



Burstow Park School

Burstow Park School

Health, Safety and Welfare Policy

Burstow Park School

Health, Safety and Welfare Policy Statement

Burstow Park Hall Ltd (hereinafter referred to as the Company), believes that the prevention of accidents involving personal injury or damage to property and the welfare of its employees, children and young persons in their care and others who may be affected by our activities is essential to the successful operation of the business, and it regards the health, safety and welfare of its employees, children and young persons in their care as paramount.

Therefore, through this statement of intent the Company will do all that is reasonably practicable to ensure the health, safety and welfare at work of all employees, children and young persons' in their care and others who may be affected by its activities at all its premises by provision of the necessary organisation, training, supervision and safe equipment.

It is the policy of the Company to comply with the terms of the Health and Safety at Work Etc Act 1974 and with subordinate health and safety regulations taking into account current Health and Safety Executive guidelines.

The Company will, so as far as is reasonably practicable, provide:

- A safe place of work, with safe means of access and egress
- A safe working environment with safe tools, plant, equipment and safe systems of work
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training to staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.

In addition the Company will:

- Provide an organisation structure that ensures that this Health Safety and Welfare Policy will be implemented in full and updated as appropriate.
- Ensure there is effective communication with and co-operation of all employees in the operation of this Health Safety and Welfare Policy.
- Assess all significant risks to its employees and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.
- Strive for continuous improvement through regular monitoring of this Health Safety and Welfare Policy.
- Bring this statement to the attention of all employees and any other person who may be affected by the Company's undertaking.

Director	
Signature and Date	

Health and Safety Management Organisation

Director

The overall and final responsibility for the management of health and safety rests with **Viv Spence**, who is responsible for:

Ensuring only competent people are appointed to assist the Company meet its statutory duties.

Ensuring that this Health, Safety and Welfare Policy is implemented in full within all premises occupied by the Company and that its contents and philosophy are understood at all levels.

Ensuring the development of a positive health and safety culture within the Company.

Ensuring that adequate time and resources are allocated by the Company to health, safety and welfare issues.

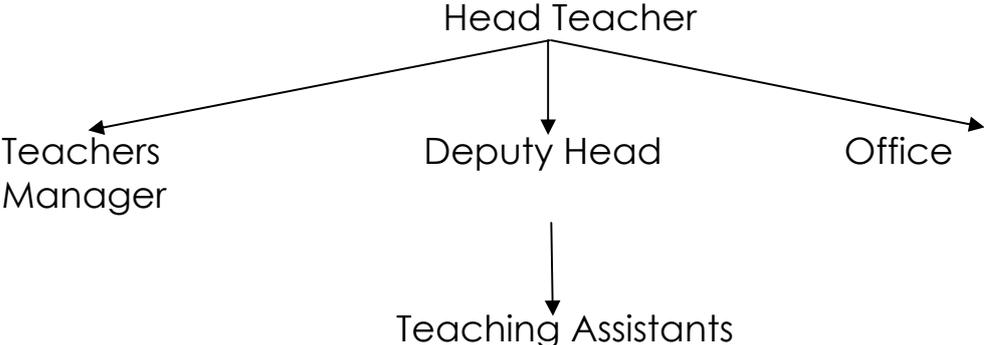
Ensuring the Company's premises and safe working practices do comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations.

Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR are reported.

Reviewing the standards of performance of health safety and welfare in the Company with the Company's external Health and Safety Advisor and establishing any programs deemed necessary for improvement.

Ensuring the Company's Disciplinary Code if breaches of safe working practices occur is enforced.

Burstow Park School Organisation Chart



Head Teacher

The Head Teacher is charged with the day-to-day responsibility for the co-ordination and implementation of the Health, Safety and Welfare Policy.

They have the following responsibilities for the premises for which they have operational responsibility:

Implementation of the requirements of this Health, Safety and Welfare Policy.

Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.

Ensuring that all work equipment is maintained in a safe condition and receives regular inspection, testing and/or servicing as required by legislation or Company policy.

Ensuring there is adequate supervision of all employees under their control to ensure that all safe working practices are adhered to.

Ensuring the health and safety of contractors and visitors and that any contractor or visitor adhere to any laid down safe working practices.

Recording, investigating and reporting internally any accidents or safety related incidents involving employees or other persons (young persons) and employee sickness arising from work related activities.

Ensuring that only authorised hazardous substances are purchased and used within the premises.

Ensuring that all hazardous substances are stored correctly, only used for the correct application and that employees adhere to the safe working practices.

Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored and maintained in good condition.

Ensuring any designated fire doors remain closed and that fire exit routes are not blocked or used for storage.

Ensuring that any work at height activity is adequately assessed and supervised.

Ensuring that adequate first-aid supplies and fire precautions are maintained including any requirements for testing the equipment.

Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date.

Shall report to the Director any hazard or defect affecting health, safety or welfare that in their view is unsafe and they cannot rectify.

Ensuring the Company's Disciplinary Code if breaches of safe working practices occur is enforced.

Undertaking audits and ensuring that any corrective actions or improvements are implemented.

Health and Safety Adviser

The services of an external Health and Safety Consultancy Bollington Risk Management, Greystone House, Moss Lane, Altrincham, Cheshire WA15 8HW is retained to provide advice and guidance.

Simon Rogers can be contacted on 07977 564547 and by email at simon.rogers@bollington.com

Simon Rogers will monitor the policy and the means of implementing it and make recommendations for amending as necessary.

Simon Rogers is available to assist in achieving a high standard of safety performance and his responsibilities will include the following:

Providing the Company with up-to-date safety information and advising on the actions required arising from Health and Safety Legislation, Approved Codes of Practice, Guidance Notes and other material issued by the Health and Safety Executive.

Assisting the Company to identify hazards within the workplace that require a risk assessment in order to determine the control measures to be adopted.

Making periodic inspections of the premises to ensure that unsafe equipment, working conditions, practices and fire hazards are identified as early as possible, thereafter reporting the results of such inspections to the Registered Manager responsible for health and safety with recommendations to remedy any defects.

Whenever necessary, investigating the circumstances of a Major Accident defined under RIDDOR, the events leading to it, reporting on it and making recommendations to avoid a recurrence.

Employees

All employees are held accountable at law not to commit acts in breach of safety legislation and they must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

The responsibilities of employees are:

Familiarise themselves with the contents of the Health Safety and Welfare Policy and the arrangements for its implementation and at all times conform to them.

Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk.

Shall conform to any safety instructions given by a senior member of staff.

Shall undertake and follow relevant health, safety and welfare training provided.

Shall report to the Head Teacher or other relevant Manager (e.g. On-Call) all incidents and accidents whether it involves employees, equipment, vehicles, property or other persons and whether or not a person has been injured and will assist as necessary in the investigation of accidents or dangerous occurrences.

Shall report to the Head Teacher or other relevant Manager (e.g. On-Call) any hazard or defect affecting health, safety or welfare that in their view is unsafe.

Assist in the maintenance of good housekeeping standards.

Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided.

Not use equipment or tools for which they have not been authorised.

Not to bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and tested by a competent person (PAT testing).

Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided.

To co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with and to properly use the facilities and equipment provided for your health, safety and welfare and not to intentionally or recklessly interfere with them.

Contractors and Visitors

All visitors and contractors are required to sign in and out in the office.

All visitors and contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible employee.

All visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident.

All visitors and contractors are not allowed to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering lifting equipment etc.

All visitors and contractors are not allowed to use any Company equipment unless trained and authorised to do so.

All accidents and incidents are to be reported to the person responsible for them.

All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work. All contractors' employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment.

No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to: brazing, burning, cutting, grinding, soldering and torch applied roofing.

No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work live and a Permit to Work issued.

No contractor shall undertake any work on a roof or enter a confined space without the issue of a Permit to Work.

Health & Safety Policy Arrangements

Planning and the Management of Health, Safety and Welfare

The management of the health and safety risk arising out of our work activities will be based upon risk assessment.

The findings of individual risk assessments will be recorded by the Head Teacher. The Head Teacher is responsible for ensuring the control measures necessary to remove or reduce risks to health or safety are fully implemented.

Risk assessments are to be reviewed annually or whenever the conditions of work, work activities or other relevant circumstances change.

Risk control systems and workplace conditions will be continuously monitored by the Head Teacher and Deputy who are responsible for ensuring any hazards, defects or other matters of concern are rectified.

In addition health and safety inspections of the workplace will be undertaken by the Health and Safety Advisor at agreed intervals.

Any defects or matters of concern arising out of the Health and Safety Advisors workplace inspections will be reported to the Head Teacher responsible immediately for appropriate corrective action to be taken and within a written report to the Director and or Head Teacher.

The Health, Safety and Welfare Policy will be reviewed by the Director, Head Teacher and Health and Safety Advisor annually or whenever there is a substantial change in the workplace or work activities.

The Director, the Head Teacher will review the management arrangements and risk control systems and establish priorities for any necessary remedial measures that may from time to time be identified through the processes of monitoring and review.

Consultation with Employees

The Company will consult with employees on matters that affect their health and safety at work. This includes the introduction of anything that may substantially affect health and safety; risks identified through risk assessment and the measures taken to reduce those risks; the health and safety implications of any new technology introduced into the workplace and the planning and organising of health and safety training.

Consultation will be undertaken through briefing meetings or other suitable means that will be arranged from time to time as required.

Information, Instruction and Training

Comprehensible and relevant information will be provided on risks to health or safety identified through risk assessments and the preventative and protective measures taken to control them. The Health and Safety Law poster is displayed on the notice board at the School.

Induction training for new employees and temporary workers will be undertaken and in particular new starters and temporary workers are made aware of:

- What to do in an emergency situation - fire for example;
- Where and from whom they may obtain first-aid assistance;
- The risks assessments and the control measures in place; and
- Where to go and who to ask for advice and assistance generally.

The training needs of all employees will be assessed against all identified work activities and suitable training will be undertaken internally or provided by external training providers.

The Company will maintain training records and will arrange refresher training where required by legislation or otherwise determined by monitoring employees actions. All training will be recorded and will be signed for by each employee.

Emergency Procedures in the Event of a Fire

The Company's primary concern is the safety of all our employees, children, and other persons however the preservation of property is complementary and we recognise that our business can be diminished or seriously impaired following loss or damage to property.

The Company recognises the primary tool in this process is the completion of a fire risk assessment which will be undertaken by a competent person.

The Company will endeavour to comply with the general requirements of good fire protection. This includes the provision of a suitable means of raising the alarm, suitable fire exit routes and appropriate signage.

All fire equipment will be maintained by competent contractors and all fire alarms and emergency lights will be tested weekly by the Head teacher or other employee as delegated.

The Company will ensure all employees receive appropriate fire training and that regular evacuation drills are undertaken and recorded.

The Head Teacher will ensure smoking does not take place on site.

General Procedures in the Event of a Fire:-

Any person discovering a fire should: -

- Immediately raise the alarm by activating one of the call points in the School.
- Ensure that the Fire Brigade is called immediately by dialing 999 and give the full postal address of the premises.
- Direct young person in the area away from the fire and towards the nearest available fire exit.

On hearing the alarm, everyone is to evacuate by the nearest available fire exit. In exiting:-

- Do not - delay your evacuation to collect coats or personal belongings.
- Please - close doors any behind you as you leave the building.

Only attempt to fight the fire with a fire extinguisher if:-

- You have raised the alarm first.
- You have received training and are certain you know you have selected the correct type of extinguisher and you know how to use it.
- The fire is small and you can tackle it safely without risk to yourself or others.
- Your exit route is within easy reach and not in danger of becoming engulfed by the fire.

After evacuation, all persons are required to assemble at the designated assembly points notified during induction. No one is to re-enter any building until the fire brigade say it is safe to do so.

Contractors and Visitors – All employees are responsible to ensure that any contractor or visitor is aware of these procedures and ensure they evacuate when the fire alarm sounds.

A detailed fire evacuation plan is produced for the school and reviewed regularly.

Contractors and Visitors

Contractors and Visitors are required to sign in and will be guided and directed by a responsible employee as appropriate.

Contractors will not be allowed to commence work other than emergency repairs without first having provided risk assessments and/or safe systems of work. If contractors are to undertake any hazardous activities, including work involving the application of heat, on electrical systems, at height or in a confined space their operations are to be subject to a Permit to Work.

The procedures and precautions to be observed by the contractors are to be approved in advance by the Director or Head Teacher who are responsible for authorising all proposed contractors' operations.

Appropriate information about emergency procedures is to be given to contractors and visitors by the person(s) responsible for them whilst they are on the premises.

No contractor or visitor is permitted to smoke anywhere on site.

Accidents, Ill Health and First-aid

The Company will ensure an adequate number of trained first-aiders and first-aid equipment is provided.

The first-aiders are responsible for taking charge of any person who may suffer injury or illness and administer first-aid in accordance with their training. If necessary, the emergency services are to be summoned by any person present at the scene of the accident or illness.

The first-aid boxes are inspected monthly and are replenished as necessary by the Head Teacher.

All accidents and cases of ill health at work are to be notified immediately to the Head Teacher.

All accidents are to be recorded in the accident book and passed to the Service Manager.

The Service Manager is responsible for notifying RIDDOR reportable accidents to the Incident Reporting Centre by the following means:

Online: www.hse.gov.uk/riddor/online.htm for all accidents other than a fatality or Major Accident.

Telephone: 0845 300 9923 – Fatalities and Major Accidents only (opening hours Monday to Friday 8.30 am to 5 pm). The duty officer may be contacted on 0151 922 9235 for a fatality outside these hours.

The Head Teacher will investigate all incidents, accidents and near misses with the assistance of the Health and Safety Advisor for any Major Injuries as defined under RIDDOR.

The Director will be responsible for collating accident statistics and authorising any further risk control measures that may be recommended following analysis of such information.

IN THE EVENT OF A SERIOUS ACCIDENT TO A PERSON IN OUR CARE

In the event of a serious accident to a child or young person in our care the procedure is:

- Make the young person comfortable
- Keep them immobilised
- Telephone the emergency services
- Report the incident to the Head Teacher or On Call Manager
- Follow Accident procedure
- Inform the young person's Social Worker and parents (if applicable) of the accident and if the young person is hospitalised the details of their location
- Enter all relevant information on the young person's incident report
- Complete detail of accident in students' accident book.

Aggression and Violence

The Company is committed to ensuring employees are not abused, threatened or assaulted in circumstances relating to their work and we have a zero tolerance policy to violence and will do everything we can to prevent violent incidents.

This means:

- physical violence – including kicking, spitting, hitting or pushing, as well as more extreme violence with weapons;
- verbal abuse – including shouting, swearing or insults, racial or sexual abuse; and
- threats and intimidation.

Risk Assessments will be undertaken by the Head teacher and appropriate control measures adopted.

All employees have a personal responsibility for their own behaviour and are provided with appropriate training.

All cases of aggression and violence are to be notified immediately to the Head Teacher who will record the incident.

All cases will be reviewed and recommendations put into effect to prevent recurrence.

Alcohol and Drugs

The Company is committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work and with other persons.

This policy, which applies to all employees, aims to:

Promote the health and well being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.

Identify employees with possible problems relating to the affects of alcohol or drugs at an early stage.

Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Consuming alcohol and taking of drugs in the workplace is prohibited by all employees, visitors, contractors and others and extends to within the site boundary including car parks and other external areas.

It is forbidden for employees to operate any work equipment including vehicles in an unfit state due to the influence of alcohol or illegal drugs and other substances, including prescription drugs that could impair their ability or to be in possession of illegal drugs whilst on Company premises.

Any employee taking medicines or prescribed drugs under the direction of their Doctor, Dentist or Hospital Consultant must first obtain their permission to drive road vehicles on Company business whilst taking such medicines or prescribed drugs.

Employees wishing to take 'over the counter' medicines must first of all declare to the pharmacist their desire to drive road vehicles whilst taking the medication and must not do so if advised whilst taking the medication.

In any event all employees should read the leaflet provided with any medicine or prescribed drug prior to using work equipment or driving a road vehicle and if any doubt they should seek advice from a qualified medical practitioner or pharmacist.

Asbestos

It is the Company's policy to ensure that our employees and other persons are not exposed to asbestos containing materials.

Broken Bottles and Glass

It is The Company's policy to ensure that our employees are not injured whilst handling broken bottles and glass.

Suitable long handled dust pans and brushes will be provided and employees instructed never to handle broken bottles or glass with their bare hands during their induction.

Control of Infection

Effective hygiene and cleaning procedures are best practice in reducing the risks of infection. All services have regular cleaning schedules. The responsibility for the management control of infection at Burstow Park School lies with the Head Teacher. The school follows the Public Health Agency's "Guidance on infection control in Schools and

Other Childcare Settings" which gives guidance on the most common infectious diseases and the recommended periods for children should be kept away from school.

If the infection relates to an employee and they require a period of isolation away from work, Burstow will facilitate this including transport home, to their GP or hospital if required.

Occupational Health

As part of good employment practice, Burstow Park School undertakes health screening as part of the employment process for all staff. Each new member of staff is required to complete a pre-employment health questionnaire and give information about previous illnesses and immunisations against relevant infections (or refusal to accept immunisations). It is also a requirement that all employees must inform their line manager if they suspect they have contracted any serious diseases or are suffering from a related illness.

Universal Infection Control

It is not always possible to identify people who may spread infection to others, therefore the precaution to prevent the spread of infection must be followed at all times. These routine procedures are normally called universal precautions.

All blood and body fluids are potentially infectious and precautions are necessary to prevent exposure to them. All staff must use latex disposable (or similar) gloves supplied at all Burstow Park School when dealing with blood and body fluids. Each member of staff is accountable for his/her actions and must follow safe practice procedures.

Hand Hygiene

Staff must follow good basic hygiene practice at all times including thoroughly washing hands wherever necessary, especially prior to preparing food. All staff should ensure that wounds or moist skin conditions are covered with waterproof dressings which are available in the unit first aid box. Blue dressings must be used by those involved in food preparation.

NOTIFIABLE DISEASES

The Public Health Regulations 1988 lists diseases that are notifiable. Some of the more common diseases that must be notified are:

Meningitis/ Scarlet Fever/ Mumps/ Tetanus/ TB/Viral Hepatitis and Whooping Cough.

Any notifiable disease contracted by a member of staff or Student at Burstow School must be notified to the Local health protection unit. Information on how to report the information can be sought from Cornerways Personnel Manager.

Medical advice can be sought from East Surrey Hospital, Infection Control Department on telephone no. 01737-768511 extn. 6481.

Consideration must be taken to manage the risk of infection, spread of any disease and potential quarantine. All young women's social workers and adults with parental responsibility must be informed of the situation.

Any notifiable disease must be reported to the Health & Safety Executive as part of RIDDOR. Information on how to complete this document can be sought from the Personnel Manager.

Display Screen Equipment

Whilst it is generally recognised that the use of display screen equipment (DSE) can be undertaken without undue risks to health it is appreciated that some employees may have genuine reservations and concerns. The Company will provide information and training to DSE users to enable a fuller understanding of these issues.

In particular each DSE user will complete an assessment of their own DSE activities and the Company will provide 'DSE Users' eye examinations when requested and where found necessary, corrective appliances i.e. VDU glasses at a reasonable cost.

Driving

All employees who are required to drive on Company business will be provided with a separate Driving at Work Policy.

Electricity at Work

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Head Teacher will ensure that only competent people are permitted to maintain electrical equipment or electrical systems and wherever practicable, electrical equipment and electrical systems will be switched off whenever any maintenance work is required.

The Head Teacher is responsible for ensuring the fixed electrical system is periodically inspected and tested by a competent person and any parts found to be defective will be repair or replaced.

The Head Teacher will ensure that portable electrical equipment is periodically inspected and tested by a competent person and any equipment found to be defective will be withdrawn from use for repair or disposal.

All electrical equipment is visually inspected periodically by the Head Teacher or other staff as delegated.

Gas Equipment

The Company recognises the risk associated with the failure of gas equipment.

The Head Teacher is responsible for ensuring all gas equipment is maintained in a safe condition appropriate for its use and it is periodically inspected and tested by a **Gas Safe**

registered contractor and should any parts found to be defective they will ensure it is not used until repaired or replaced.

The Head Teacher is responsible for ensuring all gas equipment has up to date inspection certificates and will ensure any gas equipment without a valid certificate is withdrawn from use immediately until inspected by a competent person.

There is a carbon monoxide monitor at the school which is tested regularly.

Hazardous Substances

The Company acknowledge that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that our employees and other persons are not exposed to substances potentially hazardous to their health.

A COSHH File is maintained at the School including the Material Hazard Data Sheets obtained from the hazardous substances manufacturer/supplier.

A suitable and sufficient Risk Assessments will be undertaken by the Head Teacher or employee as delegated and appropriate precautionary control measures put into effect including secure storage and safe use.

The Head Teacher will make relevant details available to employees what precautionary control measures are needed. Where deemed necessary by the risk assessment personal protective equipment will be provided to employees along with adequate information and instruction.

Housekeeping

Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury at work.

The Company recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

The Company acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times.

The Head Teacher will ensure that all internal and external floors shall be maintained to avoid slips, trips and falls and to report any defects to the Service Manager which they cannot rectify themselves.

The School Office Manager undertakes a documented weekly inspection inside the school and the contracted maintenance worker makes documented checks of the outside of the premises.

Legionella

The Company recognises the risk associated the growth of legionella and an assessment will be undertaken which will include:

- Identifying whether there are conditions present that will encourage bacteria growth and multiplication including the growth of legionella.
- Identifying the hot and cold water temperatures throughout the buildings water distribution system to locate any systems or areas where water may be stored or distributed between 20-45°C.
- All areas or services capable of releasing an aerosol will be identified and where necessary measures put in place to control the risks.

Water temperatures

There is clear signage to indicate which taps run hot water to warn against the risk of scalding. One boiler heats the hot water, which is not stored, for hot water taps located in the staff and student kitchens, staff and student toilets.

Lighting

The Company regards the provision of a safe and well-lit working environment as fundamental to health, safety and well being of our employees and all reasonable steps will be taken to ensure that lighting is adequate at all times.

Manual Handling

Statistics show that poor manual handling is also one of the most common causes of injury at the workplace and these injuries often have long term effects.

The Company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our employees on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by the Head Teacher.

All employees will be provided with appropriate information, instruction and training to enable them to carry out manual handling tasks without injury to themselves.

Monitoring of Health and Safety Management Systems and Provisions

Risk control systems and workplace conditions will be monitored by the Head Teacher via weekly checklist reviews.

Employees are encouraged to report any defects or other matters of concern to the Head Teacher. Health and Safety is an agenda item at every weekly staff meeting.

In addition health and safety audits of the school will be undertaken by the Health and Safety Advisor from time to time.

Any defects or matters of concern arising out of the audits undertaken by the Health and Safety Advisor will be reported to the Head Teacher immediately for appropriate corrective action to be taken, if within their capabilities.

The Health and Safety Advisor will provide a report to the Director and or Head Teacher to ensure appropriate corrective action is taken.

Outside areas

The Company accepts responsibility for the safety of children, staff and visitors anywhere on our premises and this includes driveways, car parks, paths lawns and steps. Also includes any equipment in use in the garden.

Staff are required to report any hazard, such as cracked or uneven surfaces, slippery surfaces from ice, snow or leaves to the Head Teacher so that appropriate action can be taken.

The Head Teacher will ensure all external walkways remain safe to walk on and will maintain appropriate supplies of gritting agents during the course of the winter months.

Outside areas are included in the weekly documented premises checks.

Personal Protective Equipment (PPE)

The Company will provide personal protective equipment (PPE) when the risk represented by a work activity cannot be adequately controlled by other means, where determined by the risk assessment.

The Head Teacher will give such information and instruction during the induction process to enable employees to understand the importance of wearing PPE where it is required.

Pregnant and Nursing Mothers

All female staff shall be advised on recruitment that they are required to notify their Line Manager in writing should they become pregnant or a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

On receipt of formal notification the Line Manager will refer to the generic risk assessment and will regularly complete an individual risk assessment of that person's work.

For any risks to which they are exposed or which represent additional risk because of pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks.

Particular note shall be made of any representations from the woman's medical advisors (GP or anti-natal / post-natal).

Smoking

The Company is committed to complying with 'No Smoking' legislation and provide a safe and comfortable smoke free working environment.

Smoking by any employee must be in designated area.

Stepladders

Falling off stepladders is a common cause of accidents, and the Company will take particular care to ensure that they are suitable for the task.

Assessments of work activities that involve the use of stepladders will be undertaken by the Head Teacher to determine they are the most appropriate type of equipment.

The Head Teacher will ensure that our stepladders are properly constructed and inspected monthly and recorded.

The Company will provide employees with instruction, training and other information on how to use stepladders safely.

Stress

The Company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The Company will identify all workplace stressors and the Head Teacher will conduct risk assessments to eliminate stress or control the risks from workplace stress.

The Company will consult with employees on all proposed action relating to the prevention of workplace stress.

Welfare Facilities

It is the Company's policy to ensure that all our employees have reasonable access to facilities provided in the workplace to consume food and drink during working hours. We will in any case ensure that a wholesome supply of drinking water can be obtained at all times.

The Company will provide suitable and sufficient rest facilities and facilities for storing clothing.

The Company will provide sufficient numbers of conveniences, readily accessible washing facilities including hot and cold water, soap or other means of cleaning along with a hygienic method of drying.

The Head Teacher will ensure all welfare facilities are maintained in a clean and sanitary condition and are inspected.

Working Alone

Where employees are required to work alone, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.

The Line Manger will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable.

In particular we will ensure that communication is established with lone workers appropriate to the circumstances.

Work at Height

The Company will do everything that is reasonably practicable to prevent anyone falling.

The Head Teacher will undertake risk assessments of work at height activities undertaken by our employees.

In particular the risk assessments will:

Avoid work at height where we can and ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

Ensure the use work equipment or other measures to prevent falls where we cannot avoid working at height.

Identify where we cannot eliminate the risk of a fall and will ensure the use of work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Ensure all external work at height takes account of weather conditions that could endanger health and safety.

Ensure those involved in work at height including the use of all work equipment are trained, competent and appropriately supervised.

Ensure the place where work at height is done is safe.

Ensure equipment for work at height is appropriately inspected.

Ensure the risks from any fragile surfaces are properly controlled.

Ensure the risks from falling objects are properly controlled.

Work Equipment

The Company will take all reasonable steps to protect the health and safety of our employees when using equipment at work.

In particular the Head Teacher will ensure that:

Any new work equipment we may from time to time purchase, is specified, designed and supplied to us in accordance with the appropriate standards and is CE marked.

All work equipment will be maintained in accordance with the manufacturers' recommendations.

The Head Teacher will ensure work equipment in their premises is safe to use and will conduct weekly inspections and record the findings.

Young Persons

It is the Company's policy for a Risk Assessment to be undertaken by the Service Manager before we employ a young person (between the ages of 16 and 18), to ensure any risks are identified and addressed.

In particular the assessment will take into account:

The inexperience and immaturity of the young person.

Their lack of awareness of risks to their health & safety.
The type of work equipment they will be required to use.

Any hazardous substances they may be exposed to.

The Company is aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Appendix 1

Related Policies

Driving at Work
First Aid
Fire Safety
Administering Medication

Burstow Park School

Health, Safety and Welfare Policy

Burstow Park School

Health, Safety and Welfare Policy Statement

Burstow Park Hall Ltd (hereinafter referred to as the Company), believes that the prevention of accidents involving personal injury or damage to property and the welfare of its employees, children and young persons in their care and others who may be affected by our activities is essential to the successful operation of the business, and it regards the health, safety and welfare of its employees, children and young persons in their care as paramount.

Therefore, through this statement of intent the Company will do all that is reasonably practicable to ensure the health, safety and welfare at work of all employees, children and young persons' in their care and others who may be affected by its activities at all its premises by provision of the necessary organisation, training, supervision and safe equipment.

It is the policy of the Company to comply with the terms of the Health and Safety at Work Etc Act 1974 and with subordinate health and safety regulations taking into account current Health and Safety Executive guidelines.

The Company will, so as far as is reasonably practicable, provide:

- A safe place of work, with safe means of access and egress
- A safe working environment with safe tools, plant, equipment and safe systems of work
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training to staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.

In addition the Company will:

- Provide an organisation structure that ensures that this Health Safety and Welfare Policy will be implemented in full and updated as appropriate.
- Ensure there is effective communication with and co-operation of all employees in the operation of this Health Safety and Welfare Policy.
- Assess all significant risks to its employees and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.
- Strive for continuous improvement through regular monitoring of this Health Safety and Welfare Policy.
- Bring this statement to the attention of all employees and any other person who may be affected by the Company's undertaking.

Director	
Signature and Date	

Health and Safety Management Organisation

Director

The overall and final responsibility for the management of health and safety rests with **Viv Spence**, who is responsible for:

Ensuring only competent people are appointed to assist the Company meet its statutory duties.

Ensuring that this Health, Safety and Welfare Policy is implemented in full within all premises occupied by the Company and that its contents and philosophy are understood at all levels.

Ensuring the development of a positive health and safety culture within the Company.

Ensuring that adequate time and resources are allocated by the Company to health, safety and welfare issues.

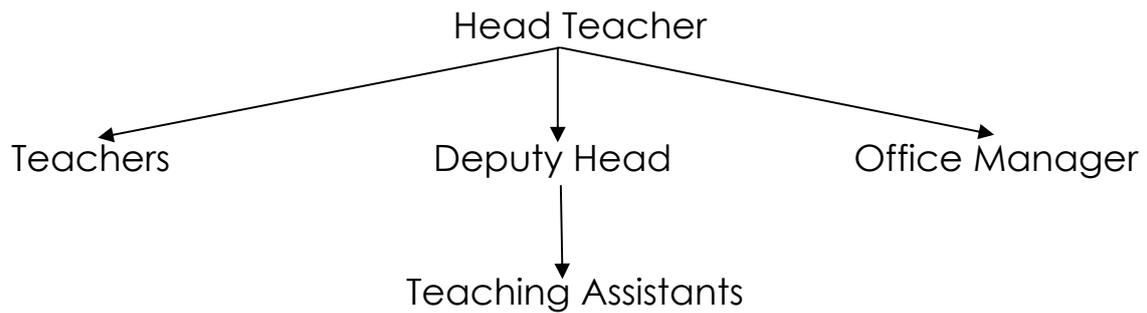
Ensuring the Company's premises and safe working practices do comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations.

Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR are reported.

Reviewing the standards of performance of health safety and welfare in the Company with the Company's external Health and Safety Advisor and establishing any programs deemed necessary for improvement.

Ensuring the Company's Disciplinary Code if breaches of safe working practices occur is enforced.

Burstow Park School Organisation Chart



Head Teacher

The Head Teacher is charged with the day-to-day responsibility for the co-ordination and implementation of the Health, Safety and Welfare Policy.

They have the following responsibilities for the premises for which they have operational responsibility:

Implementation of the requirements of this Health, Safety and Welfare Policy.

Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.

Ensuring that all work equipment is maintained in a safe condition and receives regular inspection, testing and/or servicing as required by legislation or Company policy.

Ensuring there is adequate supervision of all employees under their control to ensure that all safe working practices are adhered to.

Ensuring the health and safety of contractors and visitors and that any contractor or visitor adhere to any laid down safe working practices.

Recording, investigating and reporting internally any accidents or safety related incidents involving employees or other persons (young persons) and employee sickness arising from work related activities.

Ensuring that only authorised hazardous substances are purchased and used within the premises.

Ensuring that all hazardous substances are stored correctly, only used for the correct application and that employees adhere to the safe working practices.

Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored and maintained in good condition.

Ensuring any designated fire doors remain closed and that fire exit routes are not blocked or used for storage.

Ensuring that any work at height activity is adequately assessed and supervised.

Ensuring that adequate first-aid supplies and fire precautions are maintained including any requirements for testing the equipment.

Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date.

Shall report to the Director any hazard or defect affecting health, safety or welfare that in their view is unsafe and they cannot rectify.

Ensuring the Company's Disciplinary Code if breaches of safe working practices occur is enforced.

Undertaking audits and ensuring that any corrective actions or improvements are implemented.

Health and Safety Adviser

The services of an external Health and Safety Consultancy Bollington Risk Management, Greystone House, Moss Lane, Altrincham, Cheshire WA15 8HW is retained to provide advice and guidance.

Simon Rogers can be contacted on 07977 564547 and by email at simon.rogers@bollington.com

Simon Rogers will monitor the policy and the means of implementing it and make recommendations for amending as necessary.

Simon Rogers is available to assist in achieving a high standard of safety performance and his responsibilities will include the following:

Providing the Company with up-to-date safety information and advising on the actions required arising from Health and Safety Legislation, Approved Codes of Practice, Guidance Notes and other material issued by the Health and Safety Executive.

Assisting the Company to identify hazards within the workplace that require a risk assessment in order to determine the control measures to be adopted.

Making periodic inspections of the premises to ensure that unsafe equipment, working conditions, practices and fire hazards are identified as early as possible, thereafter reporting the results of such inspections to the Registered Manager responsible for health and safety with recommendations to remedy any defects.

Whenever necessary, investigating the circumstances of a Major Accident defined under RIDDOR, the events leading to it, reporting on it and making recommendations to avoid a recurrence.

Employees

All employees are held accountable at law not to commit acts in breach of safety legislation and they must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

The responsibilities of employees are:

Familiarise themselves with the contents of the Health Safety and Welfare Policy and the arrangements for its implementation and at all times conform to them.

Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk.

Shall conform to any safety instructions given by a senior member of staff.

Shall undertake and follow relevant health, safety and welfare training provided.

Shall report to the Head Teacher or other relevant Manager (e.g. On-Call) all incidents and accidents whether it involves employees, equipment, vehicles, property or other persons and whether or not a person has been injured and will assist as necessary in the investigation of accidents or dangerous occurrences.

Shall report to the Head Teacher or other relevant Manager (e.g. On-Call) any hazard or defect affecting health, safety or welfare that in their view is unsafe.

Assist in the maintenance of good housekeeping standards.

Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided.

Not use equipment or tools for which they have not been authorised.

Not to bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and tested by a competent person (PAT testing).

Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided.

To co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with and to properly use the facilities and equipment provided for your health, safety and welfare and not to intentionally or recklessly interfere with them.

Contractors and Visitors

All visitors and contractors are required to sign in and out in the office.

All visitors and contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible employee.

All visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident.

All visitors and contractors are not allowed to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering lifting equipment etc.

All visitors and contractors are not allowed to use any Company equipment unless trained and authorised to do so.

All accidents and incidents are to be reported to the person responsible for them.

All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work. All contractors' employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment.

No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to: brazing, burning, cutting, grinding, soldering and torch applied roofing.

No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work live and a Permit to Work issued.

No contractor shall undertake any work on a roof or enter a confined space without the issue of a Permit to Work.

Health & Safety Policy Arrangements

Planning and the Management of Health, Safety and Welfare

The management of the health and safety risk arising out of our work activities will be based upon risk assessment.

The findings of individual risk assessments will be recorded by the Head Teacher. The Head Teacher is responsible for ensuring the control measures necessary to remove or reduce risks to health or safety are fully implemented.

Risk assessments are to be reviewed annually or whenever the conditions of work, work activities or other relevant circumstances change.

Risk control systems and workplace conditions will be continuously monitored by the Head Teacher and Deputy who are responsible for ensuring any hazards, defects or other matters of concern are rectified.

In addition health and safety inspections of the workplace will be undertaken by the Health and Safety Advisor at agreed intervals.

Any defects or matters of concern arising out of the Health and Safety Advisors workplace inspections will be reported to the Head Teacher responsible immediately for appropriate corrective action to be taken and within a written report to the Director and or Head Teacher.

The Health, Safety and Welfare Policy will be reviewed by the Director, Head Teacher and Health and Safety Advisor annually or whenever there is a substantial change in the workplace or work activities.

The Director, the Head Teacher will review the management arrangements and risk control systems and establish priorities for any necessary remedial measures that may from time to time be identified through the processes of monitoring and review.

Consultation with Employees

The Company will consult with employees on matters that affect their health and safety at work. This includes the introduction of anything that may substantially affect health and safety; risks identified through risk assessment and the measures taken to reduce those risks; the health and safety implications of any new technology introduced into the workplace and the planning and organising of health and safety training.

Consultation will be undertaken through briefing meetings or other suitable means that will be arranged from time to time as required.

Information, Instruction and Training

Comprehensible and relevant information will be provided on risks to health or safety identified through risk assessments and the preventative and protective measures taken to control them. The Health and Safety Law poster is displayed on the notice board at the School.

Induction training for new employees and temporary workers will be undertaken and in particular new starters and temporary workers are made aware of:

- What to do in an emergency situation - fire for example;
- Where and from whom they may obtain first-aid assistance;
- The risks assessments and the control measures in place; and
- Where to go and who to ask for advice and assistance generally.

The training needs of all employees will be assessed against all identified work activities and suitable training will be undertaken internally or provided by external training providers.

The Company will maintain training records and will arrange refresher training where required by legislation or otherwise determined by monitoring employees actions. All training will be recorded and will be signed for by each employee.

Emergency Procedures in the Event of a Fire

The Company's primary concern is the safety of all our employees, children, and other persons however the preservation of property is complementary and we recognise that our business can be diminished or seriously impaired following loss or damage to property.

The Company recognises the primary tool in this process is the completion of a fire risk assessment which will be undertaken by a competent person.

The Company will endeavour to comply with the general requirements of good fire protection. This includes the provision of a suitable means of raising the alarm, suitable fire exit routes and appropriate signage.

All fire equipment will be maintained by competent contractors and all fire alarms and emergency lights will be tested weekly by the Head teacher or other employee as delegated.

The Company will ensure all employees receive appropriate fire training and that regular evacuation drills are undertaken and recorded.

The Head Teacher will ensure smoking does not take place on site.

General Procedures in the Event of a Fire:-

Any person discovering a fire should: -

- Immediately raise the alarm by activating one of the call points in the School.
- Ensure that the Fire Brigade is called immediately by dialing 999 and give the full postal address of the premises.
- Direct young person in the area away from the fire and towards the nearest available fire exit.

On hearing the alarm, everyone is to evacuate by the nearest available fire exit. In exiting:-

- Do not - delay your evacuation to collect coats or personal belongings.
- Please - close doors any behind you as you leave the building.

Only attempt to fight the fire with a fire extinguisher if:-

- You have raised the alarm first.
- You have received training and are certain you know you have selected the correct type of extinguisher and you know how to use it.
- The fire is small and you can tackle it safely without risk to yourself or others.
- Your exit route is within easy reach and not in danger of becoming engulfed by the fire.

After evacuation, all persons are required to assemble at the designated assembly points notified during induction. No one is to re-enter any building until the fire brigade say it is safe to do so.

Contractors and Visitors – All employees are responsible to ensure that any contractor or visitor is aware of these procedures and ensure they evacuate when the fire alarm sounds.

A detailed fire evacuation plan is produced for the school and reviewed regularly.

Contractors and Visitors

Contractors and Visitors are required to sign in and will be guided and directed by a responsible employee as appropriate.

Contractors will not be allowed to commence work other than emergency repairs without first having provided risk assessments and/or safe systems of work. If contractors are to undertake any hazardous activities, including work involving the application of heat, on electrical systems, at height or in a confined space their operations are to be subject to a Permit to Work.

The procedures and precautions to be observed by the contractors are to be approved in advance by the Director or Head Teacher who are responsible for authorising all proposed contractors' operations.

Appropriate information about emergency procedures is to be given to contractors and visitors by the person(s) responsible for them whilst they are on the premises.

No contractor or visitor is permitted to smoke anywhere on site.

Accidents, Ill Health and First-aid

The Company will ensure an adequate number of trained first-aiders and first-aid equipment is provided.

The first-aiders are responsible for taking charge of any person who may suffer injury or illness and administer first-aid in accordance with their training. If necessary, the emergency services are to be summoned by any person present at the scene of the accident or illness.

The first-aid boxes are inspected monthly and are replenished as necessary by the Head Teacher.

All accidents and cases of ill health at work are to be notified immediately to the Head Teacher.

All accidents are to be recorded in the accident book and passed to the Service Manager.

The Service Manager is responsible for notifying RIDDOR reportable accidents to the Incident Reporting Centre by the following means:

Online: www.hse.gov.uk/riddor/online.htm for all accidents other than a fatality or Major Accident.

Telephone: 0845 300 9923 – Fatalities and Major Accidents only (opening hours Monday to Friday 8.30 am to 5 pm). The duty officer may be contacted on 0151 922 9235 for a fatality outside these hours.

The Head Teacher will investigate all incidents, accidents and near misses with the assistance of the Health and Safety Advisor for any Major Injuries as defined under RIDDOR.

The Director will be responsible for collating accident statistics and authorising any further risk control measures that may be recommended following analysis of such information.

IN THE EVENT OF A SERIOUS ACCIDENT TO A PERSON IN OUR CARE

In the event of a serious accident to a child or young person in our care the procedure is:

- Make the young person comfortable
- Keep them immobilised
- Telephone the emergency services
- Report the incident to the Head Teacher or On Call Manager
- Follow Accident procedure
- Inform the young person's Social Worker and parents (if applicable) of the accident and if the young person is hospitalised the details of their location
- Enter all relevant information on the young person's incident report
- Complete detail of accident in students' accident book.

Aggression and Violence

The Company is committed to ensuring employees are not abused, threatened or assaulted in circumstances relating to their work and we have a zero tolerance policy to violence and will do everything we can to prevent violent incidents.

This means:

- physical violence – including kicking, spitting, hitting or pushing, as well as more extreme violence with weapons;
- verbal abuse – including shouting, swearing or insults, racial or sexual abuse; and
- threats and intimidation.

Risk Assessments will be undertaken by the Head teacher and appropriate control measures adopted.

All employees have a personal responsibility for their own behaviour and are provided with appropriate training.

All cases of aggression and violence are to be notified immediately to the Head Teacher who will record the incident.

All cases will be reviewed and recommendations put into effect to prevent recurrence.

Alcohol and Drugs

The Company is committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work and with other persons.

This policy, which applies to all employees, aims to:

Promote the health and well being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.

Identify employees with possible problems relating to the affects of alcohol or drugs at an early stage.

Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Consuming alcohol and taking of drugs in the workplace is prohibited by all employees, visitors, contractors and others and extends to within the site boundary including car parks and other external areas.

It is forbidden for employees to operate any work equipment including vehicles in an unfit state due to the influence of alcohol or illegal drugs and other substances, including prescription drugs that could impair their ability or to be in possession of illegal drugs whilst on Company premises.

Any employee taking medicines or prescribed drugs under the direction of their Doctor, Dentist or Hospital Consultant must first obtain their permission to drive road vehicles on Company business whilst taking such medicines or prescribed drugs.

Employees wishing to take 'over the counter' medicines must first of all declare to the pharmacist their desire to drive road vehicles whilst taking the medication and must not do so if advised whilst taking the medication.

In any event all employees should read the leaflet provided with any medicine or prescribed drug prior to using work equipment or driving a road vehicle and if any doubt they should seek advice from a qualified medical practitioner or pharmacist.

Asbestos

It is the Company's policy to ensure that our employees and other persons are not exposed to asbestos containing materials.

Broken Bottles and Glass

It is The Company's policy to ensure that our employees are not injured whilst handling broken bottles and glass.

Suitable long handled dust pans and brushes will be provided and employees instructed never to handle broken bottles or glass with their bare hands during their induction.

Control of Infection

Effective hygiene and cleaning procedures are best practice in reducing the risks of infection. All services have regular cleaning schedules. The responsibility for the management control of infection at Burstow Park School lies with the Head Teacher. The school follows the Public Health Agency's "Guidance on infection control in Schools and Other Childcare Settings" which gives guidance on the most common infectious diseases and the recommended periods for children should be kept away from school.

If the infection relates to an employee and they require a period of isolation away from work, Burstow will facilitate this including transport home, to their GP or hospital if required.

Occupational Health

As part of good employment practice, Burstow Park School undertakes health screening as part of the employment process for all staff. Each new member of staff is required to complete a pre-employment health questionnaire and give information about previous illnesses and immunisations against relevant infections (or refusal to accept immunisations). It is also a requirement that all employees must inform their line manager if they suspect they have contracted any serious diseases or are suffering from a related illness.

Universal Infection Control

It is not always possible to identify people who may spread infection to others, therefore the precaution to prevent the spread of infection must be followed at all times. These routine procedures are normally called universal precautions.

All blood and body fluids are potentially infectious and precautions are necessary to prevent exposure to them. All staff must use latex disposable (or similar) gloves supplied at all Burstow Park School when dealing with blood and body fluids. Each member of staff is accountable for his/her actions and must follow safe practice procedures.

Hand Hygiene

Staff must follow good basic hygiene practice at all times including thoroughly washing hands wherever necessary, especially prior to preparing food. All staff should ensure that wounds or moist skin conditions are covered with waterproof dressings which are available in the unit first aid box. Blue dressings must be used by those involved in food preparation.

NOTIFIABLE DISEASES

The Public Health Regulations 1988 lists diseases that are notifiable. Some of the more common diseases that must be notified are:

Meningitis/ Scarlet Fever/ Mumps/ Tetanus/ TB/Viral Hepatitis and Whooping Cough.

Any notifiable disease contracted by a member of staff or Student at Burstow School must be notified to the Local health protection unit. Information on how to report the information can be sought from Cornerways Personnel Manager.

Medical advice can be sought from East Surrey Hospital, Infection Control Department on telephone no. 01737-768511 extn. 6481.

Consideration must be taken to manage the risk of infection, spread of any disease and potential quarantine. All young women's social workers and adults with parental responsibility must be informed of the situation.

Any notifiable disease must be reported to the Health & Safety Executive as part of RIDDOR. Information on how to complete this document can be sought from the Personnel Manager.

Display Screen Equipment

Whilst it is generally recognised that the use of display screen equipment (DSE) can be undertaken without undue risks to health it is appreciated that some employees may have genuine reservations and concerns. The Company will provide information and training to DSE users to enable a fuller understanding of these issues.

In particular each DSE user will complete an assessment of their own DSE activities and the Company will provide 'DSE Users' eye examinations when requested and where found necessary, corrective appliances i.e. VDU glasses at a reasonable cost.

Driving

All employees who are required to drive on Company business will be provided with a separate Driving at Work Policy.

Electricity at Work

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Head Teacher will ensure that only competent people are permitted to maintain electrical equipment or electrical systems and wherever practicable, electrical equipment and electrical systems will be switched off whenever any maintenance work is required.

The Head Teacher is responsible for ensuring the fixed electrical system is periodically inspected and tested by a competent person and any parts found to be defective will be repair or replaced.

The Head Teacher will ensure that portable electrical equipment is periodically inspected and tested by a competent person and any equipment found to be defective will be withdrawn from use for repair or disposal.

All electrical equipment is visually inspected periodically by the Head Teacher or other staff as delegated.

Gas Equipment

The Company recognises the risk associated with the failure of gas equipment.

The Head Teacher is responsible for ensuring all gas equipment is maintained in a safe condition appropriate for its use and it is periodically inspected and tested by a **Gas Safe** registered contractor and should any parts found to be defective they will ensure it is not used until repaired or replaced.

The Head Teacher is responsible for ensuring all gas equipment has up to date inspection certificates and will ensure any gas equipment without a valid certificate is withdrawn from use immediately until inspected by a competent person.

There is a carbon monoxide monitor at the school which is tested regularly.

Hazardous Substances

The Company acknowledge that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that our employees and other persons are not exposed to substances potentially hazardous to their health.

A COSHH File is maintained at the School including the Material Hazard Data Sheets obtained from the hazardous substances manufacturer/supplier.

A suitable and sufficient Risk Assessments will be undertaken by the Head Teacher or employee as delegated and appropriate precautionary control measures put into effect including secure storage and safe use.

The Head Teacher will make relevant details available to employees what precautionary control measures are needed. Where deemed necessary by the risk assessment personal protective equipment will be provided to employees along with adequate information and instruction.

Housekeeping

Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury at work.

The Company recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

The Company acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times.

The Head Teacher will ensure that all internal and external floors shall be maintained to avoid slips, trips and falls and to report any defects to the Service Manager which they cannot rectify themselves.

The School Office Manager undertakes a documented weekly inspection inside the school and the contracted maintenance worker makes documented checks of the outside of the premises.

Legionella

The Company recognises the risk associated the growth of legionella and an assessment will be undertaken which will include:

- Identifying whether there are conditions present that will encourage bacteria growth and multiplication including the growth of legionella.
- Identifying the hot and cold water temperatures throughout the buildings water distribution system to locate any systems or areas where water may be stored or distributed between 20-45°C.
- All areas or services capable of releasing an aerosol will be identified and where necessary measures put in place to control the risks.

Water temperatures

There is clear signage to indicate which taps run hot water to warn against the risk of scalding. One boiler heats the hot water, which is not stored, for hot water taps located in the staff and student kitchens, staff and student toilets.

Lighting

The Company regards the provision of a safe and well-lit working environment as fundamental to health, safety and well being of our employees and all reasonable steps will be taken to ensure that lighting is adequate at all times.

Manual Handling

Statistics show that poor manual handling is also one of the most common causes of injury at the workplace and these injuries often have long term effects.

The Company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our employees on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by the Head Teacher.

All employees will be provided with appropriate information, instruction and training to enable them to carry out manual handling tasks without injury to themselves.

Monitoring of Health and Safety Management Systems and Provisions

Risk control systems and workplace conditions will be monitored by the Head Teacher via weekly checklist reviews.

Employees are encouraged to report any defects or other matters of concern to the Head Teacher. Health and Safety is an agenda item at every weekly staff meeting.

In addition health and safety audits of the school will be undertaken by the Health and Safety Advisor from time to time.

Any defects or matters of concern arising out of the audits undertaken by the Health and Safety Advisor will be reported to the Head Teacher immediately for appropriate corrective action to be taken, if within their capabilities.

The Health and Safety Advisor will provide a report to the Director and or Head Teacher to ensure appropriate corrective action is taken.

Outside areas

The Company accepts responsibility for the safety of children, staff and visitors anywhere on our premises and this includes driveways, car parks, paths lawns and steps. Also includes any equipment in use in the garden.

Staff are required to report any hazard, such as cracked or uneven surfaces, slippery surfaces from ice, snow or leaves to the Head Teacher so that appropriate action can be taken.

The Head Teacher will ensure all external walkways remain safe to walk on and will maintain appropriate supplies of gritting agents during the course of the winter months.

Outside areas are included in the weekly documented premises checks.

Personal Protective Equipment (PPE)

The Company will provide personal protective equipment (PPE) when the risk represented by a work activity cannot be adequately controlled by other means, where determined by the risk assessment.

The Head Teacher will give such information and instruction during the induction process to enable employees to understand the importance of wearing PPE where it is required.

Pregnant and Nursing Mothers

All female staff shall be advised on recruitment that they are required to notify their Line Manager in writing should they become pregnant or a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

On receipt of formal notification the Line Manager will refer to the generic risk assessment and will regularly complete an individual risk assessment of that person's work.

For any risks to which they are exposed or which represent additional risk because of pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks.

Particular note shall be made of any representations from the woman's medical advisors (GP or anti-natal / post-natal).

Smoking

The Company is committed to complying with 'No Smoking' legislation and provide a safe and comfortable smoke free working environment.

Smoking by any employee must be in designated area.

Stepladders

Falling off stepladders is a common cause of accidents, and the Company will take particular care to ensure that they are suitable for the task.

Assessments of work activities that involve the use of stepladders will be undertaken by the Head Teacher to determine they are the most appropriate type of equipment.

The Head Teacher will ensure that our stepladders are properly constructed and inspected monthly and recorded.

The Company will provide employees with instruction, training and other information on how to use stepladders safely.

Stress

The Company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The Company will identify all workplace stressors and the Head Teacher will conduct risk assessments to eliminate stress or control the risks from workplace stress.

The Company will consult with employees on all proposed action relating to the prevention of workplace stress.

Welfare Facilities

It is the Company's policy to ensure that all our employees have reasonable access to facilities provided in the workplace to consume food and drink during working hours. We will in any case ensure that a wholesome supply of drinking water can be obtained at all times.

The Company will provide suitable and sufficient rest facilities and facilities for storing clothing.

The Company will provide sufficient numbers of conveniences, readily accessible washing facilities including hot and cold water, soap or other means of cleaning along with a hygienic method of drying.

The Head Teacher will ensure all welfare facilities are maintained in a clean and sanitary condition and are inspected.

Working Alone

Where employees are required to work alone, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.

The Line Manger will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable.

In particular we will ensure that communication is established with lone workers appropriate to the circumstances.

Work at Height

The Company will do everything that is reasonably practicable to prevent anyone falling.

The Head Teacher will undertake risk assessments of work at height activities undertaken by our employees.

In particular the risk assessments will:

Avoid work at height where we can and ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

Ensure the use work equipment or other measures to prevent falls where we cannot avoid working at height.

Identify where we cannot eliminate the risk of a fall and will ensure the use of work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Ensure all external work at height takes account of weather conditions that could endanger health and safety.

Ensure those involved in work at height including the use of all work equipment are trained, competent and appropriately supervised.

Ensure the place where work at height is done is safe.

Ensure equipment for work at height is appropriately inspected.

Ensure the risks from any fragile surfaces are properly controlled.

Ensure the risks from falling objects are properly controlled.

Work Equipment

The Company will take all reasonable steps to protect the health and safety of our employees when using equipment at work.

In particular the Head Teacher will ensure that:

Any new work equipment we may from time to time purchase, is specified, designed and supplied to us in accordance with the appropriate standards and is CE marked.

All work equipment will be maintained in accordance with the manufacturers' recommendations.

The Head Teacher will ensure work equipment in their premises is safe to use and will conduct weekly inspections and record the findings.

Young Persons

It is the Company's policy for a Risk Assessment to be undertaken by the Service Manager before we employ a young person (between the ages of 16 and 18), to ensure any risks are identified and addressed.

In particular the assessment will take into account:

The inexperience and immaturity of the young person.

Their lack of awareness of risks to their health & safety.
The type of work equipment they will be required to use.

Any hazardous substances they may be exposed to.

The Company is aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Appendix 1

Related Policies

Driving at Work
First Aid
Fire Safety
Administering Medication