specific issues. These are attached as an appendix.

### **Manual Handling**

In order to secure the health and safety of its employees the School proposes, so far as is reasonably practicable, in consultation with all employees to:-

Carry out an initial assessment of manual handling operations throughout the School to identify high risk activities (see section on Risk Assessment) and endeavour to eliminate these activities wherever practicable:

- By removing the need for the operation
- By automating or mechanising the operation
- Where manual-handling activities cannot be eliminated, detailed assessments of the risks, considering in each case the task, the load, the working environment and individual capability, will be carried out.
- Ensure, wherever possible, that loads including those loads delivered from outside the School are marked with sufficient information to facilitate safe handling.
- Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.
- Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.
- Review the assessments should conditions change.

### **Information and Training**

The School will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary staff.

### **Control of Substances Hazardous to Health (COSHH)**

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

### **Contractors**

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and School rules in regards to health and safety whilst working on School premises.

It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of St Columba's employees, students, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH assessments, method statements, or similar documentation, must be submitted and approved by the person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of School employees at risk.

### **CDM 2015**

Complying with CDM 2015 will help ensure that no-one is harmed during any work, and that your building is safe to use and maintain while giving you good value. Effective planning will also help ensure that your work is well managed.

### **What do clients need to do?**

Although you are not expected to actively manage or supervise the work yourself, you have a big influence over the way the work is carried out. Whatever the size of your project, you decide which designer and contractor will carry out the work and how much money, time and resource is available. The decisions you make have an impact on the health, safety and welfare of workers and others affected by the work.

### **Appoint the right people at the right time**

If more than one contractor will be involved, you will need to appoint (in writing) a Head Teacher designer and a Head Teacher contractor.

A Head Teacher designer is required to plan, manage and coordinate the planning and design work. A Head Teacher contractor is required to plan, manage and coordinate the construction work. Appoint them as early as possible so they are involved in discussions with the Head Teacher designer about the work.

Getting the right people for the right job means your designers and your contractors need to have the skills, knowledge and experience to identify, reduce and manage health and safety risks.

**Ensure there are arrangements in place for managing and organising the project**

The work is more likely to be done without harming anyone and on time if it is properly planned and managed. The Head Teacher designer should understand these types of risks and try to avoid them when designing your project. The Head Teacher contractor or builder should manage the risks on site. Discuss with your designer and builder before work starts and throughout the build how the risks will be managed.

**Allow adequate time**

Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.

**Provide information to your designer and contractor**

Your designer and builder will need information about what you want built, the site and existing structures or hazards that may be present such as asbestos, overhead cables, and buried services. Providing this information at an early stage will help them to plan, budget and work around problems. Your Head Teacher designer can help you gather this information.

**Communicate with your designer and building contractor**

Your project will only run efficiently if everyone involved in the work communicates, cooperates and coordinates with each other. Meeting with your designer and contractor as the work progresses gives an opportunity to deal with problems that may arise and discuss health and safety. This will help to ensure that the work progresses as planned.

**Ensure adequate welfare facilities on site**

Make sure that your contractor has made arrangements for adequate welfare facilities for their workers before the work starts.

**Ensure a construction phase plan is in place**

The Head Teacher contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and you should not allow work to start on site until there is a plan.

**Keep the health and safety file**

At the end of the build the Head Teacher designer should give you a health and safety file. If the Head Teacher designer leaves before the end of the project, the Head Teacher contractor (or contractor if there is only one contractor) should do this. It is a record of useful information which will help you manage health and safety risks during any future maintenance, repair, construction work or demolition. You should keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

**Protecting members of the public, including your employees**

As an employer and with members of the public visiting the premises, the school need to be sure that they are protected from the risks of construction work.

Discuss with the designer and contractor how the construction work may affect the running of the school, e.g. you may have to re-route pedestrian access; make sure signs to your entrance are clear; or change the way your deliveries operate.

**Ensure workplaces are designed correctly**

If your project is for a new workplace or alterations to the existing workplace it must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

### **Notifying construction projects**

For some construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE of the project as soon as possible before construction work starts. In practice, you may request someone else to do this on your behalf.

### **Visitors**

The member of staff responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all health and safety rules and procedures are followed.

### **Visiting other Locations**

School employees are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

### **Drugs and Alcohol**

The School's policy on alcohol (see Drugs and Alcohol Policy) is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Line Manager. This information will be treated in the strictest confidence. The School will endeavour to offer any assistance available at the time.

Employees must not attend work whilst under the influence of alcohol or drugs.

Employees must not consume alcohol or drugs on the premises.

Employees must not return to work after lunch breaks under the influence of alcohol or drugs.

### **Smoking Policy**

The School acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore adopted a 'no smoking' policy.

### **Aims of the Policy**

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- Comply with health and safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

### **Restrictions on Smoking**

Smoking is not permitted in any part of the premises including all outside areas.

### **Visitors**

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

### **Personal Protective Equipment**

Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of PPE shall be the responsibility of the nominated Health and Safety Officer.

### **Working at Height**

The School recognises and accepts its responsibilities under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:

- Working at height will be avoided where possible.
- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risk from fragile surfaces is properly controlled.
- The risk from falling objects is properly controlled.
- Take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

### **Display Screen Equipment** (see Display Screen Equipment Policy)

A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The following procedures will be followed:

- "Users" of display screen equipment shall be individually identified by the Line Manager who will be responsible for collating self-assessment forms and assisting where necessary.
- The nominated Health and Safety Officer shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- "Users" shall be entitled to request an appropriate eye and eyesight test. Where "Special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the School.

### **Asbestos**

In compliance with the Control of Asbestos at Work Regulations 2012 and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

In respect of our duties under Regulation 4 CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) shall be undertaken. An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises.

Should the Asbestos Management Survey highlight any asbestos products, a subsequent Asbestos Management Plan shall be created to detail how we will effectively manage the risks for any identified ACMs.

### **Lone Working**

Lone working will be avoided where possible at all times. In the event that lone working has to be undertaken a site specific Risk Assessment taking this into account will be carried out prior to the work being carried out. A suitable means of communication will be provided to make contact with the lone worker on a regular basis and on completion of the task.

- Certain tasks must not be undertaken by lone workers, as follows:-
- Working at Height
- Live electrical work / testing
- Working in confined spaces
- Working above water
- Working in extreme heat or cold
- Working on / with hazardous machinery or substances
- Any other activity deemed to be dangerous by the site specific Risk Assessment

Lone Worker Competence Only competent operatives will be allowed to undertake any lone working. New starters and apprentices are not permitted to undertake any lone working. Any additional training or equipment required for lone workers will be provided by the school.